

OWENS COMMUNITY COLLEGE  
SPECIAL MEETING (WORKING RETREAT) OF THE BOARD OF TRUSTEES  
MARCH 5, 2013 ~ MINUTES

A working retreat of the Board of Trustees was held at the Hilton Garden Inn, 6165 Levis Commons Boulevard, Perrysburg, Ohio.

**Call to Order** - Chair Rich Rowe called the meeting to order at 8:10 a.m. and directed that the record show that the meeting was held in accordance with the Ohio Revised Code, Chapter 3358 and the policies of the Board of Trustees.

**Roll Call** – Roll call was taken, and the following members were present: Ronald McMaster, Edwin Nagle, Rich Rowe, William Takacs, Diana Talmage and Thomas Uhler (6).

**Adjustment of the Agenda** – Chair Rowe commented that adjustments to the agenda may occur based on timing and matters related to executive session topics. He also acknowledged a visitor and a guest.

**Comments by the Board Chair** – Chair Rowe stated that the purpose of the working retreat is for professional development on governance, for reports from the Treasurer and the President, and for discussion in executive session related to employment contracts of public employees and for matters of attorney-client privilege and collective bargaining. He invited President Bower to make welcoming remarks. President Bower commented on his appointment to the presidency, which was made a year ago, and he stated that the College has some challenges, which he will assist the College, through to becoming the best community college in Ohio. Chair Rowe then introduced professional services consultant, Dr. Stan Jensen, who facilitated the professional development session for the Board of Trustees.

**Trustees Professional Development** – Dr. Stan Jensen facilitated discussion on building the strengths of the College, the role and fiduciary responsibilities of the Board, the legacy of boards, and strategies to support and strengthen the relationship of the Board and the President.

**Report of the Treasurer to the Board of Trustees** – Following a recess for lunch, Chair Rowe called the meeting to order. President Bower provided background information prior to inviting John Satkowski, Vice President, Finance and Administration/CFO, to present the Treasurer's report to the Board of Trustees. President Bower commented on a projected shortfall in the fiscal year 2013 budget and the development of the fiscal year 2014 budget. He commented that budget adjustments were being made as actual full-time equivalent tuition-paying enrollment was less than projected for the budget. He commented that a communication will be sent and follow up forums will be scheduled for faculty and staff, which will include guidelines to address the budget shortfall and adjustments of budgeted expenditures to the current level of enrollment. Treasurer Satkowski reported on the operational areas being reviewed, the impact of adjustments and the improvement of cash flow for certain months. Mr. Satkowski provided flexible budget scenarios based on full-time equivalent enrollment with assumptions to reduce operational costs and increase revenue for fiscal year 2014.

## **EXECUTIVE SESSION**

Chair Rowe announced an executive session for discussion related to the employment contracts of public employees and collective bargaining. Mr. Takacs commented prior to entering into executive session of the importance of confidentiality and of the President's communications with the Board. Mr. Nagle made a motion to adjourn to executive session as specified. Dr. McMaster seconded the motion. The Chair called for a roll call vote. Roll Call: Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; William Takacs, yea; Diana Talmage, yea; and Thomas Uhler, yea (6). Due to a conflict of interest during executive session, Mr. Takacs withdrew during the discussion on collective bargaining matters.

Upon return from executive session, roll call was taken, and the following members were present: Ronald McMaster, Edwin Nagle, Rich Rowe, William Takacs, Diana Talmage and Thomas Uhler (6).

**Report of the President to the Board of Trustees** – President Bower presented his goals and objectives for 2013-2014, which have been developed to align with the College's strategic plan, the Governor's goals for higher education and the categories of the academic quality improvement program. Chair Rowe directed that the President's 2013-2014 Goals and Objectives be accepted and filed in his personnel file as submitted.

## **RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES**

### **Resignations, Terminations and Leaves of Absence for Bargaining Unit Personnel (Faculty Request for a Sabbatical Leave)**

#### RESOLUTION 2013-03-05-01

WHEREAS, Sabrina Schwartz, Professor, School of Arts and Sciences, has applied for sabbatical leave in accordance with Article 34 of the bargaining agreement with the Owens Faculty Association; and

WHEREAS, Ms. Schwartz's application and professional development plan for sabbatical leave for the 2013-2014 academic year is in accordance with the provisions of said Article 34; and

WHEREAS, in accordance with said Article 34, bargaining unit members who request a sabbatical leave for a full academic year will be paid at the one-half salary rate with the submittal of a professional development plan per Article 8 *Education and Professional Development* of the bargaining agreement; and

WHEREAS, the College will benefit from Ms. Schwartz's sabbatical leave, which will enable her to complete a second Master's degree with a focus on communications, and it will assist the School of Arts and Sciences with the flexibility of filling instructional needs for speech and developmental education courses with a Masters-prepared full-time faculty member; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to approve Ms. Sabrina Schwartz's application for sabbatical leave for academic year 2013-2014 be adopted by the Board of Trustees.

Dr. McMaster made a motion to approve the resolution, which was seconded by Ms. Talmage. Following a voice vote, 4 Ayes, 2 Nays, the motion was adopted.

**Board Chair Comments on the Success Committee** – Chair Rowe commented that the Board of Trustees’ Success Committee was developed for the strategic alignment of the College with the State’s priorities and funding formulas for higher education and also to ensure metrics for performance, perhaps with a dashboard tool. He has asked President Bower to address this on the strategic level. President Bower commented that the engagement of the trustees with legislators is needed especially with pending legislation impacting tuition. The Ohio Association of Community Colleges, which the College is a member of, is advocating to re-establish State Access Funding for community college students. President Bower commented that Jennifer Fehnrich, Executive Director, Government & Community Relations and Marketing, will share messaging and pending legislation. Mr. Uhler, committee chair, confirmed a quarterly meeting schedule and for President Bower to assist in identifying resource people. Mr. Uhler also commented on checks and balances of accreditations and information on the State funding formula and the impact of FTE enrollment. President Bower commented on advocacy for success points for certificates and transfers, which signify completion at the community college level. He commented on defining completion and the assignment of success points for alternative completions. Chair Rowe commented on the Governor’s State of the State address, which touched upon universities’ graduation rates and community colleges certificates and transfers.

**Statements and Comments by Members of the Board of Trustees** – Chair Rowe thanked Dr. Jensen for his assistance to the Board of Trustees, and thanked President Bower for his leadership. He reminded trustees to timely complete their financial disclosures submissions to the Ohio Ethics Commission.

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