

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 5, 2020 ~ MINUTES

Call to Order – Chair Mary Beth Hammond called the meeting to order at 12:35 p.m., and directed the record to show the meeting was held by teleconference and in accordance with the policies of the Board of Trustees, Ohio Revised Code, Section 121.22 and Chapter 3358, Ohio executive orders and Section 12 of Am. Sub. House Bill 197, as signed by the Ohio Governor.

Roll Call – Roll call was taken, and the following members were present: Charles Bills, Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Edwin Nagle, Rich Rowe, Rita Russell, and Diana Talmage. (9).

Chair Hammond made comments on the conduct of the meeting in the teleconference environment to maintain the quality of the audio for the public meeting.

Minutes of the Board of Trustees – The minutes of the February 4, 2020 regular meeting and the February 25, 2020 special meeting were provided to the Board of Trustees, and the chair declared the minutes were accepted as written.

Finance Committee Report – Mr. Johnson reported the Finance Committee held a meeting on April 24, 2020. He commented that the meeting focus was on the financial impact from the COVID-19 pandemic. He commented on the effort to be proactive in monitoring the financial health of the College, and the Finance Committee requests for President Robinson and Treasurer Ganues to calculate the cash burn rate, which will measure the supply of available cash over a specific period of time; and, to develop a financial contingency plan to help identify what may need to be slowed or delayed based on cash flow. Mr. Johnson also noted the request for the Treasurer to revisit the delegation of authority chart for potential adjustment by the administrative team during this national financial crisis period until more is known about the College's revenue sources. He closed his report by stating the next Finance Committee meeting is scheduled for May 26 for review and discussion of the draft budget in progress for Fiscal Year 2021.

President's Report – President Steve Robinson shared his activity report for March and April. He commented on the proactive and early action of the vice president team, administration, faculty and staff. He commented on Governor DeWine visiting the Ohio Association of Community College Presidents' meeting on March 10 to personally inform the members that he would be recommending higher education to transition to remote learning. From the beginning, Owens has used the following guiding principles in managing the disruption caused by the crisis: 1) health and safety of students, faculty and staff is the top priority; 2) once safety is ensured, efforts to continue the mission of student and community success. The vice presidents continue to meet three times a week. President Robinson recognized the faculty and staff who have performed extraordinary work to move instruction and services to alternative delivery. He emphasized the team effort, and he thanked everyone for their flexibility and understanding. He noted that the senior leadership in every division has been proactive in response, has benchmarked practices from other effective colleges, and special attention has been paid to the financial and resource implications of the crisis and how it impacts various groups of students, faculty and staff. He commented that the federal Coronavirus Aid, Relief, and Economic Security Act (CARES) Act stimulus funding for higher education will provide

\$3.9 million to the College for distribution to eligible students and for the institution. College administration and staff are reviewing the fine print of the directive from the United States Department of Education to finalize the plan for distributing the student funding.

Vice Presidents' Reports – Due to interference and poor audio, President Robinson suspended the reports of the vice presidents and advised the members of the Board, the reports would be shared in a written format by email, upon adjournment of the meeting.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2020-05-05-01

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

NAME: Carolyn Beck
 ADDRESS: Toledo, OH
 EDUCATION: Master of Business Administration, with a major in Human Resources, from the University of Toledo; Bachelor of Science, with a major in Healthcare Administration, from the University of Toledo
 EXPERIENCE: Two years of experience in recruitment
 ASSIGNMENT: Coordinator, Job Location and Development (Grant-Funded)

NAME: Jonathon Bell
 ADDRESS: Elmore, OH
 EDUCATION: Bachelor of Music, with a major in Music, from the University of Toledo
 EXPERIENCE: Ten years of landscaping and grounds experience
 ASSIGNMENT: Groundskeeper (First Shift)

NAME: Dawn Benschoter
 ADDRESS: Perrysburg, OH
 EDUCATION: Bachelor of Science, with a major in Dietetics, from Bowling Green State University
 EXPERIENCE: Seventeen years of secretarial and computer experience
 ASSIGNMENT: Secretary, School of Business and Information and Public Service

NAME: Emily Gregus
 ADDRESS: Toledo, OH
 EDUCATION: Bachelor of Arts, with a major in Early Childhood Education, from Lourdes University; Certificate, with a major in Medical Office Support, from Owens Community College
 EXPERIENCE: Two years of office experience
 ASSIGNMENT: Specialist, Financial Aid Office

NAME: Lijun Liu
ADDRESS: Perrysburg, OH
EDUCATION: Master of Science, with a major in Medicine, from Capital University of Medical Science; Bachelor of Medicine, with a major in Medicine, from Capital Institute of Medicine
EXPERIENCE: Twenty years of experience in research design and methods and statistical analysis and reporting
ASSIGNMENT: Research Associate

NAME: Elizabeth Mena
ADDRESS: Findlay, OH
EDUCATION: Master of Arts, with a major in College Student Personnel, from Bowling Green State University; Bachelor of Arts, with a major in Communication Studies, from Western Michigan University
EXPERIENCE: Three years of higher education advising experience
ASSIGNMENT: Advisor, College Credit Plus

NAME: Alyssa Moskwa
ADDRESS: Valparaiso, IN
EDUCATION: Master of Library Science, with a major in Library Science, from Indiana University; Bachelor of Arts, with a major in English, from Purdue University
EXPERIENCE: One year of experience in cataloging and automated library software systems
ASSIGNMENT: Technical Services Librarian

NAME: Wenona Pryor-Williams
ADDRESS: Toledo, OH
EDUCATION: Bachelor of Science, with a major in Sociology and Anthropology, from the University of Toledo
EXPERIENCE: Eight years of customer service, office and Aspire program experience
ASSIGNMENT: Office Manager, Aspire Program (Grant-Funded)

NAME: Quinton Roberts
ADDRESS: Grand Blanc, MI
EDUCATION: Juris Doctor, with a major in Law, from the College of William and Mary; Master of Art, with a major in Business, from Webster University; Bachelor of Science, with a major in Organizational Behavior, from the United States Air Force Academy
EXPERIENCE: Eleven years of workforce experience
ASSIGNMENT: Dean, Workforce and Community Services

NAME: Beth Van Vorhis
ADDRESS: Bowling Green, OH
EDUCATION: Bachelor of Arts, with a major in Business Management, from the University of Findlay; Associate of Applied Business, with a major in Secretarial, from Owens Community College
EXPERIENCE: Sixteen years of secretarial experience
ASSIGNMENT: Secretary, Mathematics Department

NAME: Jessica Worley
 ADDRESS: Perrysburg, OH
 EDUCATION: Certificate, with a major in Medical Office Support, from Owens Community College
 EXPERIENCE: Five years of office experience
 ASSIGNMENT: Administrative Assistant, Fund Development

RESOLUTION 2020-05-05-02

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>
Daphne Kinkade	Specialist, Student Service Center
Jennifer Rodriguez	Assistant Registrar, Transfer and Graduation Services
Kenneth Rutski	Student Services Information System Administrator
Michelle Younker	Assistant Dean, School of Science, Technology, Engineering and Mathematics

Ms. Talmage made a motion to approve the recommendations, which was seconded by Dr. Hejeebu. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

Individual Personnel Action ~ Owens Faculty Association:

RESOLUTION 2020-05-05-03

BE IT HEREBY RESOLVED that the recommendation of the President to award tenure and the initial tenure contracts commencing on the first day of the academic year 2020-2021 to the members of the faculty listed in Appendix I, be approved by the Board of Trustees.

BE IT HEREBY RESOLVED that the recommendation of the President to award one-year contracts for the academic year 2020-2021 to the non-tenured members of the faculty listed in Appendix II, be approved by the Board of Trustees.

BE IT HEREBY RESOLVED that the recommendation of the President to award one-year contracts commencing either on July 1 or on the first day of the academic year 2020-2021 to the non-tenured bargaining unit members listed in Appendix III, be approved by the Board of Trustees.

Ms. Morrissey made a motion to approve the recommendation, which was seconded by Ms. Talmage. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

Owens Faculty Association – Article 12 Notification:

RESOLUTION 2020-05-05-04

WHEREAS, pursuant to Article 12 – Reduction in Force/Retrenchment and Organizational Change of the Owens Faculty Association collective bargaining agreement, the Board of Trustees shall notify the Association in writing when there is a reduction in the bargaining unit member force; and

WHEREAS, the Board of Trustees has delegated and vested the President/Chief Executive Officer to make such a determination of a reduction in force when circumstances may dictate the necessity;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees authorizes the General Counsel/Assistant Attorney General, who serves as the legal representative of Owens Community College and the Board of Trustees (Ohio Revised Code 3345.15), to make such written notification to the Association when a reduction may or will occur, such as when a bargaining unit member cannot meet the minimum teaching load requirement, as outlined in Article 7 or for any other circumstance, as outlined in Article 12 of the collective bargaining agreement, for Academic Years 2020-2021 and 2021-2022.

Ms. Morrissey made a motion to approve the recommendation, which was seconded by Mr. Nagle. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

Candidates for Graduation:

RESOLUTION 2020-05-20-05

WHEREAS, pursuant to paragraph (G) of Ohio Revised Code 3358.08, the Owens Community College Board of Trustees has the power and duty to grant appropriate associate degrees and certificates of achievement to students successfully completing programs of the state community college; and

WHEREAS, pursuant to 3358:11-2-51 Graduation Requirements Policy, a student is eligible to become a candidate for an associate degree or a certificate when the student has completed all requirements; and

WHEREAS, the Board of Trustees has delegated and vested the President/Chief Executive Officer with the ability to confer associate degrees and certificates to candidates who meet all necessary requirements for graduation; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves candidates who have completed the requirements for their respective degrees and certificates, effective Spring Semester 2020.

Ms. Talmage made a motion to approve the recommendation, which was seconded by Ms. Morrissey. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

Academic Calendar:

RESOLUTION 2020-05-05-06

BE IT HEREBY RESOLVED that the recommendation of the President to adopt the academic calendar for Summer Semester 2021, Fall Semester 2021 and Spring Semester 2022, be approved by the Board of Trustees.

Summer Semester 2021

May 24 ~ Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)

May 31 ~ Holiday ~ College Closed

July 4-5 ~ Holiday ~ College Closed

August 12 ~ Classes end (*Classes may have varying end dates; refer to the class schedule for start dates and locations*)

August 17 ~ Grades due/End of Term Processing

Fall Semester 2021

August 23 ~ Faculty duty days begin

August 30 ~ 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*)

September 4 – September 6 ~ No weekend classes

September 6 ~ Holiday ~ College closed

November 11 ~ Holiday ~ College closed

November 24-28 ~ Holiday ~ College closed

December 12 ~ Last day of classes

December 13-16 ~ Final exam week

December 17 ~ Commencement

December 21 ~ Grades due/end of term processing

December 22 ~ Last faculty duty day

Spring Semester 2022

January 17 ~ Holiday ~ College closed

January 20 ~ Faculty duty days begin

January 31 ~ 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*)

March 28-April 3 ~ Spring break ~ No classes (no weekend classes)

May 22 ~ Last day of classes

May 23-26 ~ Final exam week

May 27 ~ Commencement/ Last faculty duty day

May 30 ~ Holiday ~ College closed

May 31 ~ Grades due/end of term processing

Ms. Morrissey made a motion to approve the recommendation, which was seconded by Ms. Talmage. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

College Credit Plus - Tuition Waiver Recommendation:

RESOLUTION 2020-05-05-07

SYNOPSIS: Contingent upon the approvals of the Chancellor, Ohio Department of Higher Education (in accordance with Directive 2009-011), and the Owens Community College Board of Trustees, the College seeks to continue to waive standard tuition rates for eligible Ohio non-public school students and home school students (grades 7-12) who apply to participate in Ohio's College Credit Plus program and who are not funded due to the State's limited funding of the College Credit Plus program for academic year 2020-2021.

WHEREAS, the purpose of continuing to provide a tuition waiver for unfunded College Credit Plus students is two-fold:

- 1) It serves the College's mission of providing a high quality and affordable education and it supports the College's vision of being the first choice for students seeking

- career credentials and university transfer; and,
- 2) It facilitates the State's initiatives of reducing the cost of college and time to attain a degree, earning college credentials early and providing a low-cost, but rigorous academic pathway from high school to a community college (earning an associate degree) toward transferring to a four-year university; and,

WHEREAS, the President recommends to provide a reduced tuition rate for nonpublic school and home school students in accordance with the terms of the alternative payment structure for the 2020-2021 academic year, as authorized by the Board of Trustees with Resolution 2019-12-03-06;

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

- (A) To continue to waive standard tuition rates for nonpublic school students and home school students who do not receive funding under the College Credit Plus program and who enroll at Owens Community College for the 2020-2021 academic year, contingent upon the approval of the Chancellor, Ohio Department of Higher Education; and,
- (B) The President to submit a specific request to the Chancellor, Ohio Department of Higher Education for approval to reduce tuition in accordance with the terms of the alternative payment structure for the College Credit Plus program for the 2020-2021 academic year, as follows:
- a. \$140 per credit hour rate: for college course delivered on the college campus
 - b. \$80 per credit hour rate: for college course delivered on-line
 - c. \$80 per credit hour rate: for college course delivered at the district high school and taught by credentialed college faculty
 - d. Default floor amount (\$41.64) per credit hour rate: for college course delivered at the district school and taught by credentialed district school faculty

Ms. Talmage made a motion to approve the recommendation, which was seconded by Ms. Morrissey. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

Then and Now Certification of Appropriations Requiring Board Approval:

RESOLUTION 2020-05-05-08

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 IV – 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.

Mr. Nagle made a motion to approve the recommendation, which was seconded by Mr. Rowe. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

Recommendation of Policies:

RESOLUTION 2020-05-05-09

WHEREAS, board policies and college procedures are reviewed on a five-year cycle, and the review process generally includes vetting and posting proposed revisions to employees for feedback; and,

WHEREAS, the President and the Vice Presidents reviewed and recommend the listed academic, college life and employment policies, as follows:

- Amendment of 3358:11-2-06 Assessment Program for Entering Students Policy to provide for a multiple measure approach in the course placement process that should lead to improved rates of students completing math and English in their first year, (Appendix V);
- Amendment of 3358:11-2-12 Auditing Courses Policy for minor clarifications, (Appendix VI);
- Amendment of 3358:11-3-64 Student Non-Academic Appeal Policy for clarification and timing for student appeals and current practice, (Appendix VII);
- Amendment of 3358:11-5-03 Payroll Policy for clarification and current practice, (Appendix VIII);

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 3358:11-2-06 Assessment Program for Entering Students Policy (Appendix V), 3358:11-2-12 Auditing Courses Policy (Appendix VI), 3358:11-3-64 Student Non-Academic Appeal Policy (Appendix VII), and 3358:11-5-03 Payroll Policy (Appendix VIII);

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. Talmage made a motion to approve the recommendation, which was seconded by Ms. Morrissey. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

Facilities/Capital Improvements:

RESOLUTION 2020-05-05-10

WHEREAS, the College's telecommunication system and equipment have aged out, cannot be supported and must be replaced to ensure continuous business operations; and,

WHEREAS, the College is able to invest resources to maintain the plant and information communications technology infrastructure;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to utilize local funds and to award a contract to the following firm for the project, be approved by the Board of Trustees:

Owens Community College Cisco IP-Based Voice Communications System project		
Contract Local Funds	Presidio Networked Solutions Group, LLC 20 N. Saint Clair Street Toledo, Ohio 43604	\$837,827.05
Project Contingency Local Funds		\$10,000

RESOLUTION 2020-05-05-11

WHEREAS, pursuant to paragraph (C)(3)(c) of the 3358:11-4-12 Purchasing Policy, the purchase or lease of vehicles, furniture, equipment or other goods with an aggregate value of \$100,000 that are non-routine, non-recurring requires prior authorization of the Board of Trustees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to purchase with local funds, be approved by the Board of Trustees:

Owens Community College College Hall Phase II project		
Furniture Local Funds	NBS Commercial Interiors 2595 Bellingham Troy, Michigan 48083	\$134,517.82

Ms. Talmage made a motion to approve the recommendations, which was seconded by Mr. Rowe. The Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9). The Chair declared the motion was carried.

REGULAR REPORTS

Financial Report – Members of the Board of Trustees were provided with the financial report for the period ending, March 31, 2020. The Chair accepted the financial report, as submitted.

Dates to Remember – Members of the Board of Trustees were provided with the dates to remember.

Monthly Report to the Board of Trustees – Members of the Board of Trustees were provided with the monthly report. As there were no questions, the Chair accepted the monthly report, as submitted.

STATEMENTS AND COMMENTS BY BOARD MEMBERS

Chair Hammond commented on being impressed with the College's transition to remote learning and remote working from the perspective of communication, and she recognized the faculty and staff for stepping up to the plate when it was most needed. On behalf of the Board of Trustees, she thanked everyone.

Chair Hammond recognized President Robinson as the recipient of the President's Award from the National Council for Marketing and Public Relations. She commented on the national recognition of high distinction from community college peers for his lasting legacy of the viral #EndCCStigma campaign "to address the lingering belief that two-year schools don't measure up to their four-year counterparts." (Source: <https://www.ncmpr.org/presidents-award>) Members of the Board applauded and congratulated President Robinson for receiving this honor.

EXECUTIVE SESSION

Chair Hammond announced an executive session for the discussion of employment of a public employee. Ms. Morrissey made a motion to adjourn to executive session as specified. Ms. Talmage seconded the motion, and the Chair called for a roll call vote. Roll Call: Charles Bills, aye; Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Edwin Nagle, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (9).

Upon return from executive session, roll call was taken and the following members returned to open session: Charles Bills, Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Rich Rowe, Rita Russell, and Diana Talmage, (8).

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

APPENDIX I & II
Individual Personnel Action ~ Owens Faculty Association

NAME	RANK	CONTRACT LENGTH	SPECIAL TERMS
I – AWARD OF TENURE AND INITIAL TENURE CONTRACT			
Jennifer Mier	Assistant Professor	2020-2023	173 Days
Darlene Wise	Assistant Professor	2020-2023	173 Days
II – AWARD OF CONTRACTS TO NON-TENURED FACULTY MEMBERS			
Eileen Alexander	Instructor	2020-2021	173 Days
Debra Baumgartner	Instructor	2020-2021	173 Days
Sara Burke	Instructor	2020-2021	173 Days
Casey Cook	Instructor	2020-2021	173 Days
Lacey Davis	Instructor	2020-2021	173 Days
Andrew Erickson	Instructor	2020-2021	173 Days
Benjamin Frazier	Instructor	2020-2021	173 Days
Marcia Grizzard	Instructor	2020-2021	173 Days
Christopher Kinkade	Instructor	2020-2021	173 Days
Tiffany Ludwig	Instructor	2020-2021	173 Days
Amy Morford	Instructor	2020-2021	173 Days
Julie Posey	Instructor	2020-2021	173 Days
Carl Stevens	Instructor	2020-2021	173 Days
Deborah Sullivan	Instructor	2020-2021	173 Days
Robert Thomas	Instructor	2020-2021	173 Days
Jennell Twigg	Instructor	2020-2021	173 Days
Michael Welty	Instructor	2020-2021	173 Days
Stephen Williams	Instructor	2020-2021	173 Days

APPENDIX III
Individual Personnel Action ~ Owens Faculty Association

NAME	TITLE	CONTRACT LENGTH	SPECIAL TERMS
AWARD OF CONTRACTS TO NON-TENURED BARGAINING UNIT MEMBERS			
Michael Aked	Librarian, Acquisitions	2020-2021	12 Months
April Andrews	Academic Lab Technician, Science	2020-2021	173 Days
Tara Carter	Academic Lab Technician, Science (Findlay)	2020-2021	173 Days
Stephen Davis	Lab Technician, Transportation Technologies	2020-2021	210 Days
Tammy Durham	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days
Melissa Falk	Clinical Coordinator, Nursing	2020-2021	180 Days
Amy Foster	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Robin Foster	Coordinator, Nursing Skills Lab (Findlay)	2020-2021	180 Days
Jeanette Fulton- Arnsby	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Daniel Gross	Lab Technician, Transportation Technologies Program	2020-2021	210 Days
Jeffrey Hansell	Lab Technician (Findlay)	2020-2021	210 Days
Jacqueline Heilmann	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Peter Johns	Lab Technician, Advanced Computer Aided Machining	2020-2021	210 Days
Alice Johnston	Coordinator, Emergency Services Technology	2020-2021	12 Months
Lynn Kendall	Lab Technician, Electronics Lab	2020-2021	210 Days
Robert Klein	Coordinator, Science Lab	2020-2021	190 Days
Sabrina Konesni	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Margaret Ludwikoski	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days
Julie Maier	Academic Lab Technician, Science	2020-2021	173 Days
Monica Mason	Librarian (Findlay)	2020-2021	12 Months

Cheryl Perlaky	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days
Dayna Rousseau	Coordinator, Nursing Skills Lab	2020-2021	180 Days
Brian Schwab	Lab Technician, Welding	2020-2021	210 Days
Gary Sefton	e-Learning Systems Administrator/Support Specialist	2020-2021	12 Months
Julie Shank	Clinical Teaching Faculty, Nursing (Findlay)	2020-2021	173 Days
Amber Sherick	Instructional Designer	2020-2021	12 Months
Lesa Swimmer	Academic Lab Technician, Science	2020-2021	173 Days
Paul Weaver	Librarian Serials	2020-2021	12 Months
Louise Weller	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Beth Williams	Clinical Teaching Faculty, Dietetics	2020-2021	173 Days
Elizabeth Zacharias	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days
Michael Aked	Librarian, Acquisitions	2020-2021	12 Months
April Andrews	Academic Lab Technician, Science	2020-2021	173 Days
Tara Carter	Academic Lab Technician, Science (Findlay)	2020-2021	173 Days
Stephen Davis	Lab Technician, Transportation Technologies	2020-2021	210 Days
Tammy Durham	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days
Melissa Falk	Clinical Coordinator, Nursing	2020-2021	180 Days
Amy Foster	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Robin Foster	Coordinator, Nursing Skills Lab (Findlay)	2020-2021	180 Days
Jeanette Fulton-Arnsby	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Daniel Gross	Lab Technician, Transportation Technologies Program	2020-2021	210 Days
Jeffrey Hansell	Lab Technician (Findlay)	2020-2021	210 Days
Jacqueline Heilmann	Clinical Teaching Faculty, Nursing	2020-2021	173 Days

Peter Johns	Lab Technician, Advanced Computer Aided Machining	2020-2021	210 Days
Alice Johnston	Coordinator, Emergency Services Technology	2020-2021	12 Months
Lynn Kendall	Lab Technician, Electronics Lab	2020-2021	210 Days
Robert Klein	Coordinator, Science Lab	2020-2021	190 Days
Sabrina Konesni	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Margaret Ludwikoski	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days
Julie Maier	Academic Lab Technician, Science	2020-2021	173 Days
Monica Mason	Librarian (Findlay)	2020-2021	12 Months
Cheryl Perlaky	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days
Dayna Russeau	Coordinator, Nursing Skills Lab	2020-2021	180 Days
Brian Schwab	Lab Technician, Welding	2020-2021	210 Days
Gary Sefton	e-Learning Systems Administrator/Support Specialist	2020-2021	12 Months
Julie Shank	Clinical Teaching Faculty, Nursing (Findlay)	2020-2021	173 Days
Amber Sherick	Instructional Designer	2020-2021	12 Months
Lesa Swimmer	Academic Lab Technician, Science	2020-2021	173 Days
Paul Weaver	Librarian Serials	2020-2021	12 Months
Louise Weller	Clinical Teaching Faculty, Nursing	2020-2021	173 Days
Beth Williams	Clinical Teaching Faculty, Dietetics	2020-2021	173 Days
Elizabeth Zacharias	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2020-2021	180 Days

APPENDIX IV
Then and Now Certification of Appropriations Requiring Board Approval

Invoice Number	Invoice Date	Vendor Name	Amount
1935R01 Payoff	4/3/2020	Ford Motor Credit	\$ 36,769.31
ITS0000002	1/29/2020	BGSU	18,750.00
INV442946	1/7/2020	Finley Fire Equipment	15,300.00
INV-007244	1/23/2020	AD Adstra Information Systems	14,500.00
PERMIT 122 0320	3/10/2020	Toledo Postmaster	10,000.00
LEO1-144400	3/3/2020	Hyland Softward, Inc.	8,666.67
9360	2/1/2020	Maxient LLC	5,500.00
0340707-IN	2/1/2020	Business Voice	4,560.00
I-13868	2/27/2020	NC-SARA	4,000.00
HPOG013120	3/6/2020	CEU Matrix	3,237.00
Total of Then and Now Approvals for Board			\$ 121,282.98
Total Purchases for FY19			\$ 16,873,736.53
Percent of Total			0.72%

APPENDIX V
Amendment of 11-2-06 Assessment Program for Entering Students Policy

3358:11-2-06 Assessment program for entering students policy.

- (A) Purpose. Assessment determines the level of academic readiness needed for a student to be successful in college. This rule supports the process of ~~evaluating~~ assessing a student's students' academic skills for advising into proper course placement. ~~The information obtained during the assessment process is crucial to the proper advising of students in course selection in order to provide educational experiences that strengthen and enhance current levels of competence.~~
- (B) Implementation. The chief academic officer ~~office of the provost~~ will implement procedures, guidelines, and forms, which are consistent with the provisions of this rule.

Promulgated under: 111.15
 Statutory authority: 3358.08
 Rule amplifies: 3358.08
 Prior effective dates: 3/7/2002, 2/19/2011

[History of Reviews](#)
 Academic Standards Committee 11-20-19, 12-16-19
 VP Review 1-13-20
 Legal Review 1-24-20
 Post for Open Comment 2-3-20 to 2-21-20

Rationale

The Academic Standards Committee (ASC) received a request to consider to propose revisions to the procedures to include a multiple measures approach to course placement. Historically, placement of a student into a developmental course at Owens was based on a single assessment measure—the placement test (such as the ACT or Accuplacer) that a student takes at one point in time. However, national research supported that a student who was placed into developmental education may be “underplaced” and they may have been successful in a higher-level course. Nationally, colleges have begun to implement more holistic, multiple-measures approaches (including but not limited to high school GPA and course grades) to course placement and are finding improved student outcomes. The Owens Completion Team reviewed national research and best practices and developed a proposal to design a multiple-measures course placement process for Owens Community College that should lead to improved rates of students completing college math and English in their first year. The proposal was approved, which included the recommendation to revise the 3358:11-2-06 Assessment Program for Entering Students procedures and to implement new processes with coordination between admissions, testing, advising, and records.

Additionally, the Academics Standards Committee also provided a five year review to the policy and proposed minor revisions (singular form) for compliance with the State of Ohio's administrative code.

APPENDIX VI Amendment of 11-2-12 Auditing

3358:11-2-12 Auditing courses policy.

- (A) Purpose. A student may audit a course. To audit means to enroll for a reason other than to receive a course grade and credit.
- (B) Implementation. The ~~chief academic officer~~ ~~office of the provost~~ will implement procedures, guidelines, and forms which are consistent with the provisions of this rule.

Promulgated under: 111.15
 Statutory authority: 3358.08
 Rule amplifies: 3358.08
 Prior effective dates: 3/7/2002, 7/13/2007, 2/18/2012

[History of Reviews](#)

Academic Standards Committee Review: 9-25-19, 11-20-19

VP Review 1-13-20

Legal Review 1-24-20

Post for Open Comment 2-3-20 to 2-21-20

Academic Standards Committee provided a five year review, and proposed minor clarifications to the policy and procedures.

APPENDIX VII Amendment of 11-3-64 Student Non-Academic Appeal Policy

3358:11-3-64 Student non-academic appeal policy.

- (A) Purpose. Owens community college provides a student with an appeal process when a student disagrees with a formal decision. ~~encourages feedback from students at any time during their enrollment as part of the college's continuous effort to provide better service for students. The establishment of a process for student non-academic appeals is promulgated in the associated procedures by the vice president, student services.~~
- (B) This rule does not apply to the following:
- (1) Grade appeals, which are subject to the Owens community college rule 3358:11-2-54 of the Administrative Code (grade appeal policy and corresponding procedures).
 - (2) Disciplinary matters, which are subject to the Owens community college rule 3358:11-3-11 (student conduct policy and corresponding procedures).
 - (3) General complaints, which are subject to the Owens community college rule 3358:11-3-66 (campus and community complaint process policy and corresponding procedures).

~~Appeals. Types of appeals may generally include, but are not limited to, the following: a student appeals a staff decision, for example—rules for activities in the student health and activities center; a student appeals a financial aid decision; a student appeals an account in the bursar's office or anything student related in nature.~~

~~(C) Application. This policy applies to all full-time and part-time students, both credit and non-credit students.~~

~~(C)(D) Implementation. The chief student affairs officer or designee will implement procedures, guidelines, and forms, which are consistent with the provisions of this rule. The vice president, student services will implement procedures, guidelines, forms consistent with the provisions of this policy as well as communicate same to students.~~

Promulgated under: 111.15
 Statutory authority: 3358.08
 Rule amplifies: 3358.08
 Prior effective dates: 11/22/2009

History of Reviews

CH 3 College Life Policy Committee 6-14-19, 9-13-19, 10-11-19, 2-14-20
 VP Review 12-16-19
 Legal Review 1-7-20
 Post for Open Comment – 1-8-20 to 1-17-20

Rationale

The CH 3 College Life Policy Committee provided a five year review and proposes the revisions to the policy and procedures, including clarification of policy language, revised format for the procedures by providing a list of steps and the alignment of timing for appeals, which correspond with other CH 3 policies/procedures.

APPENDIX VIII Amendment of 11-5-03 Payroll Policy

3358:11-5-03 Payroll policy.

- (A) Purpose. Owens community college employees will be paid on a biweekly basis. All necessary payroll documentation must be completed by the employee before payroll can be processed. Pay cannot be issued without proper documented information, which includes the employment recommendation form and the electronic payroll authorization form.
- (B) Timesheets. Non-exempt staff are paid on the basis of a biweekly timesheet maintained by the employee and authorized by the immediate supervisor. Some non-exempt staff, because of the nature of their position, will be required to use a timeclock in lieu of filling out a timesheet.
- (1) Overtime. There may be occasions when a supervisor may request an employee to work beyond the normal hours. In such cases, the non-exempt employee shall work overtime only when authorized by the appropriate supervisor. For those approved hours beyond forty during the week, the employee shall be paid at ~~1.5~~ one and one-half times the normal rate for hours worked, in accordance with the provisions of the Fair Labor Standards Act of 1938, as amended. Or if authorized by a supervisor, a non-exempt An employee may elect who elects compensatory time, shall do so in accordance with established procedure and may not accumulate more than sixty hours of compensatory time at any one time. Compensatory time is earned at one and one-half times the normal rate for hours worked. Unused accrued overtime compensatory hours shall be paid during the last pay date of each fiscal year in cash at 1.5 times the employee's regular rate of pay. Unused accrued overtime compensatory hours may be paid the first pay in November, if so elected by the employee.

- (2) ~~Missed work.~~ The employee is expected to account for missed hours from work on the timesheet with days or periods such as paid sick leave, paid vacation, unpaid leave or other circumstances which may prevail.
- (3) ~~Flex time. Exempt and non-exempt staff will be allowed to flex their work schedules in accordance with established procedure.~~ Leave time calculation for non-exempt employees. All hours of time off will be taken from an eight hour day. Examples, include but are not limited to:
- (a) Time off of eight hours: zero regular hours worked and eight leave hours on the timesheet. Eight leave hours on the leave report.
 - (b) Time off of four hours: four regular hours worked and four leave hours on the timesheet. Four leave hours on the leave report.
 - (c) Time off of a half hour: seven and a half regular hours worked and a half leave hour on the timesheet. A half leave hour on the leave report.
 - (d) Time off of one hour: seven regular hours worked and one leave hour on the timesheet. One leave hour on the leave report.
 - (e) Time off of forty hours: zero regular hours worked and forty leave hours on the timesheet. Forty leave hours on the leave report.
- (C) Payroll deductions. Payroll deductions are authorized for legally required deductions. An employee may personally authorize a voluntarily deduction with proper documentation.
- ~~(1) Federal tax. Federal income taxes are deducted from each biweekly paycheck on the gross salary of the employee.~~
 - ~~(2) State tax. The employee will pay state taxes on gross salary earnings.~~
 - ~~(3) City tax. City tax is deducted from the paychecks. If the community in which an employee resides has a city or village income tax, the employee should complete a city tax form and submit it to the human resources office.~~
 - ~~(4) Medicare tax. Anyone hired or rehired on or after April 1, 1986, is required by the federal government to have 1.45 per cent deducted from their payroll check for medicare. (The college also pays an additional 1.45 per cent to medicare for each employee hired or rehired on or after April 1, 1986.)~~
 - ~~(5) School district tax. If an employee's school district levies a tax, this tax will be deducted from the employee's gross pay.~~
 - ~~(6) Annuities. College employees are able to make contributions to plans providing annuities through payroll deduction. If an employee is interested in participating in such a plan, contact the human resources office for a listing of approved providers.~~

~~(7) Contributions. The college also provides a payroll deduction program for employees to make contributions to college-designated organizations, or the Owens community college foundation.~~

~~(8) Ohio deferred compensation program. The college provides for payroll deduction for employees participating in the Ohio deferred compensation program.~~

(D) Pay schedule/~~check distribution~~.

(1) Pay schedule. Fridays, every other week, are the scheduled pay dates.

~~(2) Check distribution. Individual payroll checks may be picked up on Thursday preceding a pay date from three p.m. to five p.m. and continuing on Friday from eight a.m. to noon after which time the checks will be mailed. Changes to this schedule may occur and will be communicated to employees.~~

~~(2)(3)~~ Direct deposit authorization. An employee is required to complete and update a direct deposit authorization. With direct deposit, an employee's pay will be automatically deposited in their account on payday. Employees may review and print an electronic pay stub, which shows their earnings, taxes, and deductions. An exception is allowed for the federal work-study program.

(E) Implementation. The treasurer/chief financial officer has the authority to promulgate procedures, guidelines, and forms consistent with this rule.

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/7/2002, 10/8/2002, 9/29/2014, 12/23/2016

[History of Reviews](#)

HR 10-18-19; BAO 11-25-19, 1-14-20

VP Review 1-22-20

Legal Review 1-24-20

Post for Open Comment 2-3-20 to 2-21-20

[Rationale](#)

Human Resources and Business Affairs provided a five year review and proposed the revisions for clarification and for current practice.