

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
APRIL 1, 2014 ~ MINUTES

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

**Call to Order** – Chair Rich Rowe called the meeting to order at 12:34 p.m. and directed that the record show the meeting was held in accordance with the Ohio Revised Code, Chapter 3358 and the policies of the Board of Trustees. He shared the College’s mission, “*We believe in serving our students and our communities. Your success is our mission.*”

**Roll Call** – Roll call was taken, and the following members were present: Mary Beth Hammond, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage, William Takacs and Thomas Uhler (7).

**Approval of the Minutes of the Board of Trustees** – The minutes of the February 4, 2014, regular meeting and March 4, 2014, special meeting were reviewed. The Chair declared the minutes approved as written.

**Reports of the Standing Committees, Ad Hoc Committees and Committees of the Whole** – Chair Rowe inquired as to the Board’s interest of exploring the Carver Policy Governance Model. Mr. Nagle commented on the Board moving in a direction of setting the “ends” (outcomes) for the President and the College. Chair Rowe called for volunteers to serve on an ad hoc committee and Ms. Talmage, Mr. Uhler and Mr. Nagle volunteered. Chair Rowe appointed Ms. Talmage, Mr. Uhler and Mr. Nagle to serve on a Policy Governance Ad Hoc Committee with the charge of exploring the Carver Policy Governance Model for a recommendation to the Board of Trustees. The trustees accepted their appointments.

Chair Rowe announced the Student Life Committee is scheduled to meet on April 1 and the Finance Committee is scheduled to meet on May 28.

**President’s Report** – President Mike Bower presented his activity report for the period of February and March. He reported on outreach to students including scholarship opportunities, developing admission pathways with area universities and sharing resources. He mentioned an upcoming economic development presentation for Northwest Ohio led by the College’s Executive Director, Workforce and Training, for the Regional Growth Partnership. He is looking forward to introducing the Board at a future regular meeting to the program management firm selected for comprehensive services related to student housing assessment and planning. He thanked Trustee Nagle for suggesting the theme of business ethics for the Commencement Ceremony, and he announced Ohio Supreme Court Justice Judith French has accepted the invitation to provide the commencement address to the graduates on May 9.

**Associate Vice President, Institutional Effectiveness Report** – Thomas Perin, Associate Vice President, Institutional Effectiveness, stated the College received the reviewers’ feedback for the AQIP Systems Portfolio, November 2013, submitted to the Higher Learning Commission. He invited the trustees to attend the AQIP Planning Council meeting on April 16.

**Vice Provost's Report** – Denise Smith, Vice Provost, reported on an umbrella articulation agreement with Bowling Green State University, creating one-to-one pathways for specific programs. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) awarded the Medical Sonography program with continuing accreditation and the commission provided initial accreditation to the Vascular major within that program. CAAHEP also extended the Medical Assisting program's accreditation for an additional five years. The Ohio Board of Regents approved the merger of Fire Science Technology and Emergency Medical Management degrees into a new Emergency Services Technology degree, beginning Fall Semester 2014, which will improve students' employability should they opt to earn the certifications of Fire 1, Fire 2 and Paramedic. She commented on the routine program review and evaluation and noted that several programs and certificates will be ending in either two years (programs) or in one year (certificates); notifications have been sent to applicable students. Mr. Uhler inquired on the development of an aviation technician program, and Ms. Smith responded that a letter of intent was submitted to the Ohio Board of Regents.

**Financial Condition Report** – Laurie Sabin, Vice President/Treasurer, reported on the modification to the financial statements, including line items for bad debt expense, depreciation, capital appropriations and net gain(loss) in position. She provided highlights from the financial statements for the period ending February 28, 2014; she is cautiously optimistic of the College's strengthening financial position. She summarized that year-to-date expenses have decreased at a higher rate than the year-to-date revenues have decreased. She commented on the basics of planning, monitoring and building rainy day/strategic funds for strengthening financial performance. She noted the fiscal year 2015 budget development process is on schedule and will be vetted with the President, Vice Presidents, Budget Advisory Council and the Board Finance Committee. At the conclusion of the Treasurer's report, Chair Rowe directed that the financial statements be accepted and filed as submitted.

**2014-2015 Board of Trustees Meeting Schedule** – Chair Rowe presented and accepted the 2014-2015 Board of Trustees meeting schedule.

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

### **Employment of Non-Bargaining Unit Personnel:**

#### **RESOLUTION 2014-04-01-01 & 08**

BE IT HEREBY RESOLVED that the recommendation of the President to employ the following persons, in compliance with Affirmative Action Guidelines established by the College, be approved by the Board of Trustees:

NAME: Eric Langenderfer  
 ADDRESS: Toledo, OH  
 EDUCATION: Bachelor of Arts, with a major in History, from the University of Toledo  
 EXPERIENCE: Five years of experience in administrative responsibility in the area of student records and registration  
 ASSIGNMENT: Registrar

NAME: Terrence Marshall  
 ADDRESS: Northwood, OH  
 EDUCATION: Bachelor of Arts, with a major in Production Management, from the University of Toledo  
 EXPERIENCE: Seventeen years of experience working in information technology  
 ASSIGNMENT: Applications Systems Analyst

NAME: Ashley King  
 ADDRESS: South Bend, IN  
 EDUCATION: Master of Arts, with a major in Geography, from Western Michigan University; Master of Arts, with a major in Educational Leadership - Higher Education and Student Affairs, from Western Michigan University; Bachelor of Arts, with a major in Geography and History, from Aquinas College  
 EXPERIENCE: Two years of experience as an admissions counselor  
 ASSIGNMENT: Representative, Admissions

NAME: Emily Nix  
 ADDRESS: Toledo, OH  
 EDUCATION: Master of Arts, with a major in Higher Education, from the University of Toledo; Bachelor of Arts, with a major in Business Administration, from the University of Toledo  
 EXPERIENCE: Five years of experience in higher education  
 ASSIGNMENT: Representative, Admissions

#### RESOLUTION 2014-04-01-02

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>
Stephanie Ashley	Applications Systems Analyst
Eric Slater	Advisor Lead

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

#### **Employment of Bargaining Unit Personnel:**

#### RESOLUTION 2014-04-01-03

BE IT HEREBY RESOLVED that the recommendation of the President to employ the following person, in compliance with Affirmative Action Guidelines established by the College, be approved by the Board of Trustees:

NAME: Michelle Shephard  
 ADDRESS: Northwood, OH  
 EDUCATION: Master of Science, with a major in Nursing Education, from Walden University; Bachelor of Science, with a major in Nursing, from the University of Toledo  
 EXPERIENCE: Ten years of experience as a part-time clinical instructor  
 ASSIGNMENT: Clinical Coordinator, Nursing

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

**Facilities/Capital Improvements:**

RESOLUTION 2014-04-01-04

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Treasurer and the President to award a contract to the following company for College Hall Restroom Renovations (Rooms 139C and 139D) using HB 482 capital appropriation funds be approved by the Board of Trustees.

College Hall Restroom Renovations		
General Contractor	Midwest Contractors, Inc. 1428 Albon Road Holland, Ohio 43528	
	TOTAL	\$69,200

RESOLUTION 2014-04-01-05

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Treasurer and the President to award a contract to the following firm for the Toledo Campus HVAC Project (to include replacement and/or refurbishment of chillers, rooftop units and internal control devices in Administration Hall, Bicentennial Hall and College Hall) using HB 482 capital appropriation funds be approved by the Board of Trustees.

Toledo Campus HVAC Project		
HVAC Contractor	Trane 1001 Hamilton Road Holland, Ohio 43528	
	TOTAL	\$205,273

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

**Policy Recommendation:**

RESOLUTION 2014-04-01-06

WHEREAS, the 3358:11-2-45 Academic Forgiveness Policy was previously adopted, and the Academic Standards Committee provides five-year reviews and recommends amendment of academic policies; and

WHEREAS, the President concurs with the Academic Standards Committee and recommends the amendment of said policy;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-45 Academic Forgiveness Policy (Appendix I);

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Secretary to the Board of Trustees to file said policy with the Ohio Legislative Service Commission.

Mr. Takacs made a motion to approve the resolution, which was seconded by Mr. Uhler. Following a voice vote, the motion was adopted.

**Recognition of National Community College Month:**

RESOLUTION 2014-04-01-07

WHEREAS, April is designated as National Community College Month; and,

WHEREAS, as we look forward to the 50<sup>th</sup> anniversary of Owens Community College, the Board is called to serve our citizens and region by assuring students graduate and are prepared for high-paying, in-demand jobs and careers; and

WHEREAS, the Board is committed to the community by assuring the workforce is skilled and meets employer demand while stimulating economic growth; and

WHEREAS, the Board is dedicated to strengthening partnerships with K-12, universities and industry to develop clear pathways to quality college degrees and helping skilled workers keep up with a changing world;

NOW, THEREFORE, BE IT HEREBY RESOLVED in recognition of National Community College Month, the Board of Trustees with President Mike Bower, the faculty and staff are proud to exemplify the mission of Owens Community College for the success of our students and the prosperity of our communities.

Ms. Talmage read the resolution aloud. Ms. Hammond made a motion to approve the resolution, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted.

**Statements and Comments by Members of the Board of Trustees** – Vice Chair Talmage commented that the Ohio Association of Community Colleges (OACC) is approaching the interviewing stage of finalists for the OACC president's position. She noted that the OACC annual conference will have a one-day business agenda on May 29, and the award ceremony will take place on the prior evening, May 28.

**EXECUTIVE SESSION**

Chair Rowe announced an executive session for discussion of personnel to consider the employment of public employees and for matters of pending or imminent litigation and the sale of property. Dr. McMaster made a motion to adjourn to executive session as specified. Mr. Nagle seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; William Takacs, yea; Diana Talmage, yea; and Thomas Uhler, yea (7).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Ronald McMaster, Edwin Nagle, Rich Rowe, William Takacs, Diana Talmage and Thomas Uhler (7).

**REGULAR REPORTS**

**Monthly Reports to the Board of Trustees** – Members of the Board of Trustees were issued copies of the regular reports of the Vice President/Provost, Vice President/Treasurer, Interim Executive Director of College Development, Vice President for Enrollment Management and Student Services, Vice President for Human Resources and Administration, and from the Office of the President: the Executive Director, Government & Community Relations and Marketing and the Associate Vice President for Institutional Effectiveness. Chair Rowe directed that the monthly reports be accepted and filed as submitted.

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

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Chair

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Secretary

## APPENDIX I

**Amendment of Academic Forgiveness Policy****3358:11-2-45 Academic forgiveness policy.**

- (A) Purpose. A student may request academic forgiveness; a means, by which under certain circumstance, a student's grade point average can be adjusted. ~~according to the guidelines established by the office of the provost. Guidelines for academic forgiveness are in the online college catalog on the Owens community college web site.~~
- (B) Implementation. The chief academic officer will outline the circumstances, criteria and eligibility requirements and implement the procedures for awarding academic forgiveness, which are consistent with the provisions of this rule.

Effective date:

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002, 4/13/2008