

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

Call to Order – Chair Mary Beth Hammond called the meeting to order at 12:33 p.m., and directed the record to show the meeting was held by videoconference 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, Jason Johnson, Rich Rowe, Rita Russell, and Diana Talmage. (6).

Minutes of the Board of Trustees – The minutes of the September 1, 2020 regular meeting and the October 6, 2020 special meeting were provided to the Board of Trustees; hearing no corrections, the chair declared the minutes were accepted as written.

President Search Ad Hoc Committee Report – Chair Hammond provided a progress report of the President Search. She noted that since the Board took action on October 6 for the executive search firm, the contract was executed with AGB Search. There have been two coordination meetings, and the proposed timeline was been netted out. The President Search will kick off with public virtual listening sessions, November 10 and November 13. Invitations were sent to College employees, students; and, externally, to members of the Foundation Board, elected officials and college partners in education, business and industry. The purpose for the listening sessions and the deployment of a survey is for AGB Search consultants to gather feedback on:

- The qualities and attributes important for our next College President; and,
- The challenges and opportunities facing Owens Community College.

The data gathered will help AGB Search consultants to get a sense of the college culture and to develop the position profile and the advertisement with the input from the President Search Ad Hoc Committee. The proposed timeline targets the second week of December to begin advertising through to February. The next steps will be for the President Search Ad Hoc Committee to review applications, conduct initial interviews, and work toward the point when finalists will be invited to meet with the Board and College stakeholders. She closed her report by noting being hopeful to complete a successful search in 6 months; about April or May; with a new President to begin in July.

Finance Committee Report – Mr. Johnson reported the Finance Committee held a meeting on September 22, 2020. He commented that the focus of the meeting was for the financial walkthroughs of comparing the preliminary Fiscal Year 2020 financials to the budget and to Fiscal Year 2019 financials. He commented that overall the Fiscal Year 2020 expenses were controlled and there was a reduction of \$1 million in expenses, due to the slowdown of college operations from the pandemic. Mr. Johnson also noted that the Treasurer had shared the College's CARES spending plan, which included \$1.127 million from the State; and \$1.198 million federal funds for expenses due to the pandemic. Mr. Johnson also commented the "Then and Now" Certification of Appropriations detail was reviewed first by the Finance Committee, and the Controller improved the process of addressing a budget authority who did not have prior approval from the Treasurer before spending. The process is now being consistently applied to reduce the risk of liability to the College. He closed his report by noting the next Finance Committee meeting is scheduled for December, and an invitation for Clark Schaefer Hackett CPAs for the annual audit conference.

Interim President's Report – Interim President Bill Balzer acknowledged the reappointments of Diana Talmage and Srinivas Hejeebu to the Board of Trustees for terms ending September, 2026. Dr. Balzer reviewed the potential updates to the strategic plan from the October 6 Board Retreat, which included the leadership team consensus of the SWOT (strength, weakness, opportunity, threat) items centered on instructional delivery, environmental factors and resources. He noted the next step is to incorporate the new areas of focus into the activities implementing the strategic plan, which he noted that the vice presidents are diligently working on. Additionally the strategic plan is being used in the budget development process and in identifying initiatives to support improvements in enrollment and retention. He highlighted a market research study being facilitated with Great Lakes Marketing Research to help with enrollment and retention efforts, including a student survey, market research in the Findlay-area, Lucas and northern Wood Counties, and, research in the direct from high school population for an understanding of educational pathways. In response to a question from Chair Hammond, Dr. Balzer commented on the research to gain a perspective of the future workforce needs in Findlay that will contribute toward identifying business/industry and K-12 partnerships.

Academic Affairs Report – Denise Smith, Provost/Vice President of Academic Affairs, commented on the recognition of the student chapter of the American Welding Society during a national conference. She also announced that the Registered Nurse program held a virtual site visit for the Ohio Board of Nursing approval of the program, October 21-22. She recognized the program chair and faculty for their organization and preparation. She emphasized that while the program was found in compliance and met requirements of Chapter 4723-5 of the Ohio Administrative Code, it is pending the Ohio Board of Nursing review, anticipated for January 2021. Dr. Smith closed her report by announcing three new technical certificates in collaboration with Dana Incorporated: Maintenance, Mechatronics Control, and Mechatronics Engineering certificates, which will eventually roll into a Mechatronics Degree for Dana. The certificates will be submitted to the state for technical certification approval.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, commented on Ohio's designation of funding toward mental health services for colleges and universities; an internal team is working toward identifying the best use of the funding to enhance existing counseling services and new opportunities. The Student Services division launched a new program, called the CARE (concern, assessment, response and evaluation) team, which includes a reporting/intervention/support process for students who may be struggling for a variety of reasons, from excessive stress to suicidal ideation. She noted that the Counseling Services is now offering telehealth and the staff is trained in tele therapy, which is a best standard of practice during times of virtual engagement. Ms. Giordano commented on the national 7.5 percent decline in community college student enrollment, reported by the National Student Clearinghouse for the Fall Semester 2020. She noted new tactics to help drive the College's enrollment for Spring Semester 2021, which included the Class of 2020 Spring Start scholarship, billboards marketing the Express programs with area universities, and campus visits with health/safety protocols. Additionally, the College was awarded an Ohio Association of Community Colleges' Success Center sub grant that enabled the participation of Student Services administrators to the American Association of College Registrars' strategic enrollment management virtual conference that focused on advancing access/equity and implementing strategic enrollment strategies. In closing, she noted a pending partnership with a national organization to help recruit and support the "returning student" population, specifically for the College.

Foundation Report – Jennifer Fehnrich, Executive Director, Owens Foundation, presented on FY 2020 fundraising, Foundation support, capital campaign, annual giving campaign, student emergency fund and brief messages from student recipients and donors.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, provided an overview of the efficiency report for fiscal year 2020 for submission to the Ohio Department of Higher Education. He noted that the report focused on the operational and academic responses to COVID-19.

Members of the Board of Trustees were provided with the financial exhibits for the period ending September 30, 2020, which the Chair accepted, as submitted.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2020-11-04-01

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

NAME: Nicholas Hyslop
 ADDRESS: Rossford, OH
 EDUCATION: Associate of Applied Business, with a major in Business Administration, from Owens State Community College; Associate of Applied Science, with a major in Professional Law Enforcement Officer, from Owens State Community College
 EXPERIENCE: Three years of Police Officer experience
 ASSIGNMENT: Police Officer

NAME: Sarah Hickernell
 ADDRESS: Asheville, NC
 EDUCATION: Bachelors of Information Technology, with a major in Computer Forensics, from American InterContinental University
 EXPERIENCE: Ten years of experience in development
 ASSIGNMENT: Development Officer

NAME: Andy Koenig
 ADDRESS: Rossford, OH
 EDUCATION: Bachelor of Business Administration, with a major in Marketing, from The University of Toledo
 EXPERIENCE: Four years of customer service experience
 ASSIGNMENT: Advocate

NAME: John Leonard
 ADDRESS: Findlay, OH
 EDUCATION: Graduate of Findlay High School; ACLS/Fire/EMS/Paramedic Certification
 EXPERIENCE: Twenty-one years of Paramedic experience
 ASSIGNMENT: Coordinator, Emergency Services Technology

NAME: Adam Schock
 ADDRESS: Perrysburg, OH
 EDUCATION: Graduate of Seneca East High School
 EXPERIENCE: Seven years of customer service experience
 ASSIGNMENT: Specialist, Customer Service, Public Safety

NAME: Skytha Fleming
 ADDRESS: Toledo, OH
 EDUCATION: Master of Education, with a major in Educational Technology, from the University of Toledo; Bachelors of Health Sciences, with a major in Health Information Administration, from the University of Toledo; Associate of Applied Science, with a major in Health Information Technology, Owens Community College
 EXPERIENCE: Nine years of Health Information Management experience.
 ASSIGNMENT: Chair, Health Information Technology

NAME: Joshua Treece
 ADDRESS: Grand Rapids, OH
 EDUCATION: Graduate of Otsego High School
 EXPERIENCE: Commercial driver's license and three years of truck driving experience.
 ASSIGNMENT: Assistant Manager, Truck Driving

RESOLUTION 2020-11-04-02

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:

<u>NAME</u>	<u>ASSIGNMENT</u>
Dana Bower	Processor, Veterans Services
Lindsey Minnig	Senior Academic Engagement Specialist, TRiO Student Support Services (Grant-Funded)
LaShawn Staples	Academic Engagement Specialist, TRiO Student Support Services (Grant-Funded)
Justin Huber	Director, Aspire Program (Grant-Funded)
Amelia Hermiller	Associate Professor, Math (Credit, Findlay)

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

Recommendation of Policies:

RESOLUTION 2020-11-04-03

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 Interim President and the Vice Presidents reviewed and recommend the listed college life (chapter 3) policy, as follows:

- Adoption of 3358:11-3-67 Fitness Facility Membership Policy to establish a paid membership for use of the College fitness facilities by a family member of an employee, an alumnus/alumna, a retiree or a community member; which, the membership fees will contribute toward the plant, operation and maintenance of the fitness centers;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the 3358:11-3-67 Fitness Facility Membership Policy (Appendix I);

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. Russell. Following a voice vote, the motion was adopted.

Then and Now Certification Of Appropriations Requiring Board Approval:

RESOLUTION 2020-11-04-04

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; and

WHEREAS, the listing was reviewed by the Board Finance Committee;

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

- SECTION I. **Appendix II** – 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. Rowe made a motion to approve the recommendation, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

Ohio Revised Code 3333.95 Efficiency Report Recommendation:

RESOLUTION 2020-11-04-05

NOW, THEREFORE, BE IT HEREBY RESOLVED that the fiscal year 2020 efficiency report in compliance with Section 3333.95 of the Ohio Revised Code, as recommended by the Interim President and the Treasurer, be approved by the Board of Trustees.

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

REGULAR REPORTS

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. Ms. Talmage commented that the information was excellent. The Chair accepted the monthly report, as submitted.

EXECUTIVE SESSION

Chair Hammond announced an executive session for the discussion of the appointment, employment and compensation of a public employee. Ms. Talmage made a motion to adjourn to executive session as specified. Ms. Russell seconded the motion, and the Chair called for a roll call vote. Roll Call: Charles Bills, yea; Mary Beth Hammond, yea; Jason Johnson, yea; Rich Rowe, yea; Rita Russell, yea; and, Diana Talmage, yea (6).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Jason Johnson, Rich Rowe, Rita Russell and Diana Talmage (5).

Adjournment – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 2:30 p.m.

APPENDIX I
Adoption of 11-3-67 Fitness Facility Membership Policy

3358:11-3-67 Fitness facility membership policy.

- (A) Purpose. Effective January 18, 2021, Owens community college grants access to the indoor fitness and recreational facilities to a non-college individual who maintains a valid fitness facility membership at the college.
- (B) Responsibility.
- (1) Membership and use of the facilities is voluntary at the student health and activities center on the Toledo-area campus and the fitness center and gym on the Findlay-area campus.
 - (2) An individual who enters the fitness facility must either be a current student or employee; or, an approved member with an active paid membership; and, must present a valid college-issued identification card to be granted access.
 - (3) All users with a purchased membership must agree to a liability release and indemnification to be granted access.
 - (4) All users must abide by college policies, procedures, and external regulations, including proper conduct and civility.
- (C) Application. A college alumni, retiree, spouse/dependent of a college employee, or an eligible member of the community must complete a membership application and purchase an annual membership to be granted access and to have use of the fitness facility. (Current students and employees have open access to the college fitness facilities.)
- (D) Implementation. The chief student affairs officer or designee will implement procedures, guidelines, and forms which are consistent with the provisions of this rule.
- (E) Effect on prior policy. This rule repeals and supersedes any prior related benefit that was offered to a retiree, spouse/dependent of an employee, alumni or member of the community.

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: NA

History of Reviews

VP Review of the Proposal Concept 3-2-20

CH 3 College Life Policy Committee 3-13-20, 9-24-20

VP Review of Policy/Procedures Draft 10-8-20

Legal Review 10-13-20

Post for Open Comment 10-13-20 to 10-23-20

Board Recommendation – requested for 11-4-20

Rationale

The CH 3 College Life Policy Committee received a request to consider proposal to implement a paid fitness membership for family members of employees, alumni, retirees and community members to use the college fitness facilities. The membership dues would go toward the plant, operation and maintenance of the fitness centers. Best practices were reviewed of University of Toledo, Mercy College, Lorain County Community College, and Bowling Green State University.

APPENDIX II
 Owens Community College
 Then and Now Certification of Appropriations - FY 2021

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Amount</u>
20/21	6/22/2020	Washington Local Schools	\$ 5,000.00
		Total of Then and Now Approvals for Board	\$ 5,000.00
		Total Purchases for FY20	\$ 19,471,020.91
		Percent of Total	0.03%