

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 5, 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 12:30 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, Jason Johnson, Ronald McMaster, Edwin Nagle, Rich Rowe, and Diana Talmage (7).

Approval of the Minutes of the Board of Trustees – The minutes of the August 1, 2017 regular meeting were provided. The Chair declared the minutes approved as written.

President Search Ad Hoc Committee Report – Chair Talmage reported that the President Search Ad Hoc Committee met on August 15, 2017. She noted that eight proposals were received in response to the request for proposals for professional services of an executive search firm, and three proposals were short-listed with respect to a balance of the understanding of the scope of services, location and cost, including guarantees, strategies and higher education experience. The three short-listed firms were invited to present to the President Search Ad Hoc Committee, and it is anticipated that a selection of an executive search firm will be made for the Board's working retreat in October. Additionally, she commented on the composition of volunteer appointments to assist with the President Search Ad Hoc Committee of the three trustees, which will consist of three employees to each represent the professional staff, the faculty and the support staff, and for three external stakeholders to represent the alumni and the community. She commented on the importance of the volunteers being objective, able to invest time and to work as a team. The following addendum resolution was presented and read aloud by Mr. Rowe.

RESOLUTION 2017-09-05-07

WHEREAS, the Board Chair has appointed three trustees to the President Search Ad Hoc Committee, in accordance with 3358:11-1-02(E)(4); and

WHEREAS, the final selection and appointment of the President/Chief Executive Officer will be made by the Owens Community College Board of Trustees;

WHEREAS, to assist with the President Search Ad Hoc Committee, the Board Chair desires to appoint stakeholders in a volunteer capacity with the following charge:

- Receive updates from the search consultant
- Provide input on the position profile
- Participate in the candidate presentation – welcome, tours, introductions, etc.
- Provide input on concerns of each candidate
- Participate in the first round of interviews with the semi-finalists, as vetted by the search consultant

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board Chair appoints the following volunteer stakeholders to assist with the President Search Ad Hoc Committee:

1. **Tom Daniels, Assistant Director, Graduate & Executive Programs, Bowling Green State University**
2. **Ron Matter, Superintendent, Penta Career Center**
3. Dean Monske, President/CEO, Toledo Regional Growth Partnership
4. Margaret Parker, Associate Professor, Business Management, Owens Community College
5. Carl Dettmer, Director, Program Development, Owens Community College

BE IT FURTHER RESOLVED that the Board Chair will separately appoint a third volunteer employee stakeholder to assist with the President Search Ad Hoc Committee.

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

Interim President's Report – Interim President Steve Robinson addressed the August 30, 2017 incident of sexual misconduct, as follows: “Owens Community College has zero tolerance for sexual assault, coercion, exploitation, or other forms of sexual misconduct. The College is handling this matter with the utmost seriousness, and the College is treating it as a crime. As members of the Board, you should know that Owens has dedicated professionals and the appropriate structures in place to handle such incidents. The response has been twofold: 1) immediate and appropriate action; 2) timely and appropriate communication. Our institutional response to this matter is ongoing, and our primary concern is for the well-being of the victim and the safety of our community.” Dr. Robinson acknowledged the quick and deliberate action of Scott Steinke, Chief of Police, Lisa Nagel, General Counsel and Vice President, Administration, Human Resources, and Danielle Filipchuk, Director of Student Conduct and Student Life.

Dr. Robinson presented his activity report, which highlighted a July 31 meeting with Terra Community College President and Vice President, Academic Affairs for an initial discussion of potential regional partnerships; an August 22 meeting with Findlay Hancock County Alliance; and, an August 23 meeting with the Cherry Street Mission Ministries – Life Revitalization Center on the potential to expand the machining program. Dr. Robinson hosted a large team meeting with Rossford City Schools on the feasibility of space utilization. Dr. Robinson acknowledged Margaret Parker, Associate Professor, Business Management, for the open house with the Toledo Public Schools' Jones Leadership Academy. Dr. Robinson commented on the citizenship and school spirit displayed by the student-athletes of the Owens Express volleyball team.

Dr. Robinson closed his report with developing the strategic priorities that is anticipated to be presented to the Board's working retreat in October. The goals are to “advance student success and completion strategies; and, to prepare trustees for the evolution of the community college.”

Academic Affairs Report – Denise Smith, Interim Provost/Vice President of Academic Affairs, reviewed the institutional accreditation process called the Academic Quality Improvement Program (AQIP) Pathway through the Higher Learning Commission. She commented on the eight year cycle of the AQIP Pathway and the College is in years 5-6, which will require attending a strategy forum with the Higher Learning Commission in Chicago in 2018. In year 7 of the cycle, between September 2018 and June 2018, the College will submit a systems portfolio describing the processes,

results and improvements in the areas of “Helping Students Learn,” “Meeting Student and Stakeholders Needs,” “Valuing Employees,” “Planning and Leading,” “Knowledge Management and Resource Stewardship,” and a “Quality Overview.” And in year 8 of the cycle, between 2019 and 2020, the Higher Learning Commission will have an on-site visit by a team of peer reviewers to conduct a comprehensive quality review. Ms. Smith also commented on the requirement of an annual action project, which is one short term project that impacts quality improvement, which will be due between January 1 and March 31, 2018.

Ms. Smith closed her report by providing an overview of the academic calendar recommendation, which is closely aligned, but not a replicate of the academic calendars of Bowling Green State University and the University of Toledo, as the universities’ dates vary due to the potential of initiating course offerings during the interterm periods at the universities.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, provided an enrollment update as of September 4, 2017, which the headcount as of the 14th census day was 8,826 students, reflecting 103 percent attainment of the enrollment target and a decrease of 7.2 percent from the prior Fall Semester 2016. She commented on the retention of continuing students and the enrollment of guest and college credit plus students. The enrollment management team is evaluating the strategies in place for each student type to identify opportunities for the future, which includes early alert outreach, scholarships, transportation and an expansion of services for the veteran and active duty student population.

Ms. Giordano commented on a scheduled program review from the Department of Education for the Office of Financial Aid, September 25-29, 2017. The standard review evaluates compliance of the federal student aid program authorized under Title IV of the Higher Education Act of 1965.

Mr. Nagle and Mr. Rowe requested other enrollment information for Ms. Giordano to follow up.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, commented that the auditors have completed the on campus fieldwork and the Owens team has completed all required work for the audit. He anticipates the finalized audited financial statements, no later than October 1, which will be submitted to the Ohio Auditor of State for certification. He commented that for the September 26 Board Finance Committee meeting, he will present the projections for the Fiscal Year 2018 budget. He concluded his report with an update on Fiscal Year 2018 state-funded capital projects in development or under construction, which included the pending completion of Veterans Hall Phase II project and the Transportation Technologies expansion project; the renovation in progress of the College Hall project and the planning for the Administration Hall water infiltration project.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTIONS 2017-09-05-01 & 06

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: Shawn Blasingim
ADDRESS: Toledo, OH
EDUCATION: Graduate of Whitmer High School
EXPERIENCE: Two years of cleaning experience and commercial driver's license (CDL) experience
ASSIGNMENT: Custodian/Bus Driver

NAME: Sara Burke
ADDRESS: Findlay, OH
EDUCATION: Doctor of Physical Therapy, with a major in Physical Therapy, from the University of Findlay; Bachelor of Science, with a major in Biological Sciences, from The Ohio State University at Lima
EXPERIENCE: Nine years of teaching and work experience as a Physical Therapist
ASSIGNMENT: Instructor, Physical Therapist Assistant Program

NAME: Erin Holmberg
ADDRESS: Bowling Green, OH
EDUCATION: Bachelor of Fine Arts, with a major in 2-Dimensional Studies, from Bowling Green State University
EXPERIENCE: Five years of graphic design, layout and production experience
ASSIGNMENT: Manager, Creative Services

NAME: Julie Posey
ADDRESS: Tiffin, OH
EDUCATION: Bachelor of Applied Science, with a major in Diagnostic Medical Sonography, from Siena Heights University; Associate of Applied Science, with a major in Diagnostic Medical Sonography, from Owens State Community College
EXPERIENCE: Twelve years of teaching and clinical sonography experience
ASSIGNMENT: Instructor, Sonography

NAME: Rebecca Scott
ADDRESS: Adrian, MI
EDUCATION: Master of Sciences in Nursing, with a major in Medical-Surgical Nursing, from Wayne State University; Bachelor of Science in Nursing, with a major in Medical-Surgical Nursing, from the University of Saint Francis; Bachelor of Science in Missionary Nursing, with a major in Bible, from Taylor University (Fort Wayne Campus); Associate of Applied Science, with a major in Nursing, from Grace College and Theological Seminary
EXPERIENCE: Twenty years of nursing and teaching experience
ASSIGNMENT: Clinical Teaching Faculty, Nursing

NAME: Julie Shank
ADDRESS: Bowling Green, OH
EDUCATION: Master of Science in Nursing, with a major in Nursing, from Lourdes University; Associate of Applied Science, with a major in Nursing, from Northwest State Community College
EXPERIENCE: Nine years of nursing and teaching experience
ASSIGNMENT: Clinical Teaching Faculty, Nursing (Findlay)

NAME: Louise Weller
 ADDRESS: Republic, OH
 EDUCATION: Master of Science in Nursing, with a major in Nursing, from Walden University;
 Bachelor of Science in Nursing, with a major in Nursing, from Lourdes
 University; Associate of Applied Science, with a major in Nursing, from Owens
 State Community College
 EXPERIENCE: Twenty-eight years of nursing and teaching experience
 ASSIGNMENT: Clinical Teaching Faculty, Nursing

NAME: Debra Clifford
 ADDRESS: Bowling Green, OH
 EDUCATION: Graduate of Morgan High School
 EXPERIENCE: Two years of office experience
 ASSIGNMENT: Secretary, Student Life

NAME: Melissa Spann
 ADDRESS: Toledo, OH
 EDUCATION: Master of Education, with a major in Higher Education, from the University of
 Toledo; Bachelor of Arts, with a major in General Studies, from the University
 of Toledo
 EXPERIENCE: Four years of experience working in higher education and advising experience
 ASSIGNMENT: Representative, Admissions-Transfer and Visiting

NAME: Jill Weiland
 ADDRESS: Pemberville, OH
 EDUCATION: Associate of Applied Science, with a major in Registered Nurse Program, from
 Owens Community College
 EXPERIENCE: Three years of long-term care facility experience and six years of teaching and
 supervisory experience
 ASSIGNMENT: Manager, Nurse Aide Training Program

RESOLUTION 2017-09-05-02

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:

<u>NAME</u>	<u>ASSIGNMENT</u>
Kelly Wegener	Secretary, School of Business, Information and Public Service

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

Report of Monthly Budget Transfers for Board Approval:

RESOLUTION 2017-09-05-03

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 Mr. Rowe. Following a
 voice vote, the motion was adopted.

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

RESOLUTION 2017-09-05-04

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.

Dr. McMaster made a motion to approve the report, which was seconded by Mr. Nagle. There was discussion of the open purchase order for legal services, which Lisa Nagel, General Counsel and Vice President, Administration and Human Resources, responded that the vendor is the designated outside legal counsel for litigation, labor and employment. Following a voice vote, the motion was adopted.

Academic Calendar:

RESOLUTION 2017-09-05-05

BE IT HEREBY RESOLVED that the recommendation of the Interim President to adopt the academic calendar for Summer Semester 2018, Fall Semester 2018, and Spring Semester 2019, be approved by the Board of Trustees.

Summer Semester 2018

May 14 ~ Classes begin *(Classes may have varying start dates; refer to the class schedule for start dates and locations)*

- First 5 week term ~ May 14 – June 17
- First 6 week term ~ May 14 – June 24
- 10 week term ~ May 14 – July 22
- 8 week term ~ June 11 – August 5
- Last 5 week term ~ June 25 – July 29
- Last 6 week term ~ June 25 – August 5

May 28 ~ Holiday ~ College closed

July 4 ~ Holiday ~ College closed

July 22 ~ Last day of classes (10 week, 8 week, and last 5 week terms)

August 5 ~ Last day of classes (8 week and last 6 week terms)

August 8 ~ Grades due/end of term processing

Fall Semester 2018

August 20 ~ Faculty duty day

August 27 ~ Classes begin *(Classes may have varying start dates; refer to the class schedule for start dates and locations) (Weekend classes include Friday evening, Saturday and Sunday classes)*

August 31 ~ September 2 – No weekend classes

September 3 ~ Holiday ~ College closed

November 11-12 ~ Holiday ~ College closed

November 21-25 ~ Holiday ~ College closed

December 9 ~ Last day of classes

December 10-13 ~ Final exam week

December 14 ~ Commencement

December 18 ~ Grades due/end of term processing

December 20 ~ Faculty duty day

Spring Semester 2019

January 14 ~ Faculty duty day

January 21 ~ Holiday ~ College closed

January 21/22 ~ Classes begin (*Off site classes may be held on the holiday.*) (*Classes may have varying start dates; refer to the class schedule for start dates and locations.*) (*Weekend classes include Friday evening, Saturday and Sunday classes*)

March 18-24 ~ Spring break ~ No classes (no weekend classes)

May 12 ~ Last day of classes

May 13-16 ~ Final exam week

May 17 ~ Commencement

May 21 ~ Grades due/end of term processing

May 24 ~ Faculty duty day

Dr. McMaster made a motion to approve the academic calendar, which was seconded by Mr. Johnson. Following a voice vote, the motion was adopted.

EXECUTIVE SESSION

Chair Talmage announced an executive session for the discussion of pending or imminent litigation. Mr. Nagle made a motion to adjourn to executive session as specified. Ms. Hammond seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Jason Johnson, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; and, Diana Talmage, yea (7).

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

STATEMENTS AND COMMENTS

Ms. Hammond commented on the well-received August 14 Coffee with the President, Findlay Campus.

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.