

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
APRIL 4, 2017 ~ 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 Diana Talmage called the meeting to order at 12:35 p.m., and directed the record to show the meeting was held in accordance with the Ohio Revised Code and the policies of the Board of Trustees.

**Roll Call** – Roll call was taken, and the following members were present: Mary Beth Hammond, Michael McAlear, Ronald McMaster, Edwin Nagle and Diana Talmage (5). Srinivas Hejeebu arrived after the Roll Call. (6)

**Approval of the Minutes of the Board of Trustees** – The minutes of the February 7, 2017 regular meeting and the February 28, 2017 special meeting (working retreat) were provided. The Chair declared the minutes approved as written.

**President's Report** – President Mike Bower presented his activity report for February and March. He commented on having Lourdes University President Mary Ann Gawelek on campus and her interest in the local university partnerships on dual admissions that provide Owens students with seamless pathways toward baccalaureate degrees. He also provided an update on the instructional and vocational areas of the construction in progress of the Cherry Street Ministries' Life Revitalization Center. He recognized Julie Baker, Executive Director, Findlay Campus, and commented on her invitation to Trustee Mary Beth Hammond and College administrators who attended the student's March 27 lunch and learn event with Ohio Senator Cliff Hite and Findlay Mayor Lydia Mihalik. He noted the March 20 signing of the community partners for the 180<sup>th</sup> Ohio Air Force National Guard. He closed his activity report and noted that Trustees Mary Beth Hammond and Ed Nagle attended a private ceremony with College administrators on the conferral of an associate degree for a graduate of the registered nurse program.

**Anticipated Fiscal Watch Exit** – President Mike Bower commented on a March 30 on-campus meeting with Chancellor John Carey and the Ohio Department of Higher Education representatives with respect to Owens Community College meeting the statutory requirements to exit from Fiscal Watch. President Bower commented that in the meeting, the Chancellor summarized the College was placed under fiscal watch on April 21, 2015, in accordance with Ohio Administrative code 126:3-1-01, as the College attained Senate Bill 6 composite scores of 1.1 and 1.0 for fiscal years 2013 and 2014; and, the Board of Trustees adopted a financial recovery plan, dated July 15, 2015 and revised, January 25, 2016. As of the fiscal year 2016 audited financial statements, the College achieved a Senate Bill 6 composite score of 3.0, which met the Senate Bill 6 campus accountability requirement of a 2.4 or higher composite score. President Bower then noted that the Chancellor performed due diligence and reviewed the Auditor of State's audit, which reported the conditions that led to fiscal watch were remediated, and the Office of Budget and Management also supported the Auditor's report. President Bower announced that the Chancellor's signed directive\* for the termination of fiscal watch for Owens Community College is anticipated in the coming weeks.

*Board Secretary Note: \*Signed Directive 2017-033, effective April 5, 2017, was received on April 18, 2017.*

President Bower stated, “Going forward, financial diligence is very important. We are still concerned with factors not within the College’s control – such as limits to state funding and declining enrollment trends. We must continue to control expenditures and build the reserves, while being focused on the success of our students. I extend my deep appreciation to the Faculty and Staff who have shared, both personally and professionally, in the mutual commitment of reducing costs over multiple years. I congratulate everyone at the College, who contributed toward the successful exit from Fiscal Watch. I thank the Board of Trustees for their oversight and development of financial policies for the College to implement.”

**Provost/Vice President of Academic Affairs Report** – Steve Robinson, Provost/Vice President of Academic Affairs, commented on the hard work and sacrifices made by the employees for the financial recovery of the institution. Dr. Robinson also recognized the leadership of the Board of Trustees, former College administrators, and the support provided from Chief Financial Officers from peer community colleges of Cuyahoga Community College, Lakeland Community College and Lorain County Community College. Dr. Robinson reviewed the academic division strategic priorities, and he commented on the need to develop a comprehensive organizational strategic plan, now that the financial recovery plan has concluded.

Dr. Robinson commented on the implementation of the minimal qualifications for faculty to teach courses, effective for Fall Semester 2017, in accordance with the guidelines of the Higher Learning Commission. Dr. Robinson provided an update on the statewide steering committee for guaranteed transfer pathways. Ohio’s budget bill for 2016-2017 mandated, “No later than December 1, 2018, associate degrees granted by Ohio public institutions of higher education will transfer and apply to the completion of baccalaureate degrees in Ohio public four-year institutions.” The steering committee is reviewing six-year graduation and transfer rates and is researching the proportion of Ohio two-year college transfer students who graduate with a baccalaureate degree from a four-year institution. In closing, Dr. Robinson commented on the March 20 higher education leadership panel discussion with eight local legislators from the Ohio House and Ohio Senate, and Dr. Robinson’s and Ohio Senator Randy Gardner’s appearance on WGTE Deadline Now program on Ohio’s higher education structure and funding.

**Financial Report** – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, commented that as of February 28, 2017, the Fiscal Year 2017 projections were indicating a year-end net gain of \$3.3 million. He noted an increase of revenue generated from the Workforce Community Services division. Mr. Ganues also noted the sale of property, 2249 Tracy Road, closed on March 24, which will be reflected in the cash projections for the month of March. Mr. Ganues also recognized the budget authorities for their contributions to changing the college culture during the fiscal watch. Mr. Ganues was instrumental with implementing the accounting controls, and the budget authorities followed the procedures for budget transfers and purchase orders. The Board Chair accepted the financial statements, as submitted for the period ending, February 28, 2017.

Mr. Nagle commented on the building of the reserves and the improvement in investments, in accordance with board policies. He also recognized the five-year projections and the projections of the Senate Bill 6 ratios for the financial dashboard, as the next fiscal year budget is under development.

**Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire to the Same Position Public Hearing** – Chair Talmage commented that proper public notice was made for the conduct of a public hearing for the President’s recommendation of continuing the employment of a reemployed retirant in the same position for Robin Baranski, R2T4 Specialist, Office of Financial Aid. President Bower confirmed the recommendation, and he stated the continued employment of the incumbent as a reemployed retirant was given careful consideration, and it would provide the College with the retention of the incumbent’s knowledge, experience and skill due to the anticipated staffing level of the Office of Financial Aid in the near future. President Bower also commented on the demonstrated accuracy of the Office of Financial Aid in processing financial aid awards in accordance with state and federal regulations.

<u>NAME</u>	<u>POSITION</u>
Robin Baranski	R2T4 Specialist, Financial Aid

Chair Talmage opened the hearing to receive public comments, which no public comments were made; therefore, Chair Talmage then closed the public hearing.

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

**Employment of Personnel:**

RESOLUTION 2017-04-04-01 & 10

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

NAME: Steve Flowers  
ADDRESS: Toledo, OH  
EDUCATION: Associate of Applied Science, with a major in Wide Area Networking, from Owens Community College  
EXPERIENCE: Five years of active directory and Microsoft server operating systems experience  
ASSIGNMENT: Systems Engineer, Senior

NAME: Darrell Griffin  
ADDRESS: Maumee, OH  
EDUCATION: Graduate of Cuyahoga Falls High School  
EXPERIENCE: Ohio Peace Officer Training Academy Certification and five years of Patrol Officer experience  
ASSIGNMENT: Police Officer

NAME: Kristy Watkins  
ADDRESS: Ann Arbor, MI  
EDUCATION: Doctor of Philosophy, with a major in Sociology, from the University of Massachusetts-Amherst; Bachelor of Arts, with a major in Sociology, from Vassar College  
EXPERIENCE: Three years of teaching experience in higher education  
ASSIGNMENT: Advisor, Career/Undecided Advising

NAME: Chris Zasada  
ADDRESS: Oregon, OH  
EDUCATION: Associate of Applied Science, with a major in Digital Media Technology, from Owens Community College  
EXPERIENCE: Fifteen years of office and customer service experience  
ASSIGNMENT: Specialist, Testing Services (Learning Centers and Community Testing)

NAME: Deborah Jovanovic  
ADDRESS: Millbury, OH  
EDUCATION: Graduate of Genoa High School  
EXPERIENCE: Thirteen years of administrative assistant experience  
ASSIGNMENT: Secretary, Nursing Department

RESOLUTION 2017-04-04-02 & 11

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>
Veronica Burgert	Assistant Chair, Medical Assisting Program
Cheryl Busdeker	Teacher, Child Care Center (Findlay)
John Waldman	Maintenance Specialist II (Findlay)
Brett Young	Maintenance Specialist I (Findlay)
Christopher Pejoro	Advisor, TRIO Educational Opportunity Centers (Grant-funded)
Lisa Nagel	General Counsel and Vice President, Administration
Laurie Orzechowski	Chief Information Officer

Mr. Nagle made a motion to approve the employment recommendations, which was seconded by Mr. McAlear. Following a voice vote, the motion was adopted.

**Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire in Position Filled by Vote of Members of Board or Commission**

RESOLUTION 2017-04-04-03

WHEREAS, prudent care has been given in the consideration of and the President's recommendation to continue the employment of a reemployed retirant to the same position, which is deemed in the best interest of the College with respect to the retention of the specified employee's knowledge, experience, skills and the projected level of staffing; and, such retention is essential for the seamless operation and for the succession planning of the Financial Aid Office;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves to continue the employment as a reemployed retirant or to rehire as a reemployed retirant to the same position:

- Robin Baranski, R2T4 Specialist, Financial Aid

Ms. Hammond made a motion to approve the employment recommendation, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted.

**Recognition of National Community College Month:**

RESOLUTION 2017-04-04-04

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

WHEREAS, Owens Community College is vital to northwest Ohio for providing:

1. Access to thousands of students to an affordable, quality, higher education;
2. A pathway to attain an associate degree and to transfer to bachelor degree programs;
3. A prepared, skilled workforce for high-demand careers meeting employer demand and fueling economic growth;

NOW, THEREFORE, BE IT HEREBY RESOLVED in recognition of National Community College Month and the mission of Owens Community College, the Board of Trustees profoundly thanks the Faculty and Staff, and the College's many supporters and sponsors for their commitment and dedication to the success of our students and our communities.

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

**Report of Monthly Budget Transfers for Board Approval:**

RESOLUTION 2017-04-04-05

BE IT HEREBY RESOLVED that the report of monthly budget transfers, in accordance with the 3358:11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

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

**Report of Purchase Requisitions, Orders, Bids and Expenditures Requiring Board Approval:**

RESOLUTION 2017-04-04-06

BE IT HEREBY RESOLVED that the report(s) of purchase requisitions, orders, bids or expenditures, \$50,000 or more, in accordance with the 3358:11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

Mr. McAlear made a motion to approve the report, which was seconded by Ms. Hammond. Following a voice vote, the motion was adopted.

**Facilities/Capital Improvements:**

**- South Pedestrian Bridge Removal Project**

RESOLUTION 2017-04-04-07

WHEREAS, Resolution 2017-02-07-13 authorized the waiver of competitive bidding requirements and the removal of the south pedestrian bridge (circa 1983) over Oregon Road in Wood County;

NOW, THEREFORE, BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firms for the South Pedestrian Bridge Removal project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College South Pedestrian Bridge Removal Project		
General Contract Base Bid	Mosser Construction 122 South Wilson Avenue, Drawer D Fremont, Ohio 43420	\$39,500.00
General Contract Base Bid	T&C Telephone and Computers Contractors, Inc. 25 West Sylvania Avenue Toledo, Ohio 43612	\$34,600.00
Local Administration	Owens Community College	\$1,111.00

- **Firing Range Renovation**

RESOLUTION 2017-04-04-08

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Firing Range Renovation project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Firing Range Renovation Project		
General Contract Base Bid	Henry W. Bergman, Inc. 218 E 9 <sup>th</sup> Street Genoa, OH 43430	\$132,400.00
Less Alternate 1		<u>(\$17,475.00)</u>
Total General Contract		\$114,925.00
Local Administration	Owens Community College	\$1,723.89

- **North Half of Findlay Parking Lot**

RESOLUTION 2017-04-04-09

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the North Half of Findlay Parking Lot project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College North Half of Findlay Parking Lot Project		
General Contract Base Bid	Helms and Son Excavating, Inc. 1753 Lima Avenue Findlay, OH 45840	\$132,317.40
Local Administration	Owens Community College	\$1,984.76

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

**Statements and Comments by members of the Board of Trustees** – Mr. Nagle commented on attending the March 30 on-campus meeting with Chancellor John Carey and the Ohio Department of Higher Education representatives with respect to Owens Community College meeting the statutory requirements to exit from Fiscal Watch. From that meeting, Mr. Nagle emphasized Chancellor Carey’s remark on the importance of financial diligence, and the Board’s role in monitoring the institution’s financial condition in accordance with the Board’s financial standards, purchasing, investment and deposit of funds policies. Chair Talmage commented on the hard work of the financial recovery from all levels of the College.

### **EXECUTIVE SESSION**

Chair Talmage announced an executive session for the discussion of pending or imminent litigation, collective bargaining matters and personnel matters to consider the employment of public employee(s). Ms. Hammond made a motion to adjourn to executive session as specified. Dr. McMaster seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Michael McAlear, yea; Ronald McMaster, yea; Edwin Nagle, yea; and, Diana Talmage, yea (5).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Michael McAlear, Ronald McMaster, Edwin Nagle, and Diana Talmage (6).

### **REGULAR REPORTS**

**Monthly Reports to the Board of Trustees** – Members of the Board of Trustees were issued monthly reports from Academic Affairs, Business Affairs, Student Services and other reports to the President, including the Foundation, Alumni Relations, Findlay Campus and Marketing/Communications.

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