

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 12, 2012 ~ MINUTES

A meeting of the Board of Trustees was held in Room 111, Community Education and Wellness Center, on the Owens Community College Findlay Campus.

Call to Order – Chair Diana Talmage called the meeting to order at 12:30 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: David Habegger, Allan Libbe, Ronald McMaster, Rich Rowe, William Takacs and Diana Talmage (6).

Approval of the Minutes of the Board of Trustees – The minutes of the May 1, 2012, regular meeting were reviewed. The Chair declared the minutes approved as written.

Finance Committee Report – Mr. Rowe reported that the Finance Committee met on May 14, 2012. He stated that during the meeting, the construction timelines for capital renovations and the proposed fiscal year 2013 budget were reviewed. The staff is reviewing the potential for financing the capital projects to supplement the State's funding. In closing, he stated that the members of the Finance Committee understand the conditions and constraints that were considered in the development of the budget.

Student Life Committee Report – Mr. Habegger reported that the Student Life Committee met on May 1, and he presented the following student recognitions.

Recognition of Students:

RESOLUTION 2012-06-12-01

WHEREAS, the Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement or involvement in student leadership and student life; and

WHEREAS, student Molly Sampson has been nominated by Irene Lindquist, Lacey Mitchell, and Daribel Brown for her leadership and willingness to serve; and

WHEREAS, Ms. Sampson is committed to the mission of Owens Community College and utilizes her leadership skills in all that she does including volunteering as a Peer Educator for New Student Orientation and as a Welcome Greeter and Explore Owens Tour Guide in addition to being a Student Worker team leader in Enrollment Services on the Findlay Campus; and

WHEREAS, the Student Life Committee recommends that Ms. Sampson be recognized for her leadership and serving as a positive role model for students seeking education at the College;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards Molly Sampson with a Certificate of Recognition for Exceptional Student Leadership;

BE IT FURTHER RESOLVED that it is now appropriate for Ms. Sampson to stand and be recognized.

Mr. Habegger made a motion to approve the resolution, which was seconded by Mr. Takacs. Following a voice vote, the motion was adopted. Chair Talmage presented a certificate to Ms. Sampson.

RESOLUTION 2012-06-12-02

WHEREAS, the Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement or involvement in student leadership and student life; and

WHEREAS, student Jodie Cutlip has been nominated by Matthew Gosses for her leadership and organization; and

WHEREAS, Ms. Cutlip serves as the President of the Beta Xi Chi Chapter of Phi Theta Kappa and is committed to the purpose of Phi Theta Kappa through her academic achievement, her leadership of student members and engaging the chapter in service to the Findlay community; and

WHEREAS, the Student Life Committee recommends that Ms. Cutlip be recognized for her leadership and service to students and the community;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards Jodie Cutlip with a Certificate of Recognition for Exceptional Student Leadership;

BE IT FURTHER RESOLVED that it is now appropriate for Ms. Cutlip to stand and be recognized.

Mr. Habegger made a motion to approve the resolution, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted. Chair Talmage presented a certificate to Ms. Cutlip.

RESOLUTION 2012-06-12-03

WHEREAS, the Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement or involvement in student leadership and student life; and

WHEREAS, faculty club advisor Melanie Scherdt and student club president Heather Franks have nominated the Findlay Campus Student Nurses' Association for their activity and service to the community through their annual toy drive for hospitalized children, fundraising and promoting healthy lives; and

WHEREAS, the Student Life Committee recommends that the advisor, officers and members of the Student Nurses' Association be recognized for their activity of promoting health and wellness in the Findlay community;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards the Findlay Campus Student Nurses' Association with a Certificate of Recognition for Extraordinary Community Engagement;

BE IT FURTHER RESOLVED that it is now appropriate for the advisor and members of the Findlay Campus Student Nurses' Association to stand and be recognized.

Mr. Habegger made a motion to approve the resolution, which was seconded by Mr. Libbe. Following a voice vote, the motion was adopted. Chair Talmage presented a certificate to the advisor and officers of the Student Nurses' Association.

Interim President's Report and Budget Presentation – John Satkowski, Interim President, presented his activity report for May and part of June. He highlighted meetings focused on developing consortiums to advance noncredit and credit training for the insurance and automotive industries.

Laurie Sabin, Director, Finance and Budgeting/Assistant Treasurer, presented the College's fiscal year 2013 budget, which has been reduced from the prior fiscal year's budget. She reviewed the conditions and constraints of the budget, including enrollment, State funding and business practices.

Facilities/Capital Improvements Report – Michael McDonald, Associate Vice President, Operations, reported on the projects in planning and in process, including Heritage Hall, high bay building, Kingsley Hall, Occupational Therapy Laboratory and Dental Assisting Laboratory expansions, Center for Emergency Preparedness photovoltaic array, mathematics laboratory in Transportation Technologies and parking lot repairs. The upcoming projects on the Findlay Campus are a path for walking and jogging, drainage renovations, the relocation of the Admissions Office and the expansion of the Child Care Center.

Office of the Provost Report – Renay Scott, Vice President/Provost, reported that the College received notification that the School of Business received a ten-year reauthorization of accreditation from the Accreditation Council for Business Schools and Programs (ACBSP) Board of Commissions. The ACBSP identified that all standards are met to a high quality. She also announced that the National League of Nursing Accrediting Commission has scheduled a site visit for review of the Registered Nursing program in January 2013. She commented that the College, in partnership with the Toledo Public Schools, was notified of being awarded with a \$1.25 million Upward Bound grant from the United States Department of Education. This grant will support academic instruction in mathematics, laboratory sciences, composition, literature and foreign languages to ready Toledo Public high school students for college.

Report on Open Positions – Jack Witt, Vice President, Human Resources, presented the open positions report, and he commented that it reflects 3 new positions and 33 replacement positions, with 11 employment recommendations being made for today's meeting.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

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

RESOLUTION 2012-06-12-13

BE IT HEREBY RESOLVED that the recommendation of the Interim President to accept the resignation of Randi McNamee, Records Specialist, Workforce and Community Services, effective June 28, 2012, for reason of relocating be approved by the Board of Trustees.

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

Employment of Non-Bargaining Unit Personnel:

RESOLUTIONS 2012-06-12-04 & 14

BE IT HEREBY RESOLVED that the recommendation of the Interim 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 Antoszewski
ADDRESS: Whitehouse, OH
EDUCATION: Master of Science, with a major in Engineering Science, from The University of Toledo; Bachelor of Science, with a major in Civil Engineering, from The University of Toledo
EXPERIENCE: Twenty-five years as a Civil/Environmental Engineer for the Ohio Air National Guard, 180th Fighter Wing
ASSIGNMENT: Chair, Design Technologies

NAME: Lori Lamb
ADDRESS: Bowling Green, OH
EDUCATION: Master of Education, with a major in Higher Education, from The University of Toledo; Bachelor of Arts, with a major in Anthropology and Political Science, from Heidelberg College
EXPERIENCE: Four years experience working at Owens Community College with student retention activities and other student related services
ASSIGNMENT: Retention Advisor, Health Professions Pathways (Grant-funded)

NAME: Nancy Roszell
ADDRESS: Oregonia, OH
EDUCATION: Doctor of Philosophy, with a major in Pharmacology and Cell Biophysics, from the University of Cincinnati College of Medicine; Master of Science, with a major in Chemical Engineering, from the University of Cincinnati College of Engineering; Bachelor of Science, with a major in Chemical Engineering, from the Washington University School of Engineering
EXPERIENCE: Eight years experience working as the Director of Institutional Research at Wilmington College
ASSIGNMENT: Institutional Research Associate (Grant-funded)

NAME: Danielle Admire
ADDRESS: Perrysburg, OH
EDUCATION: Master of Arts, with a major in Higher Education and Student Affairs, from Western Michigan University; Bachelor of Arts, with a major in Family Life and Community Service, from Kansas State University
EXPERIENCE: Six years experience with student conduct/discipline in a higher education setting
ASSIGNMENT: Manager, Student Conduct

NAME: Barbara King
ADDRESS: Maumee, OH
EDUCATION: Master of Business Administration, with a major in Administration, from The University of Toledo; Bachelor of Arts, with a major in Human Resources, from The University of Toledo
EXPERIENCE: Worked as a temporary employee for Owens Community College as Director, Human Resources Operations
ASSIGNMENT: Director, Human Resources Operations

NAME: Mary Rizza
ADDRESS: Bowling Green, OH
EDUCATION: Doctor of Philosophy, with a major in Educational Psychology, from University of Connecticut; Master of Arts, with a major in Psychology, from College of New Rochelle; Master of Arts, with a major in Gifted Education, from College of New Rochelle; Bachelor of Arts, with a major in Psychology from Queens College – City University of New York
EXPERIENCE: Experience with curriculum development and knowledge of K-12 and post-secondary curriculum standards
ASSIGNMENT: Director of Learning Communities/Gateway to College Program Director (Grant-funded)

NAME: Diana Stachowiak
ADDRESS: Toledo, OH
EDUCATION: Doctor of Philosophy, with a major in Electrical Engineering, from The University of Toledo; Master of Arts, with a major in Applied Mathematics, from The University of Toledo; Bachelor of Science, with a major in Pure Mathematics, from The University of Toledo
EXPERIENCE: Five years of academic management experience
ASSIGNMENT: Academic Department Chair, Electrical/Electronics Engineering Technology

RESOLUTION 2012-06-12-15

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>
Michelle Aman	Academic Program Chair, Massage Therapy
Scott Killy	Chair, Skilled Trades
Doug Mead	Dean, School of Health Sciences
Susan Perry	Academic Program Chair, Diagnostic Medical Sonography
John Potts	Assistant Director, Facilities Services

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

RESOLUTION 2012-05-01-02

WHEREAS, in February 2011, the College President/Chief Executive Officer engaged the Pepper Consulting Group to conduct an organizational assessment for the College, which included an evaluation of the organizational structure and the development of recommendations for administrative and academic senior level positions; and

WHEREAS, in July 2011, the Pepper Consultant Group provided a final report to the President/Chief Executive Officer, which was also reviewed by the Chief Financial Officer and the Chief Academic Officer; and

WHEREAS, in October and November 2011, the Interim President and the Vice President/Provost/Chief Academic Officer presented the vision of the College's organizational structure, which was based on the consultant's final report, to the Board of Trustees, faculty and staff; and

WHEREAS, in 2012, the implementation of the College's amended organizational structure commenced with administrative positions being created or eliminated; with administrative responsibilities of existing positions being either expanded or reduced; and, with realignments to salary classifications in accordance with 3358:11-5-01 Salary Administration Program; and,

WHEREAS, the financial implications to the amendment of the College's organizational structure net a total cost savings of more than \$300,000;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Interim President to revise the assignments as indicated be approved by the Board of Trustees:

<u>NAME</u>	<u>ASSIGNMENT</u>
John Betori	Director, Public Safety/Chief of Police
Lisa Dubose	Equal Opportunity Inclusiveness Officer
Betsy Johnson	Dean, Enrollment Services
Thomas Perin	Associate Vice Provost, Assessment and Accreditation
Renay Scott	Vice President/Provost
Tamara Williams	Associate Vice Provost, Academic Services and Retention

Mr. Libbe made a motion to approve the resolution, which was seconded by Dr. McMaster. Mr. Takacs commented for the record that he opposed the recommendation and stated his concerns of a lack of transparency by administration, that salary increases were implemented for three individuals prior to the presentation of the recommendation to the Board of Trustees, that the report of the Pepper Consultant Group did not address transferring cost savings into salary increases, and that it sends a wrong message to students and to the rank and file employees. Mr. Habegger commented that he opposed the recommendation, as the College is faced with a very lean year ahead. Mr. Libbe and Dr. McMaster commented in support of the recommendation with respect to administration's assessment of reassigned responsibilities and the restructuring of the organization. Mr. Rowe acknowledged the Trustees' positions and noted that, while the Board was aware of the implementation of the organization's amended structure, the Board did not anticipate the combination of responsibilities resulting in salary increases. Chair Talmage called for a roll call vote. Roll Call: David Habegger, nay; Allan Libbe, yea; Ronald McMaster, yea; Rich Rowe, yea; William Takacs, nay; and Diana Talmage, yea. Chair Talmage declared that the motion was carried.

Employment of Bargaining Unit Personnel:

RESOLUTIONS 2012-06-12-05 & 16

BE IT HEREBY RESOLVED that the recommendation of the Interim President to employ the following persons, in compliance with affirmative action guidelines established by the College, be approved by the Board of Trustees:

NAME: Debananda Chakraborty
ADDRESS: Amhearst, NY
EDUCATION: Doctor of Philosophy, with a major in Applied Mathematics, from the State University of New York at Buffalo; Master of Arts, with a major in Mathematics, from the State University of New York at Buffalo; Master of Science, with a major in Applied Mathematics, from Jadavpur University, India; Bachelor of Science, with a major in Mathematics and Computer Science, from Jadavpur University, India
EXPERIENCE: Knowledge of the principles of mathematics in teaching algebra through differential equations
ASSIGNMENT: Instructor, Mathematics (Findlay)

NAME: Heather Crozier
ADDRESS: Munising, MI
EDUCATION: Master of Library Science, with a major in Library Science, from Indiana University – Purdue University Indianapolis; Bachelor of Science, with a major in Secondary Education English, from Northern Michigan University
EXPERIENCE: Eight years experience as a librarian
ASSIGNMENT: Librarian (Findlay)

NAME: James Goda
ADDRESS: LaSalle, MI
EDUCATION: Associate Degree of Applied Science, with a major in Lawn and Turf Grass Management, from Owens Community College
EXPERIENCE: Eleven years experience working in grounds/landscaping/nursery work
ASSIGNMENT: Groundskeeper (Second Shift)

NAME: Christopher Kinkade
ADDRESS: Perrysburg, OH
EDUCATION: Associate Degree of Applied Science, with a major in Auto Mechanics, from Owens Community College
EXPERIENCE: Eighteen years experience in automotive
ASSIGNMENT: Lab Technician, Diesel Technology

NAME: Sarah Long
ADDRESS: Sylvania, OH
EDUCATION: Master of Science, with a major in Applied Mathematics, from The University of Toledo; Bachelor of Science, with a major in Applied Mathematics and Electrical Engineering, from The University of Toledo
EXPERIENCE: Seven years as an adjunct instructor teaching mathematics
ASSIGNMENT: Instructor, Mathematics (Developmental)

NAME: Sarah Twitchell
ADDRESS: Toledo, OH
EDUCATION: Doctor of Philosophy, with a major in Higher Education Administration, from The University of Toledo; Master of Science, with a major in Social Work, from Case Western Reserve University; Bachelor of Arts, with a major in Psychology, from The University of Toledo
EXPERIENCE: Four years teaching experience in social work
ASSIGNMENT: Instructor, Social Work (Findlay)

RESOLUTION 2012-06-12-06

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>
Sheri Friesner	Secretary, Dean Enrollment Services

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

Revised Fiscal Year 2012 Budget:

RESOLUTION 2012-06-12-07

BE IT HEREBY RESOLVED that the recommendation of the Interim President and Treasurer to adopt the revised fiscal year 2012 budget, as attached hereto (Attachment 1), be approved by the Board of Trustees.

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

Proposed Fiscal Year 2013 Budget:

RESOLUTION 2012-06-12-08

BE IT HEREBY RESOLVED that the recommendation of the Interim President and Treasurer to adopt the proposed fiscal year 2013 budget, as attached hereto (Attachment 2), be approved by the Board of Trustees.

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

Facilities/Capital Improvements:

RESOLUTION 2012-06-12-09

BE IT HEREBY RESOLVED that the recommendation of the Director, Finance and Budget/Assistant Treasurer, and the Interim President to award a contract to the following firm for modular classroom expansion to the Findlay Childcare facility using local funds be approved by the Board of Trustees.

FINDLAY CHILDCARE EXPANSION		
General Contractor	Mobilease Modular Space, Inc. PO Box 274 Blacklick, Ohio 43004	Bid \$243,965
	Project Total	\$243,965

RESOLUTION 2012-06-12-10

BE IT HEREBY RESOLVED that the recommendation of the Director, Finance and Budget/Assistant Treasurer, and the Interim President to award contracts to the following firms for renovations to the Transportation Technologies Math Lab using local funds be approved by the Board of Trustees.

TRANSPORTATION TECHNOLOGIES MATH LAB RENOVATIONS		
General Contractor	Comte Construction 912 North Summit Street Toledo, Ohio 43604	Bid \$11,450
HVAC Contractor	M&M Heating & Cooling 1515 Washington Street Toledo, Ohio 43604	Bid \$34,300

Electrical Contractor	Westfield Electric Inc. 2995 State Route 51 Gibsonburg, OH 43431	Bid	\$31,196
		Project Total	\$76,946

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

Educational Collaborations:

RESOLUTION 2012-06-12-11

WHEREAS, the Board of Trustees adopted the *College of Choice Strategies for the Future 2011-2014*, which includes the fourth strategic initiative, Foster and Enhance the Delivery of Educational Services, aligning the provision of academic services with the needs of the College’s stakeholders and includes the review and enhancement of educational services in off campus locations and support of the development of the workforce in the community;

WHEREAS, with the guidance of the College’s adopted strategic plan, which includes the third strategic initiative, Promote Institutional Advancement, the College’s President/Chief Executive Officer and the Vice President/Provost/Chief Academic Officer seek to develop and enhance strategic partnerships to advance mutual goals and objectives for the benefit of students and the community;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees authorizes the President/Chief Executive Officer, the Vice President/Finance and Administration/CFO/Treasurer and the Vice President/Provost/Chief Academic Officer to explore innovative educational services and to form collaborative strategic partnerships, contingent upon the review of the Ohio Attorney General’s Office and approval of the Board of Trustees, benefitting the educational needs of students and the development of the community’s workforce.

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

Trustees Academic Excellence Scholarship Awards (Supplemental):

RESOLUTION 2012-06-12-12

BE IT HEREBY RESOLVED that the recommendation of the President to award a Trustees Academic Excellence Scholarship to each of the following first-year students for the 2012-2013 academic year be approved by the Board of Trustees.

<u>Legal District High School</u>	<u>Recommended Recipient</u>	<u>Recommended Alternate</u>
Arlington High School	Jacob Garlock	Jessica Collins
Millstream Career Center	Whitney Collins	

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

EXECUTIVE SESSION

Chair Talmage announced an executive session for discussion of property, pending court action with general counsel, matters of collective bargaining and certain personnel matters of the appointment of public officials. Dr. McMaster made a motion to adjourn to executive session as specified. Mr. Libbe seconded the motion, and the Chair called for a roll call vote. Roll Call: David Habegger, yea; Allan Libbe, yea; Ronald McMaster, yea; Rich Rowe, yea; William Takacs, yea; and Diana Talmage, 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: David Habegger, Allan Libbe, Ronald McMaster, Rich Rowe, William Takacs and Diana Talmage (6).

REGULAR REPORTS

Financial Statements – Mr. Satkowski presented the financial statements for the period ending April 30, 2012. Chair Talmage 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/Chief Financial Officer, Executive Director of College Development/Foundation and the Vice President for Human Resources. Chair Talmage directed that the monthly reports be accepted and filed as submitted.

Statements and Comments by Members of the Board of Trustees – Chair Talmage commented on attending the Ohio Association of Community Colleges' Spring Conference with Dr. McMaster, and she acknowledged that the College's nomination, Walter Celley, was selected for the OACC Distinguished Alumnus Award. Mr. Celley sent a letter to the Board of Trustees, which Chair Talmage read aloud.

Chair Talmage thanked Mr. Satkowski for serving as the Interim President for the academic year, and she presented him with a card. Mr. Satkowski commented on his appreciation to lead the College forward especially in the areas of partnerships and collaborations.

Chair Talmage thanked Dr. Scott for her leadership with the College's academic and student initiatives. Dr. Scott commented on being part of the Owens team.

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