

OWENS COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OCTOBER 6, 2020 ~ MINUTES

A working retreat of the Board of Trustees was held in Heritage Hall room 123AB, on the Owens Community College Toledo-area Campus.

Call to Order – Chair Mary Beth Hammond called the meeting to order at 8:05 a.m., and directed the record to show the meeting was held 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, Srini Hejeebu, Rich Rowe, and Diana Talmage. (5). Arriving after roll call: Rita Russell. (6).

Chair Hammond commented that the purpose of the special meeting was a working retreat for the reports of the President Search Ad Hoc Committee, the Interim President and for presentations on select goals of the 2019-2021 Strategic Plan.

EXECUTIVE SESSION

Chair Hammond announced an executive session for the discussion of pending or imminent litigation and for collective bargaining matters. Ms. Talmage made a motion to adjourn to executive session as specified. Dr. Hejeebu seconded the motion, and the Chair called for a roll call vote. Roll Call: Charles Bills, yea; Mary Beth Hammond, yea; Srini Hejeebu, yea; Rich Rowe, yea; and, Diana Talmage, yea (5).

Upon return from executive session, roll call was taken and the following members were present: Charles Bills, Mary Beth Hammond, Srini Hejeebu, Rich Rowe, and Diana Talmage, (5).

Report of the President Search Ad Hoc Committee by the Chair – Chair Hammond commented that the President Search Ad Hoc Committee met on September 21. She provided a recap of the request for proposal process, and she noted that from the ten proposals received from executive search firms in response to the College’s request for proposals, the ad hoc committee short-listed the firms to five firms, who then made presentations to the ad hoc committee on August 18. The ad hoc committee then narrowed down the short-list to three firms and the search liaisons conducted reference checks on the short-listed firms. The ad hoc committee met again on September 21 for the report out of the reference checks, and all of the members were on the same page for the forth-coming recommendation for AGB Search.

On behalf of the President Search Ad Hoc Committee, Chair Hammond commented on the reasons that AGB Search was recommended as the top choice, which was based on AGB Search response and presentation to the College’s scope of professional services. She noted:

- Credentials in higher education. AGB Search focuses exclusively on higher education positions and has publications on conducting president searches. The focus for Owens will be a national search. Dr. Rod McDavis is the Managing Principal. When talking with references, he was

described as the “driver” behind their searches. He has served as a past President for Ohio University, 2004-2017; he earned a doctorate from the University of Toledo, and he knows northwest Ohio and the Midwest region. Fred Moore, senior consultant, earned a juris doctorate; he was the past President of Buena Vista University in Iowa, 1995-2017. Dr. Kim Bobby, senior consultant, earned a doctorate in education; she has 25 years in higher education, including as faculty and as administration.

- Professional services. Outside of the search process, AGB Search presentation also focused on transition support for a new president. One reference commented on their “service after the search” which included monthly phone calls to the new president and the board chair during the first year. The consultant commented that it provided a sounding board for the president, and it contributed to AGB’s retention rate. AGB’s proposal noted an optional add-on service of a compensation review for the position.
- Recruitment. AGB Search recruitment strategy will be to find candidates connected to the Midwest. They feel that Owens national reputation (#endccstigma) and other points of pride, such as its solid financial foundation and academic programs, will draw qualified candidates to the search.
- Highly qualified and diverse candidate national pool. Through the reference check process, the other college clients confirmed that their searches with AGB resulted in a highly qualified and diverse candidate pool, as evidenced through their semi-finalist candidates. AGB’s placement rate for women and minorities is 50 percent. All of the reference checks for AGB confirmed that their candidate pools fully met the position qualifications that they were looking for.
- Search process. AGB has the capability to conduct the search with remote technology. However, they have found that colleges prefer to have their finalist interviews in a face-to-face format, which they have done post-covid. The College will be careful to review conditions, when making such arrangements. AGB’s search process regularly includes internal and external listening sessions with various campus populations and with members from the community. The input that AGB receives will help them to understand the college culture and assist in drafting the position profile. At that point, the national search will be launched and advertised. AGB will begin their outreach through their various networks. AGB will carefully vet the applicant pool through background and credential reviews. Then the work of the ad hoc committee will begin in earnest. During the final stage, the Board and the college community will have opportunities to meet the finalist candidates.
- Other. Upon engagement, AGB Search will formulate the actual time line for the Owens search; however, it is anticipated to take 6-7 months. The search liaisons confirmed through the reference check process that AGB Search would be fully dedicated to the College’s search.
- Cost. All of the proposals had competitive fees for professional services and were within the Owens budget. The recommendation notes that AGB Search professional fee is quoted at \$60,000 to conduct the search. AGB provided a 12-month guarantee.

As a member of the ad hoc committee, Ms. Talmage commented that AGB Search seems top-notch, and she anticipated that the members of the Board being will be pleased when they meet with the consultants. Mr. Rowe noted his interest in inquiring about the additional cost of a compensation review of the position, and he asked about the sources of the points of pride from AGB Search’s presentation. Chair Hammond commented that the Board Secretary will follow up with AGB Search.

RECOMMENDATIONS TO THE BOARD OF TRUSTEES

Individual Personnel Action ~ Non-Bargaining Unit Exempt Staff:

RESOLUTION 2020-10-06-01

BE IT HEREBY RESOLVED that the recommendation of the Interim President to revise the assignment on the basis indicated below, be approved by the Board of Trustees.

NAME	TITLE	DUTY DAYS	REVISED CONTRACT LENGTH
Eric Haynes	Coordinator, STEM Teaching Effectiveness (Grant-Funded)	6 Months	July 1, 2020-December 31, 2020

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

President Search 2020-2021 – Executive Search Firm Proposal:

RESOLUTION 2020-10-06-02

WHEREAS, a request for proposals for professional services was issued on July 7 and proposals from executive search firms were received on July 28; and

WHEREAS, the President Search Ad Hoc Committee conducted interviews with short-listed firms on August 18, and reference checks were conducted on September 11, 14 and 15; and

WHEREAS, the President Search Ad Hoc Committee met on September 21 and recommends the selected firm for conducting the 2020-2021 President Search in accordance with the proposal scope of services, and as the principal and consultants' presented with respect to their credentials, services, national recruitment approach and process to provide personal outreach and recruitment of highly qualified and diverse candidates who will thrive in Ohio;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees authorizes the Board Chair with General Counsel to finalize the terms and conditions and to enter into an agreement for professional services with the executive search firm, as follows.

Owens Community College President Search 2020-2021		
Professional Services Fee	AGB Search 1133 20 th Street, N.W., Suite 300 Washington DC 20036	\$60,000.00

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

Fraternal Order of Police (Police Officers) Agreement – One-Year Extension:

RESOLUTION 2020-10-06-03

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, the parties engaged in negotiations and have agreed to extend the aforementioned collective bargaining agreement for a time period of one year. This one-year extension shall include all terms and conditions as stated in the current Agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves a one-year extension, until October 31, 2021, of the current collective bargaining agreement with the Fraternal Order of Police, Ohio Labor Council, Inc. (Police Officers).

Owens Faculty Association Agreement – One-Year Extension:

RESOLUTION 2020-10-06-04

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, the parties engaged in negotiations and have agreed to extend the aforementioned collective bargaining agreement for a time period of one year. This one-year extension shall include all terms and conditions as stated in the current Agreement.

WHEREAS, the parties also agreed during negotiations that they will meet no later than six months after October 31, 2020 to discuss the College's finances for the sole purpose of determining if the parties can agree upon a wage adjustment. If no agreement is reached, wages will remain status quo through the expiration of the agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves a one-year extension, until October 31, 2021, of the current collective bargaining agreement with the Owens Faculty Association.

Owens Support Staff Union Agreement – One-Year Extension:

RESOLUTION 2020-10-06-05

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, the parties engaged in negotiations and have agreed to extend the aforementioned collective bargaining agreement for a time period of one year. This one-year extension shall include all terms and conditions as stated in the current Agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves a one-year extension, until December 31, 2021, of the current collective bargaining agreement with the Owens Support Staff Union.

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

Authorization for Naming Opportunities ~ Interim President:

RESOLUTION 2020-10-06-06

WHEREAS, the 3358:11-1-11 Policy for Naming College Facilities, Spaces, Endowments and Programs, provides the guidelines and approval process for naming facilities, spaces, endowments and programs to ensure such action is in the best interest of the College; and

WHEREAS, in order to expedite the processes outlined in the 3358:11-1-11 Policy for Naming College Facilities, Spaces, Endowments and Programs, the Interim President requests the Board's support to continue the momentum and attain private financial support for the capital campaign for the advanced manufacturing training center project;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the delegation of authority to the Interim President/Chief Executive Officer, to pursue, review, approve and implement naming opportunities that involve private financial support for the advanced manufacturing training center project, be approved by the Board of Trustees.

Ms. Talmage made a motion to approve the resolution, which was seconded by Dr. Hejeebu. Chair Hammond commented that prior authority was approved for President Robinson, and this action would provide Interim President Balzer the opportunity to continue the momentum during the interim period. Following a voice vote, the motion was adopted.

Presentations on Select Goals of 2019-2021 Strategic Plan by the Vice Presidents

Goal 5 – College Culture & Quality of Life ~ 5.2 Diversity & Inclusion

Lisa Nagel, General Counsel, Vice President of Administration, introduced the members of the Perrysburg Schools CQ Racial Awareness Team: Dawn Burks, Counselor, Bill Lingle, Teacher, Nicole Percival, Teacher, and Nicole Bihn, Counselor. The panel presented, "The Leaders We Want to Be: Understanding Implicit Biases," which included information on cultural awareness, the College's Courageous Conversations initiative and the four agreements (stay engaged; experience discomfort; speak your truth; expect and accept non-closure), the importance of and examples of implicit bias, an activity and a case summary, and what it means to Owens Community College in reviewing the strategic goals (1 – increase enrollment, completion and student success; 2 – improve and enhance the student experience; and 3 – improve college culture and quality of life) and college data through an equity perspective.

Goal 2 – The Student Experience ~ 2.3 Equity

Denise Smith, Provost/Vice President of Academic Affairs, provided an update from the spring Board retreat on the progress of strategic plan objectives 2.3 (improve equity outcomes for students) and 5.2 (promote diversity and inclusion among college faculty and staff). Dr. Smith noted there was no improvement made to close the equity gaps in completion due to the remote transition of learning and technology challenges due to the COVID-19 pandemic. She announced an equity team of cross-divisional employees has been formed and a draft equity statement has been shared for college community input and feedback. She requested trustees' feedback on the draft equity statement to add to the conversation for the equity team.

Mr. Rowe asked about how the meaning of social justice in the draft statement, which he shared that it meant to him as everyone deserves equal rights and opportunities and that would be something that Owens' community would support. There was discussion supporting the replacement of "demand" with "expect", such as an expectation; and a final comment of social justice should not be optional.

Report of the Interim President – Dr. Bill Balzer presented on COVID-19 preparedness for Spring Semester 2021.

- Mr. Rowe asked about the progress of the bipolar ionization installation to the buildings, which Jeff Ganues, Vice President of Business Affairs, responded that it is in progress and it will put the College in a better position with overall air quality.
- Dr. Hejeebu asked about testing for employees and students and contact tracing as applicable. Dr. Balzer commented on the College's testing plan and the arrangement with Falcon Health Center in Wood County, due to the proximity between the campuses. Dr. Hejeebu asked if the College transitions to more in-person classes, would there be random testing and contact tracing. Ms. Nagel commented there has been no guidance from the local health departments for the College to do random testing at this time; however, the College is in daily contact with the local health departments. Dr. Balzer commented that Ohio's public two-year colleges without student housing, including Owens, have not built in random testing at this time. Dr. Hejeebu expressed his concern for faculty and staff, which Dr. Smith commented that faculty members have the option to choose instructional delivery and many faculty have chosen online delivery; additionally, barriers have been put in place at teaching stations and cleaning supplies near the classrooms for anyone's use; and, classrooms are limited to 5 to 20 students. Dr. Balzer commented that he will have continued discussion with the vice presidents on this item. Dr. Hejeebu commented that testing is readily available at this time but the availability may depend on future caseload in Ohio.

Dr. Balzer provided an update on the implementation of the Strategic Plan, including the 30 day-60 day-90 day tracking tool of activities, mileposts connecting the strategic priorities to the key performance indicators. Dr. Balzer noted an update KPI dashboard in the meeting materials. Due to number of KPIs, College administration will focus internally on the key drivers. The 30-60-90 tool will act as a check-in for the vice presidents and will revisit this tool in the future with the Board. Dr. Balzer also suggested the Board to consider extending the strategic plan from 2021 to 2022 for the following reasons: 1) COVID-19 has been a disruption and focus was moved to health/safety of the educational mission; progress was lost; and, 2) an extension of timing would allow the next permanent president to decide if a modification or a full strategic plan process would be needed.

Dr. Balzer led trustees and vice presidents through a SWOT exercise (identify strengths, weaknesses, opportunities, threats) to help identify any potential changes in the internal or external environment, since the endorsement of the 2019-2021 Strategic Plan. Dr. Balzer commented that the data gathered will be reviewed for consideration of either prioritization of or adding to the strategic plan.

STATEMENTS AND COMMENTS BY BOARD MEMBERS

There was discussion of Dr. Balzer's prior comment of extending the strategic plan to 2022 or to wait for the leadership team to review the consolidated data. It was generally felt that 2020 was a lost year of the strategic plan and to extend it by one year.

Resolution for the Extension of the Strategic Plan:

Chair Hammond commented that there seemed to be a consensus from discussion, and she asked for a motion to extend the strategic plan from 2021 to 2022, which was moved by Dr. Hejeebu and seconded by Ms. Talmage. Following a voice vote, the motion was carried.

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