

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 6, 2016 ~ 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 Ed Nagle called the meeting to order at 12:30 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, Srinivas Hejeebu, Michael McAlear, Ronald McMaster, Edwin Nagle, Tonya Rider, Rich Rowe, Diana Talmage and Thomas Uhler (9).

Approval of the Minutes of the Board of Trustees – The minutes of the August 2, 2016 regular meeting were provided. The Chair declared the minutes approved as written.

Finance Committee Report – Mr. Uhler reported the Finance Committee met on August 25, 2016. He commented that during the August meeting, David Cannon, Vice President/CFO and Treasurer, reviewed the preliminary Fiscal Year 2016 year-end income statement, balance sheet and the cash position, which the preliminary income statement indicated an increase of \$3.88 million in net assets at the end of the year, which included the state capital appropriations. Mr. Uhler commented that the Fiscal Year 2016 audit review is in progress, and an audit conference is scheduled during the Finance Committee meeting on November 17, 2016. Mr. Uhler also noted that the College is continuing to review the costs of services to students for technology, student activities and labs and courses, which is part of the phase-in strategy for non-general fee increases. It is important that the College keeps its equipment up to date as students prepare to enter the job market. Mr. Uhler also noted that he was pleased to hear 625 new computers were ordered for classrooms and laboratories.

President's Report – President Mike Bower presented his activity report for August. He commented on attending the August 10 Basic Peace Officer Training Completion Ceremony, which Trustee McAlear was also in attendance. He commented on Amy Giordano, Vice President of Student Services, was invited to serve on the Ohio Attorney General's external Advisory Group on Student Loan Debt Collection. The group is charged to examine debt collection practices for unpaid student loans at Ohio's public institutions of higher education. He closed his report with a comment on the well-received three-day volleyball invitational.

Provost/Vice President of Academic Affairs Report – Steve Robinson, Provost/Vice President of Academic Affairs, commented on the September 7 press event of the Hancock Hires relocation to the Findlay Campus, which is an initiative of the Findlay-Hancock County Economic Development and Raise the Bar, a partnership of education, business and social services focused on employment. He commented on the Ohio Department of Higher Education Innovation Grant Program awarded to the Ohio Association of Community College of \$1.9 million for the AdAstra's Pathways to Careers – Leveraging Data Analytics to Improve Efficiency and Increase Student Success. Owens Community College is a participant among the 18 community colleges and 4 universities. The tool will help with course demand forecasting, and it has five goals: 1) to improve student access to required courses; 2) to increase student credit hour load; 3) to decrease unproductive course

registrations; 4) to reduce late class additions; and, 5) to improve course fill rates and resource optimization. A case study of Stark State Community College showed a 6 percent increase in average student credit hour load, which generated \$1.3 million tuition revenue. The tool synergizes with the launch of the College's DegreeWorks degree audit tool for students. He closed his report by noting the Student Success Leadership Institute initiative received faculty feedback for technical assistance in the form of national speakers who will visit campus for professional development, affiliated with Completion by Design and Jobs for the Future.

Vice President of Student Services Report – Amy Giordano, Vice President of Student Services, provided an enrollment update as of September 5, 2016, which the headcount as of the 14th day was 9,514 students, reflecting 97 percent toward the enrollment target. She noted there were more transfer students and transient students enrolled, as compared to the prior year. The full-time equivalent enrollment, 2,715.9 FTE, was on target. Ms. Giordano also commented that the Office of Admissions is using enhanced technology to identify and communicate with students. A virtual campus map and a virtual viewbook were launched for students to explore academic programs and student activities. A texting campaign promoted communication to prospective students, which a 27.8 percent response rate was garnered and exceeded the traditional forms of communicating with prospective students. The Office of Student Activities presented a more comprehensive online campus calendar. The Office of Financial Aid received approval from the United States Department of Education for the recertification of the Program Participation Agreement with respect to offering Federal Title IV financial aid. She closed her report by noting the Office of Student Mental Health Services is host to a September 20 suicide prevention program. She also invited the trustees to attend the Owens Express Athletic Hall of Fame induction ceremony in October.

Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire to the Same Position Public Hearing – Chair Nagle commented public notice was made for the conduct of a public hearing for the President's recommendation of continuing the employment of reemployed retirants in the same position for David Cannon, Vice President/Chief Financial Officer and for George Pollauf, Payroll Specialist. President Bower confirmed the recommendation, and he stated the continued employment of both incumbents as reemployed retirants would provide the College with continuous service, time to retain both incumbents' knowledge, experience and skills and to plan for succession going forward.

<u>NAME</u>	<u>POSITION</u>
David Cannon	Vice President/Chief Financial Officer
George Pollauf	Payroll Specialist

Chair Nagle opened the hearing to receive public comments. Public comments were made, as follows: if the College conducted a position search and if the incumbents would be working at the same rate of pay. When there was no further public comments made before the Board of Trustees, Chair Nagle closed the public hearing.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTIONS 2016-09-06-01 & 11

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

NAME: Julie Baker
ADDRESS: Findlay, OH
EDUCATION: Master of Arts, with a major in Guidance and Counseling, from Bowling Green State University; Master of Business Administration, with a major in Finance, from the University of Toledo; Bachelor of Arts, with a major in Social Work, from the University of Toledo
EXPERIENCE: Seven years of higher education administration and business administration experience
ASSIGNMENT: Executive Director, Findlay Campus

NAME: Jared Dennis
ADDRESS: Sylvania, OH
EDUCATION: Graduate of Bowsher High School
EXPERIENCE: Five years of custodial experience
ASSIGNMENT: Custodian (Third Shift)

NAME: Denise Grupp-Verbon
ADDRESS: Toledo, OH
EDUCATION: Master of Music, with a major in Music Performance, from Northwestern University; Bachelor of Music, with a major in Music Performance, from Bowling Green State University
EXPERIENCE: Twenty-three years of working knowledge of the art community in the Toledo area
ASSIGNMENT: Coordinator, Internship, Fine and Performing Arts (Grant-Funded)

NAME: Kaci Miller
ADDRESS: Pandora, OH
EDUCATION: Bachelor of Arts, with a major in Psychology, from The Ohio State University at Lima
EXPERIENCE: Three years of experience of customer and student fields
ASSIGNMENT: Representative, Admissions

NAME: Kelleryn Amstutz
ADDRESS: Oregon, OH
EDUCATION: Bachelor of Science, with a major in Individualized Programs Interdisciplinary Studies, from The University of Toledo
EXPERIENCE: Five years of administration assistant experience
ASSIGNMENT: Senior Administrative Coordinator

RESOLUTIONS 2016-09-06-02 & 12

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>
Bradley Barciz	Desktop Specialist
Michael Brandeberry	Desktop Specialist
Kimberly Holman	Instructor, Medical/Surgical/Geriatric
James Jackson	Director, Learning Center Downtown Toledo
Jennifer Mier	Instructor, Mental Health/Medical/Surgical
Darlene Wise	Instructor, Mental Health

<u>NAME</u>	<u>ASSIGNMENT</u>
Katharine Heilakka	Representative, Admissions
Brenna Dugan	Chair, Humanities

Dr. McMaster made a motion to approve the employment recommendations, which was seconded by Mr. Uhler. 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 the Board or Commission:

RESOLUTION 2016-09-06-03

WHEREAS, the President recommends for the purpose of College administration to retain and to plan for succession such essential positions when it is mutually agreeable between an eligible incumbent and the College to achieve the continued employment of a reemployed retirant or to rehire as a reemployed retirant to the same position, as customarily filled by a vote of the Board of Trustees; and

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:

- David Cannon, Vice President/Chief Financial Officer
- George Pollauf, Payroll Specialist

Mr. Uhler made a motion to approve the President's recommendation, which was seconded by Ms. Hammond. Following a voice vote, the motion was adopted.

Policy Recommendations:

- **Amendment of 3358:11-3-23 Express Card Policy**
- **Amendment of 3358:11-4-15 Public Records Policy**

RESOLUTION 2016-09-06-04

WHEREAS, the President reviewed and recommends the listed general administration policies to align with procedures or updates to the procedures:

- Amendment of 3358:11-3-23 Express Card Policy
- Amendment of 3358:11-4-15 Public Records Policy

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 11-3-23 Express Card Policy (Appendix I) and 11-4-15 Public Records Policy (Appendix II);

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

Ms. Talmage made a motion to approve the resolution, which was seconded by Ms. Rider. Following a voice vote, the motion was adopted.

Report of Monthly Budget Transfers for Board Approval:

RESOLUTION 2016-09-06-05

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

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

RESOLUTION 2016-09-06-06

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 Dr. McMaster. Following a voice vote, the motion was adopted.

Facilities/Capital Improvements:

- Transportation Technologies Expansion Project

RESOLUTION 2016-09-06-07

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 an architectural/engineering contract to the following firm for the Transportation Technologies Expansion project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Transportation Technologies Expansion Project		
Architectural/Engineering Services	JDI Group 360 West Dussel Drive Maumee, OH 43537	\$90,000

- Pedestrian Bridge Renovation and Safety Updates Project

RESOLUTION 2016-09-06-08

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 Pedestrian Bridge Renovation and Safety Updates project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Pedestrian Bridge Renovation and Safety Updates Project		
Architectural/Engineering Services	Mannik & Smith Group 1800 Indian Wood Circle Maumee, Ohio 53537	\$ 15,000

- **Kingsley Hall Phase II Project**

RESOLUTION 2016-09-06-09

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 Kingsley Hall Phase II project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Kingsley Hall Phase II Project		
Architectural/Engineering Services	Stough and Stough Architects 6377 River Crossings Ste 1 Sylvania, OH 43560	\$ 40,000

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

Rank Recommendations (Supplemental):

RESOLUTION 2016-09-06-10

WHEREAS in accordance with 3358:11-5-25 Faculty Rank Policy, the Rank Review Committee is recommending qualified candidates for rank promotion;

BE IT HEREBY RESOLVED, the recommendation of the President that the following former Faculty members be promoted to Assistant Professor effective August 2, 2016, be approved by the Board of Trustees:

Tracy* Darr
Erin Kramer

*Board Secretary Note: *First name correction made for the minutes.*

Ms. Hammond made a motion to approve the resolution, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

EXECUTIVE SESSION

Chair Nagle announced an executive session for discussion of pending or imminent litigation, employment of public employees, collective bargaining matters and for the sale of property. Mr. Uhler made a motion to adjourn to executive session as specified. Dr. Hejeebu seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Michael McAlear, yea; Ronald McMaster, yea; Edwin Nagle, yea; Tonya Rider, yea; Rich Rowe, yea; Diana Talmage, yea; and, Thomas Uhler, yea; (9).

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, Tonya Rider, Rich Rowe, Diana Talmage and Thomas Uhler (9).

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, Marketing/Communications and Department of Public Safety.

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

APPENDIX I
Amendment of Express Card Policy

3358:11-3-23 Express card policy.

- (A) Purpose. The express card is an identification and ~~debit stored-value~~ card. Students use the express card as a student identification and ~~to use the computer labs, testing center, and library and to make purchases where the express card is accepted.~~
- (B) Guidelines. Implementation. The chief financial officer will implement posted procedures and guidelines, which are consistent with the provisions of this rule.
- (1) ~~To obtain an identification card, students must be registered for classes and present a photo identification to the express card station in the record's office. The card does not expire. There is no charge for the first identification card.~~
 - (2) ~~Debit card account. The express debit card account is non-interest bearing. Only the person pictured on the card is authorized to spend money from that account. The college reserves the right to change the account terms and conditions at any time. If a change reduces limits or restricts the account holder's rights under the terms and conditions, the college will give at least twenty calendar days notice by mail. However, if an immediate change is necessary for security reasons, the college may first make the change and then notify the account holder.~~
 - (3) ~~Deposits. Currency deposits of one to twenty dollars may be made at any value transfer station. The use of credit cards and personal checks for deposits of five dollars or more will be accepted during business hours at the bursar's office. The maximum deposit by check is thirty dollars. A ten dollar charge will be assessed upon receipt of a returned check. Receipts will be provided for all purchases or deposits at cashier attended stations and for all deposits at value transfer stations.~~
 - (4) ~~Refunds. Cash withdrawals and credit card reimbursements from the express card account are not permitted. Refunds by check are issued only after the account balance is two dollars or more and a written request is received by the bursar's office. Refund checks are written in the name of the account holder and mailed to the current address on file in the record's office. Accounts with no activity over a twelve month period are considered inactive. Inactive accounts will be terminated regardless of balance.~~
 - (5) ~~Questions on deposits or charges to a cardholder account and error resolution procedures.~~
 - (a) ~~If the account holder believes there is a discrepancy with a charge to the account, the department which processed the transaction should be contacted within thirty calendar days. Questions regarding deposits made on an account need to be brought to the attention of the bursar's office during normal business hours.~~
 - (b) ~~If there is a discrepancy on an account, the request to review the account must be in writing. The account holder will be requested to include the account holder name and account number, describe the transaction in question, and explain as clearly as possible the discrepancy and indicate the date and dollar amount of the transaction. The department responsible for reviewing the discrepancy will notify the account holder in writing of any corrective measures put in place. Any errors found through the investigation will be immediately corrected.~~

- ~~(6) Reporting lost, stolen or damaged cards and liability for card use. It is the cardholder's responsibility to report a lost or stolen card immediately. If a card is lost or stolen, the account holder's liability for unauthorized charges is limited to the funds available on the account. During business hours, notice may be given to the record's office by telephone or in writing. After normal business hours, contact the record's office by telephone and leave a message stating name, card identification number, and brief description of the circumstances. If notice is given by telephone, it must be confirmed in writing within forty-eight hours to the record's office. A fifteen dollar replacement fee will be charged for any lost or stolen card.~~
- ~~(7) Disclosure of account information to third parties. The college will disclose information to third parties about the account holder's account or the transactions only in order to comply with court orders, to meet the requirements of applicable law, if the account holder gives written permission or if it is necessary to verify the existence and condition of the account for a third party vendor.~~
- ~~(8) Account termination. The account holder may close the account at any time by giving written notice to the record's office and no longer using the card for any purchase or deposit. The college reserves the right to terminate the cardholder's use of the card for purchase at any time. Any obligation of the account holder to make a payment or reimbursement to the college will survive account termination, and if a balance of two dollars or more remains in the account holder's account after termination and full satisfaction of all obligations of the account holder, the college will refund the balance.~~
- ~~(9) Summary of fees.~~
- ~~(a) No transaction fee for purchase transactions.~~
 - ~~(b) No transaction fee for deposit.~~
 - ~~(c) No account closing fee.~~
 - ~~(d) No annual service fee on inactive accounts.~~
 - ~~(e) No charge for name change.~~
 - ~~(f) No charge for feature change (i.e. long distance option).~~
 - ~~(g) There is a ten dollar return check fee.~~
 - ~~(h) There is a fifteen dollar replacement fee for lost or stolen cards.~~

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/7/2002

APPENDIX II
Amendment of Public Records Policy

3358:11-4-15 Public records policy.

- (A) Purpose. In accordance with Chapter 149. of the Revised Code, commonly known as the Ohio Public Records Act, it is the ~~policy purpose~~ of Owens community college to comply with the letter and the spirit of the Ohio Public Records Act. Public records shall be released to a requestor, unless that record is an exception as listed in division (A) of section 149.43 of the Revised Code or that record is student information protected by the Family Education Rights and Privacy Act, 20 U.S.C. 1232g; 34 CFR Part 99.
- (B) Definitions. In accordance with division (G) of section 149.011 of the Revised Code, a record is defined as: any document, device or item that is stored on a fixed medium, i.e., paper, computer, film; created, received, or sent under the jurisdiction of a public office; and, documents the organization, functions, policies, procedures, operations or other activities of the office. Records retention schedules are found in the records retention policy, rule 3358:11-4-13 of the Administrative Code and the records retention manual posted on the intranet of the Owens community college website.
- (C) In accordance with section 149.43 of the Revised Code, a public records request is any transmitted request (whether oral or written) to inspect a public record or to have a public record copied and mailed or electronically transmitted to a requestor.
- (D) To facilitate a timely response, members of the media should submit requests to the director of public and media relations. ~~Any other member of the public should submit requests to the college office having custody or control of the records.~~ Any member of the public or of the college community should submit requests to the legal services coordinator in accordance with the procedures of this rule.
- (E) The public records request must be described with sufficient clarity to allow the college to identify, retrieve and review the records.
- (F) Copies or inspection of public records will be made available in a prompt and reasonable timeframe and may include legal review.
- (G) Any denial or redaction of public records requested will include an explanation, including legal authority.
- (H) This ~~policy rule~~ shall be accompanied by specific procedures for public records requests. The ~~policy rule~~ shall be posted in offices most likely to receive public records requests and on the Owens community college website.
- (I) Implementation. The vice president for human resources will implement procedures and forms consistent with the provisions of this ~~policy rule~~.

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 6/13/2009