

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
APRIL 2, 2013 ~ MINUTES

A meeting of the Board of Trustees was held in room #145/147, Fire Science/Law Enforcement Center, on the Owens Community College Toledo Campus.

Call to Order – Chair Rich Rowe called the meeting to order at 12:40 p.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, Diana Talmage and Thomas Uhler (5).

Approval of the Minutes of the Board of Trustees – The minutes of the February 5, 2013, regular meeting and the March 5, 2013, special meeting were reviewed. The Chair declared the minutes approved as written.

Committee Report – Chair Rowe announced that there were no committee reports and that committee meetings are scheduled in April and May for the Student Life Committee, Success Committee and Finance Committee.

President's Report – President Mike Bower presented his activity report for February and March. He commented on the involvement of Student Government and the Office of Student Activities, which included implementing a free textbook exchange website that has garnered 15,000 views, 675 comments and \$3,000 in savings for students ([website link: http://owenstextbookexchange.wordpress.com/](http://owenstextbookexchange.wordpress.com/)). In addition, Student Government and the Office of Student Activities have collected many donations for students and organizations in need and have hosted student leadership workshops. Dr. Bower highlighted meetings with the Assistant Superintendent of Toledo Public Schools and with local manufacturing chief executive officers noting the importance of technology, training and support to the College's advisory committees. He commented on meeting with program advisory committees and the need to build capacities for quality technical education and training due to market demands.

Facilities/Capital Improvements and State Funding Report – John Satkowski, Vice President, Finance and Administration/CFO, commented on state-funded capital renovations in progress, including the expansion for the John Deere program in Transportation Technologies, the partial roof replacement of Facility Services, and the interior demolition of space in Heritage Hall in preparation for the request for bids for the construction of the Culinary Arts Center. He also commented on the bid process for the expansion of the math emporium in the Transportation Technologies building. He reported that the Ohio Association of Community Colleges subsidy consultation members are meeting in collaboration for the state subsidy model predicated on completion and success points for fiscal year 2015, as outlined in the Governor's executive fiscal year 2014-2015 biennial budget.

Vice President/Provost's Report – Renay Scott, Vice President/Provost, reported on the College's early registration for Summer and Fall Semesters 2013, which were tracking slightly

ahead from the previous year comparison period; however, not indicative of any trends. She commented on program articulation and pathway opportunities with Mercy College, and she commented on visual literary opportunities with the Toledo Museum of Art in support of the College's fine and performing arts. She spoke of meeting with Student Government leaders who shared their interests in summer course offerings and advising. She commented on professional development for utilizing tablet technology in the classroom and educational delivery through Apple's iTunes U application. At the conclusion of her report, Mr. Nagle asked about recruitment and retention, and Dr. Scott responded that Student Services planning is underway.

Foundation and College Development Report – Ann Savage, Executive Director of College Development and of the Foundation, provided a report on the activities of the office of College Development, the Owens Community College Foundation and the Owens Community College Alumni Association, which included an update on fundraising. She shared a long-standing trend that 61 percent of the Owens students who receive scholarships or financial aid from the Foundation, successfully graduate from Owens Community College.

Report on Open Positions – Jack Witt, Vice President, Human Resources, presented the open positions report, and he commented that it reflects four new positions and nine replacement positions in various stages of the search process. Six employment recommendations are being made during today's meeting.

Dates to Remember and 2013-2014 Board of Trustees Meeting Schedule – President Bower presented dates to remember, and Chair Rowe presented and accepted the 2013-2014 meeting schedule for the Board of Trustees.

Other Reports – Requests to address the Board of Trustees were received and granted in advance for Erin Holleran, Teacher, Child Care Center, Emily Wilcheck, Patron, Child Care Center, and David Matheny, President, Owens Faculty Association. Ms. Holleran and Ms. Wilcheck individually spoke for the purpose of the announced closure of the Toledo Campus Child Care Center. Mr. Matheny spoke for the purpose of providing an update on the association members' service toward supporting communities and raising endowed scholarship funds for students. On behalf of the Owens Faculty Association, Mr. Matheny presented a \$1,000 donation to the Owens Harvest Pantry for non-food items that are not covered by supplemental nutrition assistance program benefits.

EXECUTIVE SESSION

Chair Rowe encouraged everyone to advocate for Owens Community College, especially in areas of student recruitment and retention. He then announced an executive session for discussion of pending or imminent litigation, a matter of attorney-client privilege with general counsel and for employment contracts of public employees, security arrangements and collective bargaining. Mr. Nagle 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: Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; Diana Talmage, yea; and Thomas Uhler, yea (5).

Upon return from executive session, roll call was taken, and the following members were present: Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (5).

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Resignations, Terminations and Leaves of Absence for Non-Bargaining Unit Personnel:

RESOLUTION 2013-04-02-01

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Vickie Adams, Director, Veterans Services, effective April 1, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-04-02-02

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Michael Bankey, Associate Vice President, Workforce and Community Services, effective May 3, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-04-02-19

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Michael Cornell, Director, Center for Emergency Preparedness, effective April 19, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-04-02-20

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Cynthia Spiers, Associate Vice Provost, Student Affairs, effective April 12, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-04-02-21

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Willie Williams, Director, Learning Center at The Source, effective April 3, 2013, for personal reasons be approved by the Board of Trustees.

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

Resignations, Terminations and Leaves of Absence for Bargaining Unit Personnel:

RESOLUTION 2013-04-02-03

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Guenter Brunner, Professor, Design Technologies, effective June 1, 2013, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2013-04-02-04

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Melissa Crosby, Secretary, Communications/Humanities, effective February 15, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-04-02-05

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Judith McCarthy, Secretary, Teacher Education and Human Services, effective June 1, 2013, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2013-04-02-06

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Paul Pertner, Associate Professor, Math, effective June 1, 2013, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2013-04-02-07

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Richard Rasmussen, Security Officer, effective March 1, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-04-02-08

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Ralph Semrock, Associate Professor, Design Technologies, effective June 1, 2013, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2013-04-02-09

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Debra Winings, Clinical Coordinator, Nursing, effective February 15, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-04-02-10

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Jason Zielinski, Security Officer, effective March 1, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-04-02-22

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Charles Stewart, Assistant Professor, Manufacturing, effective June 1, 2013, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2013-04-02-23

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Jonathon Jenkins, Security Officer (Findlay), effective April 7, 2013, for reason of accepting another job be approved by the Board of Trustees.

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

Employment of Non-Bargaining Unit Personnel:

RESOLUTION 2013-04-02-11

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: William Belkofer
ADDRESS: Oregon, OH
EDUCATION: Bachelor of Applied Science, with a major in Technical Science, from Ohio University
EXPERIENCE: Seven years of experience working in food service management
ASSIGNMENT: Manager, Culinary Operations and Labs

NAME: Melissa Partin-Harding
ADDRESS: McClure, OH
EDUCATION: Master of Arts, with a major in Education, from Bowling Green State University; Bachelor of Arts, with a major in Environmental Policy and Analysis, from Bowling Green State University
EXPERIENCE: Experience working with the public in higher education
ASSIGNMENT: Advisor, Non-Traditional Student Transition and Cohort Programs

RESOLUTIONS 2013-04-02-12 & 24

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>
Laurie White	Systems Operator
Diane Morlock	Academic Program Chair, Medical Assisting Program
Denise Smith	Vice Provost, Academic Services and Dean, Interdisciplinary Studies

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

Employment of Bargaining Unit Personnel:

RESOLUTION 2013-04-02-13

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: John Eggleston
ADDRESS: Bowling Green, OH
EDUCATION: Graduate of Wadsworth High School
EXPERIENCE: Two years of experience as a security officer
ASSIGNMENT: Dispatcher

NAME: Robert Ticherich
ADDRESS: Parma, OH
EDUCATION: Master of Arts, with a major in Music Performance, from Cleveland State University; Bachelor of Arts, with a major in Music Performance, from Bowling Green State University
EXPERIENCE: Experience with audio recording and production software
ASSIGNMENT: Instructor, Music Recording

RESOLUTION 2013-04-02-14

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>
Randall Shinn	Security Officer

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

Rank Promotions:

RESOLUTION 2013-04-02-15

WHEREAS the recommendations for rank promotion from the Rank Review Committee have been forwarded to Dr. Renay Scott, Vice President/Provost, and Dr. Scott and President Bower support those recommendations;

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Provost and the President for the following persons for promotion to Assistant Professor effective with the 2013-2014 Academic Year be approved by the Board of Trustees:

Baker, Jeremy	Kerr, Megan
Doyle, Cynthia	Sorg, Ellen
Deutschman, Susan	

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Provost and the President for the following persons for promotion to Associate Professor effective with the 2013-2014 Academic Year be approved by the Board of Trustees:

Bachman, Heather	Bahouth-Kennedy, Mona
Bean, Paul	Biddinger, Lucie
Hermiller, Amy	Martin, Carey
McGaharan, Teresa	Morlock, Diane
Schuster, Laura	Seguine, Barbara
Tronolone, Elizabeth	Wehman, Karen

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Provost and the President for the following persons for promotion to Professor effective with the 2013-2014 Academic Year be approved by the Board of Trustees:

Downey, Genesis	Flickinger, Kristine
Foote, Ruth	Hemp, Bonnie
Passero, Thomas	Perry, Susan
Rathbun, Renton	Sander, Michael
Schroeder, Kevin	Smith, Christine
Smith, Denise	Wannemacher, Susan

Dr. McMaster 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 2013-04-02-16

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

WHEREAS, according to the Lumina Foundation, about 65 percent of the jobs in the United States will require postsecondary education by 2020 and that community colleges are integral to providing access, training and credentials to the workforce; and

WHEREAS, Owens Community College contributes significantly to the local and state economies and Owens graduates, the majority who stay, live and work in our communities, recover their educational investment in less than ten years while earning more in their careers than those workers who do not have degrees or credentials; and

WHEREAS, as guided by the “College of Choice: Strategies for the Future,” the vitality and advancement of Owens Community College shall be achieved by the faculty and staff who are focused and engaged on enrollment and student success: *“We will identify and value all students and connect them to their academic and career goals through instruction, services and experiences that contribute to success and completion;”* and

WHEREAS, President Mike Bower’s leadership is focused on increasing the visibility and outreach of Owens Community College, improving the Owens experience through quality service and becoming the #1 Best Two-Year College in the State of Ohio;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees supports President Bower, the faculty and staff in strengthening Owens Community College toward the advancement of the community college mission for the success of our students and the development of our communities’ workforce.

The recognition was read aloud by Chair Rowe. Mr. Uhler made a motion to approve the resolution, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

Facilities/Capital Improvements:

RESOLUTION 2013-04-02-17

BE IT HEREBY RESOLVED that the recommendation of the Vice President, Finance and Administration/CFO/Treasurer, and the President to award the contract for the Culinary Arts and classroom renovations (Heritage Hall Phase II), using Senate Bill 312 – CAP 019, capital appropriated funds, be approved by the Board of Trustees.

Heritage Hall Phase II Culinary Arts and Classroom Renovations		
General Contractor for Demolition	Paschal Bihn & Sons Excavating, Oregon, Ohio	
	Bid	\$137,930
	Project Total	\$137,930

RESOLUTION 2013-04-02-18

BE IT HEREBY RESOLVED that the recommendation of the Vice President, Finance and Administration/CFO/Treasurer, and the President to award the contract for the roof renovation to the Facility Services Building, using Senate Bill 312 – CAP 019, capital appropriated funds, be approved by the Board of Trustees.

Facility Services Building Roof Renovation		
General Contractor	Chaney Roofing Company, Clyde, Ohio	
	Bid	\$129,445
	Project Total	\$129,445

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

Determination of a Response to Budgetary Conditions:

RESOLUTION 2013-04-02-25

WHEREAS, Owens Community College has projected budgetary shortfalls for fiscal year 2013 (\$2.8 million) and for fiscal year 2014 (in excess of \$7.5 million); and,

WHEREAS, there has been a material decrease in student enrollment from the original projection of 11,500 FTE, which provided the basis of the fiscal year 2013 approved budget, to an actual enrollment of approximately 8,700 tuition-paying FTE; and,

WHEREAS, for reasons of economy, cost saving measures have been and are being implemented to address the revenue reductions, budget shortfalls and to replenish the reserves, which include:

- Leaving vacant positions unfilled and reducing part-time hours;
- Increasing employee contributions for health benefits;
- Reducing travel and professional development expenses;
- Reducing purchases for materials, supplies, equipment and outside services;
- Delaying campus maintenance and technology replacements;
- Renegotiating utility and out-sourced service contracts;
- Implementing energy conservation measures;
- Increasing class sizes;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the College's good faith determination that a reduction in the workforce is required due to substandard enrollment and rigorous economies; and,

BE IT FURTHER RESOLVED that the Board of Trustees recognizes the President's authority to implement the reduction in force in accordance with policies, procedures and bargaining agreements; and,

BE IT FURTHER RESOLVED that the Board of Trustees recognizes the President's authority to balance the budget by fostering revenue streams and implementing reductions, which includes auxiliary operations, immediately and in the long term in order to preserve institutional resources supporting instruction, student services and for mission-critical purposes.

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

REGULAR REPORTS

Financial Statements – Members of the Board of Trustees were issued copies of the financial statements for the period ending February 28, 2013. Chair Rowe directed that the financial statements be accepted and filed as submitted.

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 for Finance and

Administration/CFO, Executive Director of College Development 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.

Statements and Comments by Members of the Board of Trustees – Chair Rowe called for a motion to excuse Trustee Takacs from the meeting, and Ms. Talmage made a motion as specified, which was seconded by Mr. Nagle.

Chair Rowe requested President Bower to address the matter of program accreditation. President Bower thanked those who addressed the Board at today's meeting, and he acknowledged their passion for child care. He then invited Dr. Renay Scott to clarify program accreditation. Dr. Scott remarked that the College takes great pride in the programs within Teacher Education and Human Services and that the Applied Associate of Science in Early Childhood Education degree has earned the National Association for the Education of Young Children, Early Childhood Associate Degree Accreditation (2008). The accreditation applies to the program, and Owens students have laboratory and practicum experiences with qualified cooperative teachers in diverse prekindergarten settings. In fact, many of the College's students use sites throughout the metropolitan area as well as the on-campus Child Care Center.

Dr. Scott also explained that the Toledo Campus Child Care Center has a mutually exclusive, distinct accreditation by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. The Child Care Center was first accredited in 2001.

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