

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 7, 2010 ~ 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 12:30 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: John Ault, David Habegger, Allan Libbe, Ronald McMaster, John Moore, Rich Rowe, William Takacs and Diana Talmage (8).

Approval of the Minutes of the Board of Trustees - The minutes of the August 3, 2010, regular meeting were reviewed, and the Chair declared the minutes approved as written.

President's Report – Dr. Larry McDougle, President, reported on his activities during the month of August, and he highlighted meetings related to strengthening relationships with local businesses, industries and government officials.

Facilities/Capital Improvements Report – John Satkowski, Executive Vice President/CFO, provided an update on facilities and capital improvements, including planning for Phase II of Heritage Hall; progress of the 36KW solar array field, renovations to Administration Hall first floor offices and renovations to the Center for Emergency Preparedness parking lot.

Interim Executive Vice President/Provost's Report – Dr. Renay Scott, Interim Executive Vice President/Provost, reported on her activities of providing access to education through the month of August. She reported on the Trustees Academic Excellence Scholarship and noted that since its inception in 1998, eighty-one percent of the recipients have either graduated or transferred and of those recipients, about seventy-two percent maintained a 3.0 or higher grade point average. There are 142 scholarship recipients who are current students, including 51 students who are new to the College.

Report on Open Positions – Dr. Cynthia Eschenburg, Vice President of Human Resources, presented the open positions report. She commented that the report reflects five employment recommendations for today's meeting.

Dates to Remember – Dr. McDougle commented on updated information and events scheduled this fall including the Ohio Association of Community Colleges regional meeting for Trustees and the Association of Community College Trustees Governance Institute for Student Success for Ohio's public two-year colleges.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES
Resignations, Terminations and Leaves of Absence for Non-Bargaining Unit Personnel:

RESOLUTION 2010-09-07-01

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Henry Bohleke, Chair, Business Technologies, effective September 1, 2010, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2010-09-07-02

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Richard Reynolds, Director, Student Health and Activities Center/Events, effective September 11, 2010, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2010-09-07-03

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Pamela Zachritz, Manager, Center for Emergency Preparedness Operations, effective August 24, 2010, for personal reasons be approved by the Board of Trustees.

Mr. Moore 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 2010-09-07-04

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Angela Stiverson, Teacher, Child Care Center (Findlay), effective July 31, 2010, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2010-09-07-18

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Wendi Ricker, Assistant Professor, Communications/Humanities, effective August 31, 2010, for personal reasons be approved by the Board of Trustees

Mr. Libbe 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 2010-09-07-05 & 19

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: Meghan Best
ADDRESS: Sylvania, OH
EDUCATION: Master of Business Administration, with a major in Business Administration, from Ohio Dominican University; Bachelor of Arts, with a major in Communications and Marketing, from The University of Toledo
EXPERIENCE: Seven years of supervision and training experience
ASSIGNMENT: Supervisor, Customer Service, Testing Services

NAME: Amy Horst
ADDRESS: Sylvania, OH
EDUCATION: Master of Science, with a major in Nursing, from Wayne State University; Bachelor of Science, with a major in Nursing, from The University of Toledo
EXPERIENCE: Over fourteen years of nursing experience and eighteen years of experience as a nursing clinical instructor
ASSIGNMENT: Assistant Chair, Nursing

NAME: Melissa Bondy
ADDRESS: Sylvania, OH
EDUCATION: Master of Arts, with a major in Leadership: Not for Profit, from Siena Heights University; Bachelor of Arts, with a major in Communication Arts and Public Relations, from Xavier University
EXPERIENCE: Over one year experience at Owens as a Part-time Admissions and Career Services Representative
ASSIGNMENT: Representative, Admissions and Career Services

RESOLUTION 2010-09-07-06

BE IT HEREBY RESOLVED that the recommendation of the President to award revised contracts on the basis indicated below be approved by the Board of Trustees:

| <u>NAME</u> | <u>ASSIGNMENT</u> |
|---------------|------------------------------------|
| James Mahaney | Director, Construction and Grounds |

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

Employment of Bargaining Unit Personnel:

RESOLUTION 2010-09-07-07

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: Jami Garman
ADDRESS: Sylvania, OH
EDUCATION: Master of Science, with a major in Exercise Physiology, from Eastern Michigan University; Bachelor of Education, with a major in Physical Education, from The University of Toledo
EXPERIENCE: Eight years of teaching experience and twelve years of experience teaching individual fitness
ASSIGNMENT: Instructor, Health and Exercise Science

NAME: John Syverson
ADDRESS: Canton, MI
EDUCATION: Master of Science, with a major in Information Security and Assurance, from Kaplan University; Bachelor of Science, with a major in Computer Science, from Eastern Michigan University
EXPERIENCE: Eighteen years of computer and networking experience
ASSIGNMENT: Computer Technician

RESOLUTION 2010-09-07-08

BE IT HEREBY RESOLVED that the recommendation of the President to award revised contracts on the basis indicated below be approved by the Board of Trustees:

| <u>NAME</u> | <u>ASSIGNMENT</u> |
|--------------|---------------------------|
| Jason Bomyea | Maintenance Specialist II |
| Chad Cooper | Security Officer |

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

Policy Recommendation:

RESOLUTION 2010-09-07-09

WHEREAS, to comply with Ohio Revised Code 9.44 that recognizes prior service for employment with a state agency or political subdivision for vacation and/or sick leave accruals, the Vice President of Human Resources and the President recommend the adoption of the 3358:11-5-53 Prior Public Service Policy; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts 3358:11-5-53 Prior Public Service Policy (Appendix I); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Vice President of Human Resources to implement guidelines, procedures and forms consistent with the policy, and the Secretary to the Board of Trustees to file the said policy with the Ohio Legislative Service Commission.

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

Memorandums of Understanding – Owens Federation of Safety and Security Employees

RESOLUTION 2010-09-07-10

WHEREAS, Resolution 2009-05-05-17 ratified the bargaining agreement with the Owens Federation of Safety and Security Employees for the period of January 1, 2009, through December 31, 2011; and

WHEREAS, administration and union representatives continue to meet in accordance with Article XIII, Labor Management Committee and Working Group, which resulted in an amendment, as reflected in the Memorandum of Understanding dated August 10, 2010, (Attachment 1) and listed; and

- Implementation of a “No Break/No Lunch Period” pilot program commencing on September 8, 2010, and concluding on November 30, 2010

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the bargaining agreement between the College and the Owens Federation of Safety and Security Employees and authorizes the Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

RESOLUTION 2010-09-07-11

WHEREAS, Resolution 2009-05-05-17 ratified the bargaining agreement with the Owens Federation of Safety and Security Employees for the period of January 1, 2009, through December 31, 2011; and

WHEREAS, administration and union representatives continue to meet in accordance with Article XIII, Labor Management Committee and Working Group, which resulted in an amendment, as reflected in the Memorandum of Understanding dated August 23, 2010, (Attachment 2) and listed; and

- Notwithstanding the terms of Article 21 Compensation, Section 21.2 Shift Differentials has been modified to simply state the rate of pay per specific shift

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the bargaining agreement between the College and the Owens Federation of Safety and Security Employees and authorizes the Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

Mr. Habegger made a motion to approve the resolutions, which was seconded by Mr. Libbe. Mr. Rowe inquired about federal mandates with respect to breaks, and Dr. Eschenburg responded that breaks are not mandated by law, and it is a common misconception of the Fair Labor Standards Act. Mr. Takacs abstained. Following a voice vote, the motion was adopted.

Memorandums of Understanding – Owens Faculty Association

RESOLUTION 2010-09-07-12

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 continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated August 20, 2010, (Attachment 3) listed as follows; and

- The faculty who participate and facilitate the Owens Honors Program option by enrolling students in said program shall receive a \$173 stipend per honors student

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 Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

RESOLUTION 2010-09-07-13

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 continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated August 20, 2010, (Attachment 4) listed as follows; and

- The extension of class cap limits for Project DEgree designated developmental education math and English sections, and the faculty participating in Project DEgree designated class sections shall receive .25 credit hours per student

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 Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

RESOLUTION 2010-09-07-14

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 continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated August 20, 2010, (Attachment 5) listed as follows; and

- The standing OFA President shall receive three credit hours release time, per semester, in order to conduct College/OFA business

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 Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

RESOLUTION 2010-09-07-15

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 continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated August 20, 2010, (Attachment 6) listed as follows; and

- Maria Weaver, Coordinator, Nursing Skills Laboratory (Findlay Campus) and Patricia Zenner, Coordinator, Registered Nursing Lab, shall receive salary adjustments based upon one-fourth progression phases and the completion of the approved Masters program

WHEREAS, said employees are included in the adopted Memorandum of Understanding recognizing nursing program personnel equity adjustments per Resolution 2010-08-03-22;

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 Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

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

Summer Semester 2010 Candidates for Graduation (Supplemental):

RESOLUTION 2010-09-07-16

BE IT HEREBY RESOLVED that the recommendation of the President to approve the supplemental listing of candidates for graduation for Summer 2010, as presented in Appendix II, contingent upon said candidates having met all necessary requirements for graduation, be approved by the Board of Trustees.

Mr. Moore 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 2010-09-07-17

BE IT HEREBY RESOLVED that the recommendation of the Treasurer and the President to award a contract to the following firm for construction work associated with the Center for Emergency Preparedness parking lot renovation, using local parking lot funds, be approved by the Board of Trustees.

| CENTER FOR EMERGENCY PREPAREDNESS PARKING LOT RENOVATION | | |
|--|----------------|-----------|
| General Contractor Base Bid | Bowers Asphalt | \$224,000 |
| Contract Total | | \$224,000 |

Mr. Habegger made a motion to approve the resolution, which was seconded by Mr. Ault. Mr. Satkowski commented that the stone lot and bay door entrance of the Center for Emergency Preparedness are being paved. Mr. Moore commended the Board Secretary for providing advance information with respect to the recommendations. Following a voice vote, the motion was adopted.

Commendation of “Team Owens” on the Lake High School Transition:

RESOLUTION 2010-09-07-20

WHEREAS, with Resolution 2010-06-08-18 the Board of Trustees pledged to assist Lake Local School District in their effort to continue instruction and services to their students as their high school was significantly damaged from the June 5 tornado; and

WHEREAS, Lake Local School District accepted the offer and is leasing the College’s facility at 2249 Tracy Road; and

WHEREAS, “Team Owens” mobilized and accomplished the following feats within a compressed period of 42 consecutive days:

- Within hours of the devastation, members of Team Owens began organizing to aid Lake High School with offers of space. By Tuesday, members of Special Events, Media Relations, Marketing, Facilities Services and the Department of Public Safety skillfully planned and executed all that was necessary to host the Lake High School commencement ceremony for the Class of 2010 and their families;
- Our members of Facilities Services prepared Heritage Hall, Bicentennial Hall and the Center for Development and Training to relocate programs and equipment. In addition to vacating CDT, Facilities Services painted, donated and installed 400 lockers, and they landscaped the grounds and prepared and striped the parking lot for Lake High School;
- Our members of Skilled Trades created a transition plan that was unprecedented in the College’s capital history. Not only did Skilled Trades assist in the design of their new Heritage Hall facilities, they carried out their relocation ahead of schedule to accommodate the urgency of Lake High School;
- Our members of Information Technology Services disassembled, disconnected and moved the building’s phone and networking equipment, and they assisted the Northwest Ohio Computer Association with network and voice connections for Lake High School;
- Our members of Capital Planning and Construction juggled projects and coordinated the renovation and relocation efforts in several campus buildings, including the School of Nursing and the School of Technology’s Skilled Trades. In addition, they worked with the City of Northwood and State inspectors to accelerate school zoning and building certification for Lake High School;
- Our officers and members of the Department of Public Safety made the arrest related to the break-in and theft of Lake’s computers and wiring from our building;

NOW, THEREFORE, BE IT HEREBY RESOLVED that President Larry McDougle, Interim Executive Vice President and Provost Renay Scott and Executive Vice President/CFO John Satkowski with the Owens Community College Board of Trustees proudly commends Team Owens for their professionalism, expertise and tireless service to Lake High School.

Mr. Libbe made a motion to approve the resolution, which was seconded by Mr. Rowe. Mr. Satkowski read the commendation aloud. Ms. Talmage asked members of Team Owens to stand and be recognized. Following a voice vote, the motion was adopted.

Recognition by the Board of Trustees:

RESOLUTION 2010-09-07-21

WHEREAS, John G. Ault has been a member of the Owens Community College Board of Trustees for 25 years; and

WHEREAS, Mr. Ault has faithfully carried out his fiduciary responsibilities in accordance with the Ohio Revised Code, and he has served with distinction as a Trustee; and

WHEREAS, during his tenure, Owens Community College evolved from a technical college to a comprehensive state community college and experienced tremendous growth in enrollment, physical plant, technology, academic and athletic programs; and

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

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

Mr. Libbe read the recognition of Mr. Ault aloud and made a motion to approve the resolution, which was seconded by Dr. McMaster. Members of the Board thanked Mr. Ault for his mentorship. Following a voice vote, the motion was adopted. Mr. Ault commented that he has attended every groundbreaking ceremony that the College has had since his appointment and, as an avid fan, he has attended countless games and competitions of the Owens Express teams.

RESOLUTION 2010-09-07-22

WHEREAS, John C. Moore has been a member of the Owens Community College Board of Trustees for 10 years; and

WHEREAS, Mr. Moore has faithfully carried out his fiduciary responsibilities in accordance with the Ohio Revised Code, and he has served with distinction as a Trustee, as Chair of the Board of Trustees (2008-2010), as Director of the Owens Foundation and as a committee member of the Ohio Board of Regents' Efficiency Council and the Ohio Association of Community College's Executive Board; and

WHEREAS, during his tenure, the Board of Trustees endorsed the College's mission of student success and, as Board Chair, Mr. Moore fostered collaboration with educational partners, inspired students to attain a college education, and he advocated the merits of diversity; and

WHEREAS, the President and the Board of Trustees profoundly thank Mr. Moore 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 deep appreciation at this time to Mr. Moore.

Dr. McMaster read the recognition of Mr. Moore aloud. Mr. Rowe made a motion to approve the resolution, which was seconded by Mr. Libbe. Chair Talmage thanked Mr. Moore for his mentorship and for being a fine example for the Board Chair to follow. Following a voice vote, the motion was adopted. Mr. Moore recognized the excellent work being done by faculty and staff and commented on his intent to serve as needed through the 60-day grace period.

EXECUTIVE SESSION

Chair Talmage announced an executive session to discuss a confidential matter under attorney-client privilege, pending or imminent court action with in-house legal counsel and for matters of property and collective bargaining. Mr. Libbe made a motion to adjourn to executive session as specified. Mr. Rowe seconded the motion, and the Chair called for a roll call vote. Roll Call: John Ault, yea; David Habegger, yea; Allan Libbe, yea; Ronald McMaster, yea; John Moore, yea; Rich Rowe, yea; William Takacs, yea; and Diana Talmage, yea (8). 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: John Ault, David Habegger, Allan Libbe, Ronald McMaster, John Moore, Rich Rowe, William Takacs and Diana Talmage (8).

REGULAR REPORTS

Financial Statements - Mr. Satkowski presented the financial statements for the period ending July 31, 2010. Chair Talmage directed that the financial statements for the period ending July 31, 2010, 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 Interim Executive Vice President/Provost, Executive Vice President for Business Affairs/Chief Financial Officer, Executive Director of College Development/Foundation and the Vice Presidents for Human Resources and Labor Relations. 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 recognized Mr. Rowe for his service during his term and for serving as Vice Chair and as Chair of the Finance Committee. She noted that Mr. Rowe is seeking reappointment to the Board of Trustees.

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

APPENDIX I
Adoption of Prior Public Service Policy

3358:11-5-53 Prior public service policy.

- (A) Purpose. This policy applies to an employee who has prior public service vacation credit or sick leave that has accrued with an agency or political subdivision of the state of Ohio (county, city, township, school, university, library, etc) or a contiguous state, provided said credits have been computed under the minimum requirements of the laws of the state of Ohio.
- (B) Application. Accrued vacation credit shall be allowed for employees for whom vacation accrual is based on years of service. Any sick leave that is transferable under the definition of an agency or political subdivision or contiguous state will be recognized by Owens community college. Documentation from the former agency will be processed through human resources' benefits coordinator.
- (C) Implementation. The vice president, human resources will implement procedures and forms, which are consistent with the provisions of this policy.

Effective date: DATE

Certification

Date

| | |
|------------------------|---------|
| Promulgated under: | 111.15 |
| Statutory authority: | 3358.08 |
| Rule amplifies: | 3358.08 |
| Prior effective dates: | N/A |

APPENDIX II
Summer Semester 2010 Candidates for Graduation (Supplemental)

SCHOOL OF ARTS AND SCIENCES

Associate of Arts Degree

Professional Engineering Concentration

Martin James Farkas

Bowling Green

Associate of Applied Science Degree

Early Childhood Education Technology

Elizabeth N. Tornow

Fostoria

SCHOOL OF BUSINESS AND INFORMATION SYSTEMS

Associate Degree of Applied Business

Networking and Information Systems Support

Oral A. Howard

Upper Sandusky

Ryan A. Smith

Toledo

SCHOOL OF TECHNOLOGY

Associate of Applied Science Degree

Surveying Technology

Martin James Farkas

Bowling Green

SCHOOL OF PUBLIC SAFETY AND EMERGENCY PREPAREDNESS

Associate of Technical Studies Degree

Criminal Justice Technology

Gary P. Johnson

Sylvania

SCHOOL OF NURSING

Associate of Applied Science Degree

Registered Nursing Program

Jennifer Lynn Beach

Perrysburg

Terrell James Hall

Toledo

Jill Ann Holbrook

Toledo

Brandy Michelle Horner

Nevada

Medical Assistant Program

Theresa Rose Miller

Northwood

Wempy Suhartono

Perrysburg