

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 4, 2020 ~ MINUTES

A meeting of the Board of Trustees was held in the Board Room, Administration Hall, on the Owens Community College Toledo-area Campus.

Call to Order – Chair Diana Talmage called the meeting to order at 12:31 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: Charles Bills, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Edwin Nagle, Rich Rowe, Rita Russell and Diana Talmage. (8).

Minutes of the Board of Trustees – The minutes of the December 3, 2019 regular meeting were provided to the Board of Trustees, and the chair declared the minutes were accepted as written.

Finance Committee Report – Mr. Nagle reported the Board’s Finance Committee met on January 28, 2020. He commented that the Treasurer had presented an overview of the Facility Index study done by the Collaborative Inc. The study assessed every building on the Toledo Campus for conditions related to architectural, life safety, structural, mechanical and electrical, and it provided data for the College’s capital requests for state capital appropriations and for local funding. He noted that from the facilities study, the Business Affairs staff developed main priorities to be addressed for deferred maintenance. To address the first and second priorities, it could cost the College between \$8 million to \$11.7 million. Addressing deferred maintenance needs is very important, and there was a fair amount of discussion at the Finance Committee meeting. The principle reason why the College budgets for the “Operating Gain (Loss) After Depreciation” on the financial statement is for the repair or replacement of facilities and equipment to provide for a quality education. The Finance Committee will continue to work with President Robinson and Treasurer Ganues as they develop the next Fiscal Year budget to be able to support an investment back into the College’s plant, operations and maintenance. He closed his report by noting the Finance Committee’s support of the finance-related recommendations at today’s meeting.

Nominations from the Floor and Election of Officers – Chair Talmage commented that the Nominating Committee was not able to meet due to schedule conflicts, and the nomination process would follow Robert’s Rules of Order. She noted her pleasure of serving as Board Chair for three consecutive years, (2017, 2018 and 2019), which is in accordance with the language of the Ohio Revised Code. She commented on the past practice of the preparation of the Vice Chair office to eventually serve the Chair office. She confirmed in advance the interest and willingness to serve and then Chair Talmage made the following nomination: Ms. Hammond for Chair. She then called for nominations from the floor. No further nominations were made, and Chair Talmage closed the nominations for the office. Chair Talmage then nominated Dr. Hejeebu for Vice Chair. She then called for nominations from the floor. No further nominations were made, and Chair Talmage closed the nominations for the office.

Chair Talmage conducted the election, which was by voice vote. Ms. Hammond was elected as Chair, and Dr. Hejeebu was elected as Vice Chair. Ms. Talmage congratulated the Dr. Hejeebu.

Ms. Talmage volunteered to continue to chair the meeting through to adjournment, as immediate past chair, which Dr. Hejeebu made a motion to approve, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted.

President's Report – President Steve Robinson thanked Immediate Past Chair Talmage for her many years of leadership at the College and her dedicated service since her initial appointment to the Board of Trustees in 2002. He presented a nominal gift of flowers and treats to Ms. Talmage on behalf of the Board of Trustees. Ms. Talmage commented on her goals for 2020, which include active fundraising, as an officer for the Owens Foundation, and for a fourth reappointment to the Board of Trustees, later in September.

President Robinson shared his activity report for December and January. He highlighted the State Senators' recognition of the Owens Express volleyball team for the 2019 National Junior College Athletic Association Division III Championship 2019 on January 29 in Columbus. A special session was held and the students' names were entered into the record with a presentation of their championship rings on the Senate floor. President Robinson also commented on attending an official White House event, at the invitation of the Chief Executive Officer of Dana Incorporated, for the announcement of the United States-Mexico-Canada Agreement at the production facility in Warren, Michigan. President Robinson commented on the H.O.P.E. Toledo "college promise" initiative and his advocacy of community colleges to leverage the impact of the promise program. With the recent announcement of the Kadens Family Foundation to fund the Scott High School Class of 2020 to attend college, he recognized Amy Giordano, Vice President of Enrollment Management and Student Services, who was invited to attend the February 1 Power Hour at Scott High School to provide information of FAFSA completion, career exploration and college readiness counseling. President Robinson relayed that the Ohio Department of Higher Education is addressing the coronavirus advisory and stressed coordination with state and local health departments.

President Robinson closed his report with comments on the recommendation for a tuition increase, as allowable for the second year of the biennium (fiscal year 2021). He noted that the finance team has benchmarked and compared the College with other Ohio community colleges and area universities, which the College's instruction/general tuition with the increase is expected to continue to be the lowest in the northwest Ohio region.

President Robinson then presented the dates to remember, and he introduced the new employees who were in attendance to the members of the Board.

Employment of Personnel:

RESOLUTION 2020-02-04-01

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

NAME:	Michelle Arbogast
ADDRESS:	Curtice, OH
EDUCATION:	Doctor of Philosophy, with a major in Educational Technology, from the University of Toledo; Master of Education, with a major in Higher Education, from the University of Toledo; Bachelor of Science, with a major in Business Administration, from Bowling Green State University
EXPERIENCE:	Three years of teaching at post-secondary level and four years of administrative experience at post-secondary level and knowledge of curriculum development
ASSIGNMENT:	Chair, Teacher Education and Human Services

NAME: Brian Edelbrock
ADDRESS: Rossford, OH
EDUCATION: Associate of Applied Science, with a major in Law Enforcement, from Rhodes State College
EXPERIENCE: Twenty-seven years of police officer experience
ASSIGNMENT: Police Officer

NAME: CarrieAnne Campbell
ADDRESS: Toledo, OH
EDUCATION: Graduate of Whitmer High School
EXPERIENCE: Nine years of office experience
ASSIGNMENT: Secretary, Criminal Justice

NAME: Kimberly Ferguson
ADDRESS: Northwood, OH
EDUCATION: Associate of Applied Business, with a major in Medical Office Support, from Owens Community College; Associate of Applied Science, with a major in Avionics Systems Technology, from Community College of the Air Force
EXPERIENCE: Four years of fund raising experience
ASSIGNMENT: Development Coordinator

NAME: Phyllis Oakman
ADDRESS: Findlay, OH
EDUCATION: Associate of Applied Science, with a major in Early Childhood Education Technology, from Owens Community College
EXPERIENCE: Four years of experience in childcare setting
ASSIGNMENT: Assistant Manager, Early Learning Center (Findlay)

NAME: Gary Sefton
ADDRESS: Whitehouse, OH
EDUCATION: Bachelor of Science, with a major in Business Administration, from Heidelberg University; Associate of Applied Business, with a major in Business Management, from Northwest State Community College
EXPERIENCE: Eleven years of experience in system admin level of a Learning Management System
ASSIGNMENT: e-Learning Systems Administrator/Support Specialist

NAME: Stephanie Smith
ADDRESS: Toledo, OH
EDUCATION: Associate of Applied Business, with a major in Office Administration Technology, from Owens Community College
EXPERIENCE: Four years of customer service experience in an office environment
ASSIGNMENT: Specialist, Student Services Center

NAME: Michael Welty
ADDRESS: Risingsun, OH
EDUCATION: Associate of Applied Science, with a major in Industrial Technology-Electrical and Electro-Mechanical, from Terra Community College
EXPERIENCE: Twenty-two years of experience as an electrician and eighteen years as an instructor of electrical and mechanical skilled trades programs
ASSIGNMENT: Instructor, Skilled Trades/Electrical

NAME: Jared Baber*
 ADDRESS: Bowling Green, OH
 EDUCATION: Master of Business Administration, with a major in Business Administration, from Bowling Green State University; Bachelor of Science, with a major in Business Administration, from the University of Northwestern Ohio; Associate of Applied Business, with a major in Business Administration, from the University of Northwestern Ohio
 EXPERIENCE: Seven years of senior management in higher education and eighteen years of information technology experience
 ASSIGNMENT: Chief Information Officer
**Correction of Mr. Baber's last name for the minutes, made by the Board Secretary, February 21, 2020.*

NAME: Heather Koch
 ADDRESS: Elmore, OH
 EDUCATION: Associate of Applied Business, with a major in Medical Office Administration, from Terra State Community College
 EXPERIENCE: Ten years of office experience
 ASSIGNMENT: Administrative Assistant, Vice President Academic Affairs

RESOLUTION 2020-02-04-02

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>
L. Scott Deaner	Chair, Social/Behavioral Sciences
Nichole Eschedor	Senior Specialist, Student Service Center
Justin Hardman	Advisor
Carol Klavinger	Secretary, Medical Imaging Technologies and Therapeutic Services
Melissa Lentz	Manager, Testing Center Service
Gina Martindale	Groundskeeper/Custodian (First Shift)
Ashley Thomas	Enterprise Application Developer, Associate
Amy Giordano	Vice President, Enrollment Management and Student Services
Janice Hall	Advocate
Elizabeth Hayes	Advocate
Alissa Hornbeak	Advocate
Laurie Linville	Advocate
Tonya Miller	Advocate (Findlay)
Sharron Pappas	Advocate
Kenneth Rutski	Advocate
Janet Tornow	Advocate (Findlay)

Mr. Rowe made a motion to approve the employment recommendations, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted.

Academic Affairs Report – Denise Smith, Provost/Vice President of Academic Affairs, provided a presentation of the December 7 Help Portrait (served 45 community families); the December Giving Tree (served 23 student-families); the January 20 Martin Luther King Jr., Day of Service organized by Lori DeShetler, AmeriCorps VISTA representative with the Owens Express men's basketball team at the Toledo Seagate Food Bank (packed 250 food boxes and 125 Project PJ boxes); and students who crafted for a cause to assist local non-profit organizations.

Dr. Smith shared the Owens/University of Toledo Basic Police Academy Class passed the state certification exam with a mean score of 91.3 percent, which is the highest in academic history.

Dr. Smith closed her report by announcing the formal notification and official record of action by the Institutional Actions Council of the Higher Learning Commission for the Reaffirmation of Accreditation through to 2029-2030. She also commented that the College is allowed to make the selection for either the open or standard pathway (quality assurance and continuous improvement processes) for the ten-year period. She noted that the College will do a follow-up report on assessment of student learning in course/program outcomes, co-curricular programs and general education, due next year. She recognized Erica Parish, Dean, Accreditation and Academic Support, and thanked the faculty and staff for participated in the Comprehensive Quality Review site visit in October.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, highlighted demographics of the new student population for Fall Semester 2019, which assist the College in student recruitment and intervention strategies toward student completion. Specifically she noted the new student profile composition is a majority of direct from high school students in the fall semester; a majority are first-generation college students; nearly 50 percent are eligible for the Federal Pell Grant and the credit hour load for students continued to increase.

Following the presentation, Trustees asked the following questions, which follow up will be provided.

1. Has the percentage of first generation college students changed over time?
2. What is the percentage of the student population who complete the FAFSA? (There was a brief discussion of the challenges toward FAFSA completion.)
3. Why do students transfer from four-year universities to Owens Community College? (There was a brief discussion of the College's skilled-based education and affordability.)

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, provided the financial statements for the period ending December 31, 2019. He noted the projection indicated a year-end net gain in position of approximately \$5.7 million. The change in the year-end projection from the Board-approved budget was an increase of approximately \$272,000. He also noted that the projection for spring semester tuition and fees revenue will be updated for the next month's financial statements.

Mr. Ganues commented on the recommendation for the construction contract of College Hall Phase II renovations that will begin in February and targeted for completion in September. The renovations areas include classrooms, CH 100 auditorium, space for e-Learning, International Student Services, Center for Teaching Innovation.

Mr. Ganues commented on Mr. Nagle's oral report on the facilities study, and he added that the total cost to address all long-term recommended repair costs for all buildings on the Toledo-area Campus, ranged between \$23 million to \$33 million.

The Board Chair accepted the financial statements, as submitted for the period ending, December 31, 2019.

EXECUTIVE SESSION

Chair Talmage announced an executive session for the discussion of pending or imminent court action, collective bargaining matters and the compensation of public employees. Dr. Hejeebu made a motion to adjourn to executive session as specified. Ms. Morrissey seconded the motion, and the Chair called for a roll call vote. Roll Call: Charles Bills, yea; Srinivas Hejeebu, yea; Jason Johnson, yea; Karil Morrissey, yea; Edwin Nagle, yea; Rich Rowe, yea; Rita Russell, yea; and, Diana Talmage, yea (8).

Upon return from executive session, roll call was taken and the following members were present: Charles Bills, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Edwin Nagle, Rich Rowe, Rita Russell, and Diana Talmage (8).

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES**Facilities/Capital Improvements:****FACILITIES/CAPITAL IMPROVEMENTS****- College Hall Renovation Phase II Project**

RESOLUTION 2020-02-04-03

BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the College Hall Renovation Phase II project using HB 529 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College College Hall Renovation Phase II		
General Contract	The Lathrop Company, Inc. 28 N. St. Clair St., Suite 200 Toledo, Ohio 43604	\$1,821,262

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

Then and Now Certification of Appropriations Requiring Board Approval:

RESOLUTION 2020-02-04-04

WHEREAS, Ohio Revised Code 5705.41(D)(1) provides that if prior certification of funds by the fiscal officer was not obtained before the contract or order involving the expenditure of money was made then the fiscal officer may instead certify; and

WHEREAS, that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, thus the fiscal officer is certifying that there were appropriations available and funds in the treasury or in the process of collection at the time the contract or order was made (then), and there are still sufficient appropriations and funds in the treasury or in the process of collection at the time the certificate is being issued (now), and

WHEREAS, the amount of the certificate equals or exceeds \$3,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Owens Community College Board of Trustees that:

- SECTION I. Appendix I – is approved and the Board of Trustees hereby certifies both at the time of the making of the contract(s) and order(s) and at the date of the execution of this certificate, the amount of funds required to pay this contract(s) or order(s) has been appropriated for the purpose of this contract of order and is in the treasury or in the process of collection to the credit of the fund free from any previous encumbrance.
- SECTION II. Open Meetings. It is found and determined that all formal proceedings and actions of the Board of Trustees concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board of Trustees, and that all deliberations of the Board of Trustees and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, of the Ohio Revised Code and the policies of the Board of Trustees.

APPENDIX I

Owens Community College

Then and Now Certification of Appropriations for Board Approval

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Amount</u>
1140	11/22/2019	Fostoria Learning Center	\$ 5,275.00
2019-012	12/6/2019	Tony Packos	\$ 3,482.06
Total of Then and Now Approvals for Board			\$ 8,757.06
Total Purchases for FY19			\$ 16,873,736.53
Percent of Total			0.05%

Addendum

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Amount</u>
63000102093 2020	1/13/2020	Hancock County Treasurer	\$ 29,022.14
Total of Then and Now Approvals for Board			\$ 29,022.14
Total Purchases for FY19			\$ 16,873,736.53
Percent of Total			0.17%

Ms. Morrissey made a motion to approve the recommendation, which was seconded by Ms. Russell. Following a voice vote, the motion was adopted.

Collective Bargaining Agreement Reopener Provision:

- Fraternal Order of Police (Police Officers)

RESOLUTION 2020-02-04-05

WHEREAS, Resolution 2018-02-06-11 approved the provisions as incorporated into the collective bargaining agreement between the Fraternal Order of Police, Ohio Labor Council, Inc. (Police Officers) and Owens Community College with a term ending date of October 31, 2020; and

WHEREAS, Article 33, Section 33.3 of the collective bargaining agreement includes the parties' agreement to re-open the contract for purposes of negotiating only wages and health care benefits; and

WHEREAS, the parties engaged in negotiations related to the aforementioned re-opener and reached a tentative agreement on November 25, 2019; and the Union membership ratified the tentative agreement on January 7, 2020; and the tentative agreement is now pending approval of the Owens Community College Board of Trustees; and

WHEREAS, the President and General Counsel/Vice President of Administration recommend the terms of the tentative agreement with respect to wages, namely, a two percent (2%) wage increase effective November 1, 2019, subject to the approval of the Board of Trustees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves the terms of the tentative agreement. The agreed-upon terms shall be incorporated as part of a collective bargaining agreement, effective through October 31, 2020.

Collective Bargaining Agreement Reopener Provision:

- **Owens Support Staff Union**

RESOLUTION 2020-02-04-06

WHEREAS, Resolution 2018-06-05-11 approved the provisions as incorporated into the collective bargaining agreement between the Owens Support Staff Union and Owens Community College with a term ending date of December 31, 2020; and

WHEREAS, Article 19 of the collective bargaining agreement includes the parties' agreement to re-open the contract for purposes of negotiating only wages and health care benefits; and

WHEREAS, the parties engaged in negotiations related to the aforementioned re-opener and reached a tentative agreement on or about January 14, 2020; and the Union membership ratified the tentative agreement on January 23, 2020; and the tentative agreement is now pending approval of the Owens Community College Board of Trustees; and

WHEREAS, the President and General Counsel/Vice President of Administration recommend the terms of the tentative agreement with respect to wages, namely, a two percent (2%) wage increase effective January 1, 2020, subject to the approval of the Board of Trustees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves the terms of the tentative agreement. The agreed-upon terms shall be incorporated as part of a collective bargaining agreement, effective through December 31, 2020.

Collective Bargaining Agreement Reopener Provision:

- **Owens Faculty Association**

RESOLUTION 2020-02-04-07

WHEREAS, Resolution 2018-09-04-08 approved the provisions as incorporated into the collective bargaining agreement between the Owens Faculty Association and Owens Community College with a term ending date of October 31, 2020; and

WHEREAS, Article 14, Section 14.02.00 of the collective bargaining agreement includes the parties' agreement to re-open the contract for purposes of negotiating only salary and wages; and

WHEREAS, the parties engaged in negotiations related to the aforementioned re-opener and reached a tentative agreement on December 19, 2019; and the Union membership ratified the tentative agreement on January 14, 2020; and the tentative agreement is now pending approval of the Owens Community College Board of Trustees; and

WHEREAS, the President and General Counsel/Vice President of Administration recommend the terms of the tentative agreement with respect to salary and wages, namely, a two percent (2%) wage increase effective January 1, 2020, subject to the approval of the Board of Trustees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves the terms of the tentative agreement. The agreed-upon terms shall be incorporated as part of a collective bargaining agreement, effective through October 31, 2020.

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

Tuition Recommendation:

RESOLUTION 2020-02-04-08

WHEREAS, the President and Treasurer recommend an increase to tuition in support of the College's mission, which is to foster student and community success by providing high quality and affordable education that leads to rewarding careers, personal growth, and regional economic strength;

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective for Fiscal Year 2021 (Summer Semester 2020), an increase, as allowable and provided for in the State of Ohio Budget – Fiscal Years 2020-2021, to the in-state undergraduate instructional tuition, not to exceed \$5.00 per credit hour, and to maintain a 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.

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

REGULAR REPORTS

Monthly Report to the Board of Trustees – Members of the Board of Trustees were issued the monthly report, and the Chair accepted the monthly report, as submitted.

STATEMENTS AND COMMENTS BY BOARD MEMBERS

In response to a question from Mr. Bills, Ms. Giordano commented on the demographic for minority on the New Student Portrait, as an important data point for the College to strategically address equity initiatives to provide students with support and resources to academically succeed, as well as for the state share of instruction funding formula, which provides access and success points for students from at-risk populations to increase retention, completion and graduation.

Immediate Past Chair Talmage thanked the Board for having her serve as Chair for the past three years, and she will continue to serve from the sidelines. Mr. Johnson thanked Ms. Talmage for her service and knowledge.

Mr. Johnson requested an update on the Dana Center for advanced manufacturing training at the next meeting.

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