

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 7, 2012 ~ 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 – Vice Chair Rich Rowe 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, R J Molter, Edwin Nagle, Rich Rowe, William Takacs and Thomas Uhler (7).

Vice Chair Rowe welcomed Ed Nagle and Tom Uhler who were appointed to the Board of Trustees by Governor Kasich. Vice Chair Rowe also welcomed President Mike Bower who began his appointment on July 1.

Approval of the Minutes of the Board of Trustees – The minutes of the June 12, 2012, regular meeting were reviewed. The Vice Chair declared the minutes approved as written.

President's Report – President Mike Bower presented his activity report since July 1. He has met and visited with students, faculty, staff, bargaining leaders, advisory and community members, and he noted the importance of communicating and being visible on the campuses and in the community. He highlighted his meetings with educational partners from Penta Career Center, the University of Toledo and Bowling Green State University. He commented on the synergy of all those involved in preparing students for their futures.

Facilities/Capital Improvements Report – John Satkowski, Vice President, Finance and Administration/CFO, reported on phased planning for the design and financing of Heritage Hall, south side of high bay building, Kingsley Hall and for the eventual vacated space in College Hall. The planning will be reviewed with the Board of Trustees Finance Committee later in August. He provided an update of projects in progress including the creation of green space due to the demolition of the dilapidated brown modular building and the greenhouse acquired from the acquisition from Penta; renovations to the Toledo Campus parking lots; and completion of the expansion of the Occupational Therapy Laboratory and mathematics laboratory in Transportation Technologies. The Center for Development and Training building on Tracy Road has been vacated by Lake High School and is being refitted for the College's Skilled Trades program. On the Findlay Campus, construction is in progress for the walking and jogging path and the drainage project. There has been a delay in the delivery of the modular to expand the Child Care Center.

Office of the Provost Report – Renay Scott, Vice President/Provost, reported on accreditation and program assessment, including the continued full accreditation for the next three years of the Health Information Technology program from the Commission on Accreditation for Health Informatics and Information Management. She reported on the pass rates of the College's graduates for credentialing examinations. The College's Radiography program has achieved a 100 percent pass rate for the third consecutive year for graduates passing the American Registry of Radiologic Technologists certification examination. The Registered Nursing program has

achieved a year-to-date pass rate of 96.2 percent for graduates passing the National Council Licensure Examination, which exceeds the current national pass rate of 92.09 percent and the current state pass rate of 90.43 percent. The Licensed Practical Nurse program has achieved a year-to-date pass rate of 100 percent for graduates passing the National Council Licensure Examination, which exceeds the current state pass rate of 87.46 percent.

Dr. Scott reported on the summer semester programs funded through grant awards and sponsorships, which included the four-week pilot college preparatory summer outreach program for math, reading and writing for students from Rogers High School, Woodward High School, Scott High School, Waite High School and Central Catholic High School. The Bridge to Success learning community was expanded to eligible graduates from all high schools in the College's target area who are enrolled at Owens. This program provides student support services of tutoring and mentoring. Study abroad trips for service learning, emersion and language study were completed including travel to Peru, led by the Dental Hygiene program, and to China involving seven Owens students and a student intern.

Report on Open Positions – Jack Witt, Vice President, Human Resources, presented the open positions report, and he commented that it reflects five new positions and twenty-nine replacement positions, with sixteen 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 2012-08-07-01

BE IT HEREBY RESOLVED that the recommendation of the President to accept the employment termination of Tim Duff, Journey Maintenance Specialist (Findlay), effective June 13, 2012, be approved by the Board of Trustees.

RESOLUTION 2012-08-07-02

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Catherine Grant, Director of Academic Computing, effective August 1, 2012, for reason of retirement be approved by the Board of Trustees.

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

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

RESOLUTION 2012-08-07-03

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Gretchen Carroll, Professor, Marketing/Management, effective August 29, 2012, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2012-08-07-04

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Debananda Chakraborty, Instructor, Mathematics (Findlay), effective June 20, 2012, for reason of relocating be approved by the Board of Trustees.

RESOLUTION 2012-08-07-05

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of David Lopez, Security Officer (Findlay), effective July 13, 2012, for reason of accepting another job be approved by the Board of Trustees.

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

Employment of Non-Bargaining Unit Personnel:

RESOLUTIONS 2012-08-07-06 & 15

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: Stephanie Ashley
ADDRESS: Sylvania, OH
EDUCATION: Master of Science, with a major in Computer Science, from Illinois Institute of Technology; Bachelor of Science, with a major in Computer Information Systems, from Illinois Institute of Technology
EXPERIENCE: Three years computer knowledge and programming experience
ASSIGNMENT: Financial Aid Information Systems Administrator

NAME: Terri Brown-Joyce
ADDRESS: Pandora, OH
EDUCATION: Master of Arts, with a major in College Student Personnel, from Bowling Green State University; Bachelor of Science, with a major in Education, from The University of Toledo
EXPERIENCE: Two years experience as a part-time advisor at Owens Community College
ASSIGNMENT: Advisor (Findlay)

NAME: Juliette Quinonez
ADDRESS: Toledo, OH
EDUCATION: Bachelor of Arts, with a major in Liberal Studies, from The University of Toledo
EXPERIENCE: Fifteen years experience as registrar
ASSIGNMENT: Registrar

NAME: Jillian Steingraber
ADDRESS: Toledo, OH
EDUCATION: Bachelor of Arts, with a major in Sociology, from Bowling Green State University
EXPERIENCE: Three years experience with students in a learning community
ASSIGNMENT: Representative, Peer Education, Connect to Complete (Grant-funded)

NAME: Ann Theis
ADDRESS: Toledo, OH
EDUCATION: Master of Business Administration, with a major in General Business, from the University of Michigan; Bachelor of Science, with a major in Mathematics with a computer science concentration, from Denison University
EXPERIENCE: Twenty-three years of teaching experience
ASSIGNMENT: Dean, School of Business

NAME: Donna Holubik
 ADDRESS: Deerfield, MI
 EDUCATION: Bachelor of Arts, with a major in Business Administration, from Siena Heights University
 EXPERIENCE: Twenty years of experience as a leader in financial aid
 ASSIGNMENT: Director, Financial Aid

RESOLUTIONS 2012-08-07-07 & 16

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>
Michele Johnson	Dean, School of Public Safety and Emergency Preparedness, and Chair, Emergency Management and Planning
MaryBeth McCreery	Project Director, H2P* Consortium (Grant-funded)
David Shaffer	Manager, Graduation Services
Jaime Wineland	Administrative Assistant to the Associate Vice President, Technology/ Chief Information Officer
Irene Jones	Assistant Chair, Nursing
Angela Lopez	Advocate
Nicholas Savich	Database Administrator I

(*H2P – Health Profession Pathways)

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

Employment of Bargaining Unit Personnel:

RESOLUTIONS 2012-08-07-08 & 17

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: Tracy Darr
 ADDRESS: Millbury, OH
 EDUCATION: Master of Arts, with a major in English and Education, from The University of Toledo; Bachelor of Arts, with a major in Spanish and Education, from The University of Toledo
 EXPERIENCE: Twelve years experience teaching as an adjunct instructor at Owens Community College
 ASSIGNMENT: Instructor, English

NAME: Vincent Foetisch
 ADDRESS: Lambertville, MI
 EDUCATION: Graduate of Mendel High School
 EXPERIENCE: Ten years experience teaching as an adjunct instructor at Owens Community College
 ASSIGNMENT: Instructor, Building Maintenance/HVACR

NAME: Erin Kramer
ADDRESS: Toledo, OH
EDUCATION: Master of Arts, with a major in English Literature, from The University of Toledo;
Bachelor of Arts, with a major in Communications, from The University of Toledo
EXPERIENCE: Four years experience teaching as an adjunct instructor at Owens Community
College
ASSIGNMENT: Instructor, English

NAME: Virgil LaCourse
ADDRESS: Toledo, OH
EDUCATION: Graduate of TRAINCO, with a Commercial Drivers License
EXPERIENCE: Four years experience as a bus driver
ASSIGNMENT: Bus Driver/Custodian

NAME: Randall Haar
ADDRESS: Bowling Green, OH
EDUCATION: Bachelor of Science, with a major in Mechanical Engineering, from The University
of Toledo
EXPERIENCE: Two years teaching experience as an adjunct at Owens Community College
ASSIGNMENT: Instructor, Alternative Energy and Sustainable Systems

NAME: Joanna Smithback
ADDRESS: Bowling Green, OH
EDUCATION: Doctor of Philosophy, with a major in Chemistry, from the University of
Wyoming; Bachelor of Science, with a major in Chemistry, from Rose-Hulman
Institute of Technology
EXPERIENCE: Four years teaching experience
ASSIGNMENT: Instructor, Chemistry (Findlay)

RESOLUTION 2012-08-07-18

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>
Belinda Barr	Secretary, Transportation Technologies
Christine Blide	Teacher, Child Care Center (Findlay)
Karen Brown	Bookstore Clerk
Michelle Elton	Teacher, Studio Art
Rachel Grow	Bookstore Clerk
Todd Haggard	Groundskeeper (Second Shift)
Darlene Kiefer	Bookstore Clerk
Ann LaVoy	Athletics Specialist
Jessica Stoner	Secretary, Disability Services
MaryJo Spring	Bookstore Clerk
Laureen Tanner	Clerk, Library
Christine Tavernier	Secretary, School of Business

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

Memorandum(s) of Understanding – Owens Support Staff Union:

RESOLUTION 2012-08-07-09

WHEREAS, the collective bargaining agreement with the Owens Support Staff Union is for the period of January 1, 2012, through December 31, 2014; and

WHEREAS, administration and union representatives strive for the collaborative conduct of business and mutual interests, reflected in the Memorandums of Understanding listed as follows:

- Four-day compressed work week from May 6, 2012 to July 21, 2012 (Attachment 1)
- Base salary adjustments for Toledo Campus Bookstore Clerks based on a revised position description for additional duties and responsibilities (Attachment 2)
- Recognition of Veterans Day as a designated paid holiday for full time employees and removal of the mid-semester break (Friday before spring break) from the College's holiday schedule (Attachment 3)
- Base hourly rate adjustment for Athletics Specialist based on a revised position description and title change (Attachment 4)

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendments to the collective bargaining agreement between the College and the Owens Support Staff Union and authorizes the filing with the State Employment Relations Board.

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

Memorandum(s) of Understanding – Owens Faculty Association:

RESOLUTION 2012-08-07-10

WHEREAS, the collective bargaining agreement with the Owens Faculty Association is for the period of November 1, 2009, through October 31, 2012; and

WHEREAS, administration and union representatives strive for the collaborative conduct of business and mutual interests, reflected in the Memorandum of Understanding listed as follows:

- Provisions for bargaining unit members to assume non-bargaining unit assignments on an interim basis as the Co-Chairs Leadership Team for the Fine and Performing Arts department. (Attachment 5)

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the collective bargaining agreement between the College and the Owens Faculty Association and authorizes the filing with the State Employment Relations Board.

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

Summer Semester 2012 Candidates for Graduation:

RESOLUTION 2012-08-07-11

BE IT HEREBY RESOLVED that the recommendation of the President to approve the listing of candidates for graduation effective Summer Semester 2012 as presented in Appendix I, contingent upon said candidates having met all necessary requirements for graduation, be approved by the Board of Trustees.

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

Facilities/Capital Improvements:

RESOLUTION 2012-08-07-12

BE IT HEREBY RESOLVED that the recommendation of the Treasurer and the President to award a contract to the following firm for campus paving improvements using local funds be approved by the Board of Trustees.

Improvements – East of Oregon Road			
Contractor	Bowers Asphalt and Paving, Inc. 6157 Walbridge Road Walbridge, Ohio 43465	Base Bid	\$184,400

RESOLUTION 2012-08-07-13

BE IT HEREBY RESOLVED that the recommendation of the Treasurer and the President to award a contract to the following firm for campus paving improvements using local funds be approved by the Board of Trustees.

Improvements – West of Oregon Road			
Contractor	Gradel, LLC 5318 Stickney Avenue Toledo, Ohio 43612	Base Bid	\$101,150

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

Recognition by the Board of Trustees:

RESOLUTION 2012-08-07-14

WHEREAS, David W. Habegger has been a member of the Owens Community College Board of Trustees since December 8, 2008; and

WHEREAS, Mr. Habegger has faithfully carried out his fiduciary responsibilities in accordance with the Ohio Revised Code, and he has served with honor as a Trustee and as Chair of the Student Life Committee; and

WHEREAS, Mr. Habegger has informed the College that he is moving out of the College's legal district to further enjoy his retirement and his role as a grandparent;

WHEREAS, the President and the Board of Trustees profoundly thank Mr. Habegger for his service and commitment to Owens Community College and for representing the educational interests of Lucas County;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees would like to convey its appreciation at this time to Mr. Habegger.

Vice Chair Rowe read the recognition aloud. Mr. Molter made a motion to approve the resolution, which was seconded by Mr. Takacs. Vice Chair Rowe presented a token of appreciation on behalf of the Board. Following a voice vote, the motion was adopted. Mr. Habegger commented on his involvement in education throughout his career and the associations he made on the Board and at the College; he recognized the support of Patricia Jezak, Secretary, Board of Trustees, and John Satkowski, Treasurer, Board of Trustees; and he welcomed new Trustees Nagle and Uhler and President Mike Bower.

EXECUTIVE SESSION

Vice Chair Rowe announced an executive session for discussion of property, pending or imminent litigation with general counsel and for matters of attorney-client privilege and collective bargaining. Mr. Libbe made a motion to adjourn to executive session as specified. Mr. Habegger seconded the motion, and the Vice Chair called for a roll call vote. Roll Call: David Habegger, yea; Allan Libbe, yea; R J Molter, yea; Edwin Nagle, yea; Rich Rowe, yea; William Takacs, yea; and Thomas Uhler, yea (7). 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, R J Molter, Edwin Nagle, Rich Rowe, William Takacs and Thomas Uhler (7).

REGULAR REPORTS

Financial Statements – Mr. Satkowski presented the financial statements for the period ending May 31, 2012. Vice 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 Special Assistant for Government Relations. Vice Chair Rowe directed that the monthly reports be accepted and filed as submitted.

Statements and Comments by Members of the Board of Trustees – Mr. Molter thanked the Board for the get well flowers. Mr. Uhler thanked the Board and the College for the professional development that he and Mr. Nagle received at the Association of Community College Trustees' New Trustees Institute, Washington DC. Mr. Molter and Mr. Takacs expressed their best wishes to Mr. Habegger.

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