

OWENS COMMUNITY COLLEGE
BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
February 18, 2016

A meeting of the Finance Committee was held in the President's Office conference room, Administration Hall, on the Owens Community College Toledo Campus.

Call to Order – Trustee Tom Uhler called the meeting to order at 3:00 p.m., and directed the record to show the meeting of the Finance Committee 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 committee members were present: Mary Beth Hammond, Tonya Rider, Rich Rowe, Dee Talmage and Tom Uhler (5). Board Chair Ed Nagle was also present (6).

Attendees – The following administrators, staff or guests were in attendance for all or part of the meeting: President Mike Bower, Patricia Jezak, David Cannon, Jack Witt, Amy Giordano, Laurie Sabin, Jared Meade, Amber Stark, Sarah Long, and Jodie Birch. Guests: Marie Thomas, Sentinel-Tribune.

Adjustment to the Agenda – Trustee Uhler moved the item of Other business with the presentation of the 2016-2017 Finance Committee meeting schedule to be the last item on the order of the agenda.

Approval of Minutes – The minutes of the January 21, 2016 meeting were circulated, and hearing no corrections, Trustee Uhler declared the minutes approved as submitted.

Appointments to the Standing Committees – Board Chair Ed Nagle made appointments to the chartered standing committees, as follows:

- Finance Committee: Ms. Talmage, Mr. Rowe, Ms. Hammond, Ms. Rider and Mr. Uhler, who was designated as the committee chair.
- Student Life Committee: Dr. Hejeebu, Dr. McMaster, Mr. McAlear and Ms. Talmage, who was designated as the committee chair.

The members, who were present, accepted their committee appointments.

REPORT OF THE TREASURER

Approval of the Financial Recovery Plan – Dave Cannon, Vice President/CFO/Treasurer, announced the receipt of the approval of the Financial Recovery Plan, as updated with FY 2015 information (January 25, 2016) from the Chancellor, Ohio Department of Higher Education per email dated February 18, 2016.

Monthly Finance Report and Statements – Mr. Cannon presented the financial report for the period ending January 31, 2016. He commented on the projected total FY 2016 net gain, \$1.5 million, for January, which was boosted through capital appropriations due to the recording of donated assets, which increased to \$648,669 from the value of a donated fire truck and the value of First Energy's donation of a contained space training unit. Under expenses, he commented on the increase of lab/course fee projections in the programs of Nursing, Radiography and Sonography. He commented on the goal of the projected operating gain (loss) after depreciation of the FY 2016 All Funds budget.

On the FY 2016 Unrestricted General Fund, Mr. Cannon commented on total expenditures at 53 percent and the projected estimates continue to be conservative. Projected changes are due to grant funds. On the FY 2016 Auxiliary Fund, Mr. Cannon commented on keeping an eye on areas where costs may not be covered; and, of the adjustment to the communication fund for actual telephone charges. On the FY 2016 Plant Fund, Mr. Cannon commented on the non-general fees for computer usage, academic tech and administrative tech and the adjustment to the transfers-in projection to meet the budget.

Draft Policy Review – Mr. Cannon commented on an analysis of the current student refund schedule, as compared with local peer institutions. He proposed a schedule with reduced timing and percentages.

Owens Community College Refund Schedule	Current	Proposed
Start of Classes, Day 1 to Day 5	100%	100%
Day 6 to Day 10	70%	60%
Day 11 to Day 15	60%	50%
Day 16 to Day 20	40%	NA

The proposal recognizes the College’s investment in faculty and space, and Mr. Cannon estimated a financial impact of \$250,000 to the College, based on adjustments in percentages and timing. Mr. Cannon noted that a recommendation to amend the language of the 3358:11-3-21 Refund of Fees Policy is planned for the Board of Trustees regular meeting, April 5, 2016.

RECOMMENDATIONS

Non-General Fee Review – Mr. Cannon presented a handout of a comparison of non-general fees with local peer institutions. He noted that the technology fees are not covering full costs provided to students for FY 2017. He noted that the Information Technology department is beginning to replace computers in the academic computer labs. In response to a question from Trustee Uhler, Mr. Cannon noted that with an increase of non-general fees, the College would continue to be a low cost option, as compared to the universities and other Ohio community colleges. Trustee Hammond commented on the continued and annual review of the non-general fees and the phase-in strategy to provide the flexibility needed for covering the College’s costs, and of the stance to “catch-up” since these fees were not increased for many, many years. Mr. Cannon agreed and commented on “making up time” to ensure the College can provide technology and services to students.

(Board Secretary’s note, as requested from Trustee Talmage during the meeting, below is a table of the non-general fees.)

Table 1 – Non-General Fees Phase-In

Non-General Fees	<i>(Since inception 1990’s, 2000’s) FY 2015 (Prior)</i>	<i>(Board adopted 12-1-15 – Effective Fall Semester 2015) FY 2016 (Current)</i>	<i>(Proposed for 4-5-16 – Effective Summer Semester 2016) FY 2017 (Proposed)</i>
		6 or more credit hours:	6 or more credit hours:
Academic Technology Fee	\$1.75/Credit Hour	\$6.00/Credit Hour	\$7.00/Credit Hour
Administrative Technology Fee	\$1.25/Credit Hour	\$10.25/Credit Hour	\$15.00/Credit Hour
Student Activities/Engagement Fee	\$.50/Credit Hour	\$2.00/Credit Hour	\$4.00/Credit Hour
Computer Usage Fee	\$.50/Credit Hour	\$2.00/Credit Hour	\$4.00/Credit Hour
E-Learning Fee (on-line class)	\$5.00/Credit Hour	\$20.00/Credit Hour	<i>(No change proposed) (\$20.00/Credit Hour)</i>
			12 or less credit hours:
Registration Fee	\$10.00 per semester	\$10.00 per semester	\$20.00 per semester

Non-General Fee Recommendation – Trustee Rowe made a motion, which was seconded by Trustee Talmage, for the non-general fee recommendation effective Summer Semester 2016, pending approval of the full Board of Trustees (April 5, 2016 regular meeting) and with authorization to the Treasurer to post the recommended fees on the web for the student registration period (beginning in March). Following a voice vote, the motion was adopted.

Report of Budget Transfers for Approval – Trustee Rowe made a motion, which was seconded by Trustee Talmage, for resolution 2016-02-18-02 that the report of monthly budget transfers be approved by the Board of Trustees at the Finance Committee meeting. Following a voice vote, the motion was adopted.

Report of Purchase Requisitions, Orders, Bids Requiring Approval – Trustee Rowe made a motion, which was seconded by Trustee Hammond, for resolution 2016-02-18-03 that the report 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 at the Finance Committee meeting. Following a voice vote, the motion was adopted.

2nd Quarter Report – Mr. Cannon commented on the 2nd Quarter Report of Financial Actions submitted to the Ohio Department of Higher Education, and stated that the financial condition is improved with respect to the timing of vendor payments and being on budget.

EXECUTIVE SESSION

Trustee Uhler announced an executive session for discussion of collective bargaining strategy and pending or imminent litigation. Ms. Hammond made a motion to adjourn to executive session as specified. Ms. Rider seconded the motion, and Trustee Uhler called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Tonya Rider, yea; Rich Rowe, yea; Diana Talmage, yea; Thomas Uhler, yea; and, Edwin Nagle (6).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Tonya Rider, Rich Rowe, Diana Talmage, Thomas Uhler and Edwin Nagle, (6).

2016-2017 Finance Committee Meeting Schedule – The 2016-2017 meeting schedule was presented, and hearing no comments, Trustee Uhler accepted the meeting schedule as proposed.

Trustee Uhler and Trustee Nagle commented on their attendance of the scheduled March 17, 2016 Finance Committee meeting, which Trustee Rowe agreed to chair.

Adjournment – As there was no further business to discuss, Trustee Uhler declared the meeting adjourned at 4:27 p.m.

ATTEST

Patricia Jezak

Secretary to the Board of Trustees

Approved 3-17-16