

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
APRIL 9, 2024 ~ MINUTES

Call to Order – Chair Mary Beth Hammond called the meeting to order at 12:30 p.m., and directed the record to show the meeting was held in accordance with the policies of the Board of Trustees, and the Ohio Revised Code, Section 121.22 and Chapter 3358.

Roll Call – Roll call was taken, and the following members were present: Mike Bridenbaker, Mary Beth Hammond, Sherina Ohanian, Travis Reiff, and Rita Russell (remote). (5).

Minutes of the Board of Trustees – The minutes of the February 13, 2024 regular meeting were provided to the Board of Trustees; and, hearing no corrections, the chair declared the minutes were accepted as written.

There were no committee reports; however, the chair made a reminder for upcoming committee meetings.

President's Report – President Dione Somerville presented her report, which was inclusive of information from the executive leadership team. The following highlighted items are noted for the meeting minutes:

- Leadership Team Position Status – President Somerville commented on the employment of Charlene Page, Executive Director, Workforce and Economic Development. She noted the position search in progress, Vice President of Human Resources.
- Sonography Program Accreditation – She commented, the Joint Review Committee on Diagnostic Medical Sonography (JRC-DMS) conducted a virtual site visit February 15-16, 2024. The program will be discussed at the next JRC-DMS board meeting on April 10, 2024. If a favorable recommendation is rendered at the JRC-DMS Board Meeting, this will be forwarded to Commission on Accreditation of Allied Health Education Programs (CAAHEP) for action at their next board meeting on May 17, 2024.
- Toledo Feasibility Initiative – She commented that stakeholder briefings took place, February 26-27, 2024. She noted that College administration continues to work on the curriculum and other details related to the letter of intent with Toledo Public Schools and University of Toledo at Scott Park, as well as continue to pursue other options.
- Emergency Management Plan – She noted that within the strategic plan objective 1, Belonging, College administration reviewed and updated the Emergency Management Plan. The plan addresses the responses to emergencies associated with natural, technological, and humanmade incidents/disasters. The completed plan includes functional and hazard-specific annexes as well as a phone tree.
- Regional Transit Grant Participation – She reported that Trellis Strategies and the Community Transportation Association of America (CTAA) have been awarded funds from the Lumina Foundation to inform and assess the willingness of local stakeholders to address the transportation challenges facing students at Owens Community College. The Trellis-CTAA team will carry out this project through reviewing existing research and data, examining existing

models for addressing college students' transportation challenges in comparable communities, and conducting stakeholder meetings and focus groups to capture a more detailed understanding of the nature of the transportation challenges facing Owens students and the possibilities for collaboration between Owens Community College and its transportation partners in the Toledo area. The culmination of Trellis' and CTAA's work will be a documented, implementable mobility strategy that Owens and its partners can begin working to put into place at the conclusion of the Lumina-funded study.

- Significant College Events – National TRIO Day Celebration on February 24 was hosted at the College with educational partners, University of Toledo, Lourdes University, Northwest State Community College. Elected officials in attendance were State Representatives Michelle Grim and Josh Williams and Austin Serna, Congressional Assistant to Congresswoman Marcy Kaptur. Employees Service Recognition took place on both campuses in March. A signing event with Tiffin University was on April 4 for a memorandum of understanding for the DragonNext partnership that will assist Owens transfer students to Tiffin University with guaranteed admission, discounted tuition and support. The Creative Expressions fundraiser event took place on April 20, and the Owens Foundation Alumni Committee inducted the first group of Outstanding Alumni Awards.
- Participation, Speaking Engagements, Recognition – President Somerville engaged in Regional Growth Partnership's regional economic development visioning session on February 22 and a subsequent focus group on education and workforce development on March 19. She served as a higher education panelist on March 18 for the Toledo Regional Chamber of Commerce Institute for Leadership and Advocacy to prepare emerging leaders. She is one of the five members colleges serving on the Ohio Association of Community Colleges (OACC) special committee for finance and operations. President Somerville was honored by the Warren AME Church and the University of Toledo Office of Community Engagement and Strategic Partnerships for being selected as a Woman of Service for HerStory month celebration.
- Enrollment Progress – President Somerville shared:
 - Summer Semester

Enrollment for the Summer Term enrollment cycle has started strong and we are now running ahead of the prior year in all categories (headcount and FTE) and are on a strong pace for the term to surpass our enrollment goals (9 more weeks until 14th day).

 - Summer 2024 “Core/Subtotal” Enrollment:
 - Headcount
 - New: +26.3% (+25 students) over PY (54.3% to goal)
 - Current: +2.6% (35 students) over PY (65.4% to goal)
 - Overall (subtotal): 4.4% (+63 students) over PY (64.4% to goal)
 - FTE
 - New: +17.4% over PY (54.7% to goal)
 - Current: +0.1% over PY (66.0% to goal)
 - Overall (subtotal): +1.6% over PY (64.8% to goal)
 - Summer 2024 “All” Enrollment:
 - Total Headcount: +7.6% (+116 students) over to PY
 - 60.5% to target
 - Total FTE: +3.9% (11.5 FTE) over PY
 - 63.5% to target

- Fall Semester
Enrollment for the fall term continues to progress positively through the enrollment cycle. At this time, new student enrollment is ahead. For current students, prior year comparisons are off by one week as registration opened 1 week later than last year. Each week, continue to gain ground on the prior year percentages and are on pace to surpass the enrollment goals for the fall term. There are 20 weeks until the 14th day and registration closes.
- Fall 2024 “Core/Subtotal” Enrollment:
 - Headcount
 - New: +16.8% (+21 students) over PY (10.0% to goal)
 - Current: -7.7% (-120 students) under PY (45.6% to goal)
 - Overall (subtotal): -5.9% (-99 students) under PY (34.4% to goal)
 - FTE
 - New: 8.0% over PY (8.8% to goal)
 - Current: -10.7% under PY (45.6% to goal)
 - Overall (subtotal): -9.1% under PY (32.0% to goal)
- Fall 2024 “All” Enrollment:
 - Total Headcount: +1.5% (+27 students) over PY
 - 26.6% to target
 - Total FTE: -3.5% (-19.1 FTE) under PY
 - 28.8% to target

Report of the Vice President, Institutional Advancement – Vice President Kelle Pack shared the brochures for the naming opportunities for the Healthcare Education Center, which construction is in progress for the renovation and expansion of the former buildings that housed the library and audio-visual classroom center for the capital project to consolidate the School of Nursing and Health Professions under one roof and enable best practices in interprofessional education and training. About \$560,000 in funds have been raised through gifts and grants toward the cost of new instructional equipment. Ms. Pack encouraged all board members to participate in the fundraising campaign.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2024-04-09-01

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

- P-10551 Specialist, Testing Services, Terri Miller
- P-11524 Clinical Teaching Faculty, Laurie Miller
- P-11487 Librarian, Digital Technology, Kirsten Cox
- P-10170 Manager, Veteran Services, Bryan Pietras
- P-10438 Secretary, Center for Emergency Preparedness and Emergency Services, Rebecca Adler
- P-100576 Assistant Dean, School of Liberal Arts, Ann Sergent

- P-10126 Librarian, Acquisitions, Erin Jenkins
- P-11647 Administrative Assistant, Admissions, Mikenzie Blunt
- P-11643 Manager, Payroll, Steven Riley
- P-11809 Head Coach Women's Soccer, Megan Rutherford

RESOLUTION 2024-04-09-02

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>
Carla Benarth	Manager, Truck Driving Program
Scarlet D'Amore	Clinical Teaching Faculty
Justin Hardman	Director, College Credit Plus
Betty Elliott	Assistant Director, Student Financial Services
Christine Nuhfer	Specialist, College Articulation and Graduation
Reti Shutina	Chair, Business (Interim)
Charlene Page	Executive Director, Workforce and Economic Development

Ms. Ohanian made a motion to approve the recommendations, which was seconded by Ms. Russell. Chair Hammond called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Sherina Ohanian, aye; Travis Reiff, aye; and, Rita Russell, aye. The motion was carried.

Tuition Recommendation:

RESOLUTION 2024-04-09-03

WHEREAS, the President and Treasurer recommend an increase to tuition in support of the College’s mission of providing affordable, accessible, high-quality education, training and services needed to prepare students for the workforce and to transfer to attain their educational and career goals;

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective for Fiscal Year 2025 (Summer Semester 2024), and in accordance with the State of Ohio Budget for Fiscal Years 2024 and 2025, a \$5.00 per credit hour increase to the in-state tuition rate and to maintain the tuition surcharge at 2.0 times the in-state tuition rate for out-of-state and international students, be approved by the Board of Trustees.

Table 1

Current In-State Tuition Rate: \$188 per credit hour
 Recommended \$5.00 per credit hour increase: \$193 per credit hour

Out-of-State Tuition is 2 times the in-state tuition rate:

Current Out-of-State Tuition Rate:..... \$376 per credit hour
 Proposed Tuition Rate:..... \$386 per credit hour

Mr. Bridenbaker made a motion to approve the recommendation, which was seconded by Ms. Ohanian. Chair Hammond called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Sherina Ohanian, aye; Travis Reiff, aye; and, Rita Russell, aye. The motion was carried.

Facilities/Capital Improvements:**- Roof Renovations Phase II – Toledo-area Campus**

RESOLUTION 2024-04-09-04

BE IT HEREBY RESOLVED that pending State Controlling Board approval, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Roof Renovations Phase II – Toledo-area Campus project using HB 687 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Roof Renovations Phase II – Toledo-area Campus		
General Contract	Overhead Inc. 340 New Towne Square Drive Toledo, OH 43612	\$1,079,165.00

Mr. Reiff made a motion to approve the recommendation, which was seconded by Ms. Ohanian. Chair Hammond called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Sherina Ohanian, aye; Travis Reiff, aye; and, Rita Russell, aye. The motion was carried.

Recommendation of Policies:

RESOLUTION 2024-04-09-05

WHEREAS, the process prior to the recommendation of policy amendments, includes communicating the proposed revisions to the employees; and,

WHEREAS, the President and the Vice Presidents reviewed and recommend the listed employment (chapter 5) policies, as follows:

- Appendix I – Amendment of 3358:11-5-31 Health/Life Insurance Policy for benefits to begin for a new employee on the first day of the month after the month of hire and for benefits coverage to end in the payroll period, which an employee ends employment at the College;
- Appendix II – Amendment of 3358:11-5-12 Drug-free Workplace and Alcohol Prevention Policy due to the passage of Ohio Issue 2/Ohio Revised Code 3780 Adult Use Cannabis Control. Proposed language treats cannabis and prescription drugs similar to alcohol with respect to impairment of behavior;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-5-31 Health/Life Insurance Policy; and, 3358:11-5-12 Drug-free Workplace and Alcohol Prevention Policy;

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

Ms. Ohanian made a motion to approve the recommendation, which was seconded by Mr. Reiff. Chair Hammond called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Sherina Ohanian, aye; Travis Reiff, aye; and, Rita Russell, aye. The motion was carried.

Financial Report – Members of the Board of Trustees were provided with the financial report for the month ending February 29, 2024 and the exhibits for purchases, expenditures and job requisition report in accordance with the 3358:11-1-12 Finance Standards Policy, which the Chair accepted, as submitted.

Dates to Remember – Members of the Board of Trustees were provided with the dates to remember, and the chair noted that the commencement ceremonies will take place over two days, May 9 and May 10; and to RSVP to the board secretary to participate. She made a reminder of the May 15 financial filing disclosure due date to the Ohio Ethics Commission, and to register for annual ethics training for 2024.

EXECUTIVE SESSION

Chair Hammond announced an executive session for discussion of pending or imminent court action with general counsel from the Office of the Attorney General and for the purchase or sale of property. Mr. Reiff made a motion to adjourn to executive session as specified. Mr. Bridenbaker seconded the motion; and, the Chair called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Sherina Ohanian, aye; Travis Reiff, aye; and, Rita Russell, aye. (5).

Upon return from executive session, roll call was taken and the following members returned to open session. Roll Call: Mike Bridenbaker, Mary Beth Hammond, Sherina Ohanian, Travis Reiff, and Rita Russell. (5).

Adjournment – As there was no further business to come before the Board of Trustees, the chair declared the meeting adjourned at 1:34 p.m.

APPENDIX I**Amendment of 3358:11-5-31 Health/Life Insurance Policy****3358:11-5-31 Health/life insurance policy.**

- (A) Health insurance. Medical, dental, vision, and prescription drug insurance benefits are provided to full-time employees. New full-time employees should apply for health insurance coverage within the designated enrollment period from the start date of employment. For full-time employees not covered by collective bargaining agreements, coverage for medical, prescription, vision and dental benefits begins on the first day of the month after the month of hire. Coverage for all benefits ends at the end of the payroll period in which the employee ends employment at the college. ~~Coverage becomes effective for medical including prescriptions, on the thirtieth day from the date of hire. Dental and vision become effective on the ninetieth day from the date of hire.~~ A bargaining employee shall refer to the respective collective bargaining agreement.
- (B) Life insurance. Each full-time employee of the college is provided with a fully paid term life insurance policy in an amount not less than fifty thousand dollars and not more than two times the employee's regular full time salary, maximum cap of three-hundred thousand dollars. Coverage is provided for the duration of employment, within restrictions of the insurance policy itself.

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/7/2002, 9/9/2002, 6/20/2006, 8/18/2014, 05/13/2019

[History of Reviews](#)

Attorney General Office Review: 2-18-24

Executive Leadership – 3-4-24

Employee Review Period – with 4-4-24 posting

[Rationale](#)

Interim Vice President, Human Resources provided a five+ year review; the policy was last reviewed in 2019. Proposed administrative change for benefits beginning for new employees and ending for exiting employees. The language is consistent with the collective bargaining unit; also aligns with payroll periods.

APPENDIX II

Amendment of 3358:11-5-12 Drug-free Workplace and Alcohol Prevention Policy

3358:11-5-12 Drug-free workplace and alcohol prevention policy.

- (A) Purpose. ~~Pursuant to the Drug-free Workplace Act of 1988,~~ Owens community college supports and maintains ~~is~~ a drug-free ~~workplace~~ environment to provide for the health and safety of students, employees and visitors. This rule prohibits the ~~Accordingly,~~ unlawful activities are prohibited, which include but are not limited to: the possession, use, manufacture, distribution, ~~and/or~~ dispensation, possession or use of a drug, intoxicant, or of a controlled substance; inappropriate use of a prescription drug, cannabis, or alcohol on college-owned or college-controlled property premises or while conducting college business; unauthorized use of alcohol by college employees on college premises or in college vehicles on or off campus; and working under the influence of alcohol or while using controlled substances. The consumption of alcohol at events when the College has authorized such use is permitted; such consumption at events must be approved by the College and comply with State regulations and laws, including compliance with the legal drinking age .
- (B) Application.
- (1) This rule and the terms of college or campus applies to all campuses, any location where college activity takes place, and property owned, leased, operated or controlled by the college ~~and includes~~ as well as any ~~college~~ vehicles ~~and buses~~ owned, leased or operated by the college.
 - (2) This rule applies to all faculty, staff, and student employees ~~and as well as~~ contractors.
 - (3) This rule applies while working or participating in any college-related activity. ~~activities.~~
 - (4) Controlled substances include but are not limited to:
 - (a) Any chemical compound added to federal or state regulations and denoted as a controlled substance in the future;
 - (b) Cannabis, such as marijuana and hashish;
 - (c) Depressants, such as chloral hydrate, barbiturates, benzodiazepines and methaqualone;
 - (d) Hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, Ecstasy and MDMA;
 - (e) Narcotics, such as propoxyphene, opium, heroin, morphine and synthetic substitutes;
 - (f) Stimulants, such as cocaine (and any derivatives) and amphetamines;

- (C) Compliance. Compliance with the provisions of this rule shall be a condition of employment at Owens community college. ~~If any employee of the college engages in any activities prohibited by this rule, that employee will be subject to disciplinary action by the college which may include termination of employment, and/or referral for prosecution.~~
- (D) Corrective action. Corrective action for a policy violation may include disciplinary action up to and including termination. ~~Discipline. As referenced in the procedures for rule 3358:11-5-52 of the Administrative Code (standards of conduct and disciplinary procedures), conduct involving prohibited activities shall be subject to disciplinary or remedial action.~~
- (E) Notification. Federal law requires that employees notify the college of any criminal drug statute conviction involving a violation occurring at the workplace or in the course of employment within five calendar days after such conviction. Such notice should be given in writing to the vice president of administration. This notice requirement is a condition of employment. The college, in turn, is required by law to relay said information to the appropriate federal authorities.

Upon notification of any criminal drug statute conviction for a violation occurring at the workplace or in the course of employment, the college, within thirty calendar days of such notification, is required by federal law to either:

- (1) Take appropriate disciplinary action against such employee, which may include termination of employment; or
 - (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
 - (a) The details of the selected method of treatment or any related medical condition will be kept confidential and maintained in a separate medical file apart from the employee's regular personnel file.
 - (b) As a condition of returning to work, the employee must present a release from the physician or medical provider stating, that the employee is fit to return either with a restriction (including detailed restriction(s) and length of time in place) or without restriction including the date of return. An employee attempting to return to work without the required documentation will be sent home.
- (F) Drug and alcohol abuse prevention program resources. Owens provides drug and alcohol abuse prevention program resources regarding the use of drugs or alcohol and the dangers associated with such use.
- (1) The employee assistance program provides referrals to off-campus, community-based rehabilitation and drug counseling programs.
 - (2) Drug awareness and alcohol prevention information may be made available to employees.

- (G) The chief student affairs officer or designee will initiate a biennial review of the drug and alcohol prevention program to determine the effectiveness of the drug and alcohol abuse prevention program.
- (H) Implementation. The vice president of ~~administration~~ human resources will implement the provisions of this rule.

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/7/2002, 8/13/2016, 2/17/2018, 2/12/2021

History of Reviews

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Executive Leadership – 3-4-24

Employee Review Period – with 4-4-24 posting

Rationale

Interim Vice President, Human Resources proposed revisions due to the passage of Ohio Issue 2/Ohio Revised Code 3780 Adult Use Cannabis Control. Proposed language treats cannabis and prescription drugs similar to alcohol with respect to impairment of behavior.