

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 8, 2009 ~ 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 John Moore called the meeting to order at 12:35 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, R J Molter, John Moore, Rich Rowe, William Takacs and Diana Talmage (9).

Approval of the Minutes of the Board of Trustees - The minutes of the August 4, 2009, regular meeting were reviewed, and the Chair declared the minutes approved as written.

Finance Committee Report – Mr. Rowe reported that the Finance Committee met on September 1. During the meeting the Committee discussed the fiscal challenges of the College while experiencing growth in students, programs and operations. He stated that state funding is diminishing, and the economy continues to remain uncertain for the next three fiscal years. At some time, we may be faced with the potential to “cut into the muscle” of the College’s finances to balance the budget. The Board of Regents has provided a window of opportunity to modify and increase tuition. This revenue is necessary to support and serve more students. He stated that Treasurer Satkowski will provide further detail on the tuition recommendations and, later in the meeting, the Board of Trustees will be requested to take action.

Trustees Collaboration Committee Report – Chair Moore reported that the Trustees Collaboration Committee met on August 11. The Committee heard from guest, Dr. Marlon Kiser, President/CEO of WGTE, about WGTE’s education mission and connection with the University System of Ohio.

Facilities/Capital Improvements Report – Mr. John Satkowski, Executive Vice President/CFO, provided a brief update on facilities and capital improvements. He then reported on the tuition recommendations. He stated that for the past few years, the Finance Committee has been reviewing the implications of modifying the tuition schedule to charge the per credit hour rate for the 13th and 14th credit hours. The College’s tuition rate has not been increased since 2006. The tradition of maintaining an open tuition window of 12 to 18 credit hours, where fulltime students can enroll up to 18 credit hours and pay tuition for 12 credit hours, provides a fiscal challenge with the College forfeiting more than a million dollars of potential tuition revenue every year. The Finance Committee has also reviewed increasing tuition by 3.5 percent effective Spring Semester 2010. The recommended \$4.30 increase over the current semester credit hour base of \$123 would provide additional tuition revenue. The revenue that can be generated would partially supplement the reduced state subsidy being allocated for fiscal years 2010 and 2011. The College anticipates enrolling more students but receiving less funding from the State to educate the students. The Finance Committee and administration have reviewed these tuition recommendations with great concern in light of the State’s precarious economic climate and with respect to continuing the

College's position among the most affordable institutions of higher education in the State of Ohio. President Adams commented that the proposal to modify tuition has been fully supported by Chancellor Fingerhut. Mr. Rowe commented and Chair Moore confirmed that these decisions are balanced with the interests of the College's stakeholders in mind.

Provost's Report – Dr. Paul Unger, Executive Vice President and Provost, reported on student enrollment for the fall semester and stated that overall, the College has experienced an eleven percent increase in student headcount and a sixteen percent increase in fulltime equivalents. He commented that there are enrollment increases for every academic school, Findlay Campus, the Learning Center at The Source, weekend college program, the post-secondary enrollment options program and online learning. He reported that proposals have been submitted to the State of Ohio for new programs in alternative energy, cyber security and for dental assisting certification. He reported that the College is partnering with TRAINCO Inc., and offering truck driving classes for commercial driver's licensing on the Findlay Campus this fall semester. Dr. Unger provided a statistical update of the Trustees Academic Excellence Scholarship. He noted that 49 scholarship recipients are enrolled for classes this fall semester and that, since the scholarship's inception in 1998, about 84 percent of the scholarship recipients have either graduated or transferred to continue their higher education.

Summer Bridge to Success Program Presentation – Tamara Williams, Associate Vice Provost, introduced members of the Bridge Taskforce including students, peer mentors, and employees, Alexis DeAnda, Advisor, Enrollment Services; Stan Paige, Representative, Enrollment Services; and Heath Huber, Title III Program Manager. Ms. Williams then presented the outcomes of the college-readiness, seven-week summer program, which provides academic and student support to the high school graduates who receive the financial support of the Success Scholarship. The bridge program was expanded this past summer to include students who graduated from Toledo Public, Washington Local and Findlay Public School Districts. Mr. Nick Komives, Student Success Mentor, commented on mentoring provided to the students. Ms. Williams stated that 77 percent of the students were retained and are taking classes this semester.

President's Report – President Adams thanked Ms. Williams for the presentation and commented on the great strides made by the Foundation with the Success Scholarship program, as led by Ms. Ann Savage, Executive Director of College Development and President/CEO of the Foundation. She stated that the College's low tuition and programs such as the Success Scholarship make higher education accessible to students.

Report on Open Positions – President Adams invited Dr. Cynthia Eschenburg, Vice President of Human Resources, to present the open positions report. Dr. Eschenburg stated that the report reflects employment activity, including six recommendations for hire or internal transfer.

Dates to Remember – President Adams commented on the updated information and highlighted the Trustees attending the Chancellor's conference and the Ohio Association of Community Colleges fall conference on September 17-18.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Resignations, Terminations and Leaves of Absence for Non-Bargaining Unit Personnel – The President recommended the following resolutions pertaining to resignations, terminations, and leaves of absence of non-bargaining unit personnel to the Board of Trustees:

RESOLUTION 2009-09-08-01

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Gennifer Akroyd, Fitness Center Specialist (Findlay), effective August 5, 2009, for reason of not returning from medical leave be approved by the Board of Trustees.

RESOLUTION 2009-09-08-08

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Sabrina Rodabaugh, Part-time Cashier, Bursar's Office (Findlay), effective August 27, 2009, for personal reasons be approved by the Board of Trustees.

Mr. Libbe made a motion to approve the above listed resolutions, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

Resignations, Terminations and Leaves of Absence for Bargaining Unit Personnel – The President recommended the following resolutions pertaining to resignations, terminations, and leaves of absence of bargaining unit personnel to the Board of Trustees:

RESOLUTION 2009-09-08-09

BE IT HEREBY RESOLVED that the recommendation of the President to accept the termination of Jessica Grycza, Cashier, Bursar's Office, effective August 20, 2009, be approved by the Board of Trustees.

RESOLUTION 2009-09-08-10

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Ann Kleinfelter, Lab Tech, Engineering Technology (Findlay), effective November 1, 2009, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2009-09-08-11

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Sharon Stein, Librarian, Reference, January 1, 2010, for reason of retirement be approved by the Board of Trustees.

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

Employment of Non-Bargaining Unit Personnel – The President recommended the following resolution pertaining to the employment of non-bargaining unit personnel to the Board of Trustees:

RESOLUTION 2009-09-08-02

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: Courtney Boos
 ADDRESS: Rossford, Ohio
 EDUCATION: Bachelor of Arts, with a major in Political Science, from Capital University
 EXPERIENCE: Over one year experience in customer service at Owens Community College
 ASSIGNMENT: Specialist, Student Academic Information

NAME: Jennifer Duty
 ADDRESS: Perrysburg, Ohio
 EDUCATION: Graduate of Waite High School
 EXPERIENCE: Over eight years experience in customer service at Owens Community College
 ASSIGNMENT: Records Specialist (Evenings), Workforce and Community Services

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

Employment of Bargaining Unit Personnel – The President recommended the following resolutions pertaining to the employment of bargaining unit personnel to the Board of Trustees:

RESOLUTIONS 2009-09-08-03 & 12

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: Linda Deutsch
 ADDRESS: Toledo, Ohio
 EDUCATION: Master of Science, with a major in Electrical Engineering, from The University of Toledo; Bachelor of Science, with a major in Engineering Physics, from The University of Toledo
 EXPERIENCE: Over eight years of teaching experience and over fifteen years of engineering experience
 ASSIGNMENT: Instructor, Electrical/Electronics (Biomedical Electronics)

NAME: Marcia Grizzard
 ADDRESS: Grand Rapids. Ohio
 EDUCATION: Bachelor of Science, with a major in Nursing, from Bowling Green State University
 EXPERIENCE: Over seven years experience as a clinical teaching assistant in higher education
 ASSIGNMENT: Clinical Teaching Associate, Nursing

NAME: Jason Marialke
 ADDRESS: Van Buren, OH
 EDUCATION: Bachelor of Science, with a major in Bible and Science, from Valley Forge Christian College
 EXPERIENCE: Over one year of experience as a teacher, including four months experience at Owens in the Findlay Child Care Center
 ASSIGNMENT: Child Care Classroom Teacher

RESOLUTION 2009-09-08-04

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>
Patricia Riehle	Customer Service Associate, Financial Aid

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

Summer Semester 2009 Candidates for Graduation (Supplemental) – President Adams recommended the following resolution pertaining to candidates for graduation to the Board of Trustees:

RESOLUTION 2009-09-08-05

BE IT HEREBY RESOLVED that the recommendation of the President to approve the supplemental listing of candidates for graduation for Summer 2009 as presented in Appendix I, contingent upon said candidates having met all necessary requirements for graduation, be approved by the Board of Trustees.

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

Academic Calendar – President Adams recommended the following resolution pertaining to the 2010-2012 academic calendar to the Board of Trustees:

RESOLUTION 2009-09-08-06

BE IT HEREBY RESOLVED that the recommendation of the President to approve the 2010-2012 academic calendar as set forth in Appendix II be approved by the Board of Trustees.

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

Facilities/Capital Improvements Recommendation – President Adams recommended the following resolution pertaining to facilities and capital improvements to the Board of Trustees:

RESOLUTION 2009-09-08-07

BE IT HEREBY RESOLVED that the recommendation of the Treasurer and the President to award a contract to the following firm for Heritage Hall abatement and interior demolition, using HB 496 – CAP 019 state funds, be approved by the Board of Trustees.

Heritage Hall Abatement and Demolition Bid Package		
Base Bid	Midwest Environmental Control, Inc.	\$187,300.00
Alternate A (Add)	4708 Angola Road Toledo, Ohio 43615	84,000.00

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

Student Instructional Fee Increase – The following resolution was provided by the Finance Committee through a motion made on September 1:

RESOLUTION 2009-09-08-13

WHEREAS, Owens Community College's level of funding from the State of Ohio on a full-time equivalent (FTE) basis is being reduced for fiscal years 2010 and 2011; and,

WHEREAS, the multiplier effect of past and pending cuts of State Share of Instruction earnings and the freeze on tuition combined with increasing expenditures of operations, technology, student support services, salaries and benefits challenges the College as a high-growth, low-cost institution of higher education; and

WHEREAS, the Treasurer and the President recommend increasing tuition by \$4.30 per semester credit hour over the current per semester credit hour base of \$123; and

WHEREAS, the College's tuition will continue to be among the most affordable in the State of Ohio, and tuition revenue will provide support for instructional programs, student services and college operations as the College pursues its mission of quality education and training while serving and graduating more students;

NOW, THEREFORE, BE IT HEREBY RESOLVED that tuition is increased by \$4.30 per semester credit hour and the in-state instructional fee is \$111.80 and the general fee is \$15.50 for a per semester credit hour base of \$127.30, an increase of 3.5 percent, effective Spring Semester 2010, be approved by the Board of Trustees.

TUITION	CURRENT	EFFECTIVE SPRING 2010
Instructional Fee	\$107.50	\$111.80
General Fee	\$15.50	\$15.50
Total Per Credit Hour Fee	\$123.00	\$127.30

On behalf of the Finance Committee, Mr. Rowe presented the motion to adopt the resolution. Following a voice vote, the motion was adopted.

Modification of Owens Community College Tuition (13th and 14th Credit Hours) – The following resolution was provided by the Finance Committee through a motion made on September 1:

RESOLUTION 2009-09-08-14

WHEREAS, in compliance with the Governor's Higher Education Compact, Owens Community College has kept tuition increases in abeyance and tuition has remained unchanged since Fall Semester 2006; and

WHEREAS, for more than a decade, Owens Community College has maintained the lowest per credit hour tuition rate in the State of Ohio without having the support of a property tax levy; and

WHEREAS, Owens Community College is among Ohio's ten most populated institutions of higher education, and the College is currently experiencing a 16 percent growth in FTE student enrollment for the Fall Semester 2009; and

WHEREAS, Owens Community College is the only public institution in Ohio with an open tuition window for full-time students enrolled between 12 and 18 credit hours; and

WHEREAS, the Board of Trustees Finance Committee has researched "closing the tuition window" since 2006; however, legislative tuition caps have prevented the Board of Trustees from taking action; and

WHEREAS, the multiplier effect of past and pending cuts of State Share of Instruction earnings and the freeze on tuition combined with increasing expenditures of operations, technology, student support services, salaries and benefits challenges the College as a high-growth, low-cost institution of higher education; and

WHEREAS, the Treasurer and the President recommend modifying the tuition schedule by charging the per credit hour rate for the 13th and 14th credit hours; and

WHEREAS, the modification will affect about 18 percent of the entire student population; and

WHEREAS, the College's tuition will continue to be among the most affordable in the State of Ohio, and revenue earned will support the College in its mission of quality education and training while serving and graduating more students;

NOW, THEREFORE, BE IT HEREBY RESOLVED that tuition is modified to apply the per credit hour rate for instructional and general fees for credit hours 1 through 14; and, the instructional and general fees for full-time enrollment of 15 to 18 credit hours is the same as the 14 credit hour calculation be approved by the Board of Trustees; and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the President and the Treasurer to respectfully request the Chancellor of the University System of Ohio to sanction or to recommend this tuition modification in accordance with the intent of Section 321.20.90 of Am. Sub. H.B. 1 and the Chancellor's directive.

On behalf of the Finance Committee, Mr. Rowe presented the motion to adopt the resolution. Following a voice vote, the motion was adopted.

EXECUTIVE SESSION

Chair Moore announced an executive session to review bargaining strategy with respect to the Owens Faculty Association and to discuss the personnel employment of an individual. Mr. Libbe made a motion to adjourn to executive session as specified. Mr. Ault 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; R J Molter, yea; John Moore, yea; Rich Rowe, yea; William Takacs, yea; and Diana Talmage, yea (9). During the executive session, Mr. Takacs withdrew during the discussion on bargaining strategy with respect to the Owens Faculty Association due to a conflict of interest.

Upon return from executive session, roll call was taken, and the following members were present: John Ault, David Habegger, Allan Libbe, Ronald McMaster, R J Molter, John Moore, Rich Rowe, and William Takacs (8).

REGULAR REPORTS

Financial Statements – Ms. Laurie Sabin, Assistant Treasurer, presented the financial statements. Chair Moore directed that the financial statements for the period ending July 31, 2009, 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 Executive Vice President/Provost, Executive Vice President for Business Affairs/Chief Financial Officer, Executive Director of College Development and Interim Executive Dean of the Findlay Campus. Chair Moore directed that the monthly reports be accepted and filed as submitted.

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

APPENDIX I
SUPPLEMENTAL CANDIDATES FOR SUMMER 2009 GRADUATION

SCHOOL OF ARTS AND SCIENCES

CAMPUS

Associate Degree of Arts

Liberal Arts General Concentration

Aaron M Dalley

Toledo

SCHOOL OF PUBLIC SAFETY AND EMERGENCY PREPAREDNESS

Associate Degree of Applied Science

Criminal Justice Technology

Tyler S Hochstetler

Findlay

SCHOOL OF HEALTH SCIENCES

Associate Degree of Applied Science

Occupational Therapy Assistant

Richard Ross Opfer

Toledo

Physical Therapist Assistant

Robert Paul Jahns

Toledo

APPENDIX II
ACADEMIC CALENDAR

Summer Semester 2010

Monday, May 24, 2010	First 5 week session and 10 week sessions begin
Monday, May 31, 2010	Holiday – College Closed
Tuesday, June 1, 2010	8 week session begins
Thursday, June 24, 2010	First 5 week session ends
Monday, June 28, 2010	Second 5 week session begins
Monday, July 5, 2010	Holiday – College Closed
Thursday, July 22, 2010	8 week session ends
Thursday, July 29, 2010	Second 5 week and 10 week sessions end
Tuesday, August 3, 2010	Grades are due at 1:00 p.m.

Fall Semester 2010

Monday, August 9, 2010	Faculty and Staff Return
Monday, August 16, 2010	Fall classes begin
Friday, August 20, 2010	Weekend College begins
Friday, September 3-	
Sunday, September 5, 2010	No Weekend College (5:00 p.m. Friday-Sunday)
Saturday, September 4 -	
Monday, September 6, 2010	Holiday – College Closed
Tuesday, November 23, 2010	No Classes – College open
Wednesday, November 24 –	
Sunday, November 28, 2010	Holiday – College Closed / No Weekend College
Friday, December 3, 2010	Last day of classes
Sunday, December 5, 2010	Last day of Weekend College classes
Monday, December 6 –	
Friday, December 10, 2010	Final Exam Week
Tuesday, December 14, 2010	Grades are due at 1:00 p.m.
Tuesday, December 14, 2010	Last Faculty Duty Day
Friday, December 24, 2010 –	
Sunday, January 2, 2011	Holiday – College Closed

Spring Semester 2011

Monday, January 3, 2011	Faculty and Staff Return
Monday, January 10, 2011	Spring classes begin
Friday, January 14, 2011	Weekend College begins
Monday, January 17, 2011	Holiday – College Closed
Friday, March 4 -	
Sunday, March 6, 2011	Mid-Semester Break – College Closed and
Monday, March 7 –	No Weekend College (5:00 p.m. Friday-Sunday)
Sunday, March 13, 2011	
Friday, April 29, 2011	Spring Break / No Weekend College
Sunday, May 1, 2011	Last day of classes
Monday, May 2– Friday, May 6, 2011	Last day of Weekend College classes
Friday, May 6, 2011	Final Exam Week
Tuesday, May 10, 2011	Commencement
Wednesday, May 11, 2011	Grades are due at 1:00 p.m.
	Last Faculty Duty Day

APPENDIX II
ACADEMIC CALENDAR

Summer Semester 2011

Monday, May 23, 2011	First 5 week and 10 week sessions begin
Monday, May 30, 2011	Holiday – College Closed
Tuesday, May 31, 2011	8 week session begins
Thursday, June 23, 2011	First 5 week session ends
Monday, June 27, 2011	Second 5 week session begins
Monday, July 4, 2011	Holiday – College Closed
Thursday, July 21, 2011	8 week session ends
Thursday, July 28, 2011	Second 5 week and 10 week sessions end
Tuesday, August 2, 2011	Grades are due at 1:00 p.m.

Fall Semester 2011

Monday, August 8, 2011	Faculty and Staff Return
Monday, August 15, 2011	Fall classes begin
Friday, August 19, 2011	Weekend College begins
Friday, September 2- Sunday, September 4, 2011	No Weekend College (5:00 p.m. Friday-Sunday)
Saturday, September 3- Monday, September 5, 2011	Holiday – College Closed
Tuesday, November 22, 2011	No classes – College open
Wednesday, November 23 – Sunday, November 27, 2011	Holiday – College Closed / No Weekend College
Friday, December 2, 2011	Last day of classes
Sunday, December 4, 2011	Last day of Weekend College classes
Monday, December 5 – Friday, December 9, 2011	Final Exam Week
Tuesday, December 13, 2011	Grades are due at 1:00 p.m. Last Faculty Duty Day
Friday, December 23, 2011 – January 1, 2012	Holiday – College Closed

Spring Semester 2012

Monday, January 2, 2012	Faculty and Staff Return
Monday, January 9, 2012	Spring classes begin
Friday, January 13, 2012	Weekend College classes begin
Monday, January 16, 2012	Holiday – College Closed
Friday, March 2 – Sunday, March 4, 2012	Mid-Semester Break – College Closed and No Weekend College (5:00 p.m. Friday-Sunday)
Monday, March 5 – Sunday, March 11, 2012	Spring Break / No Weekend College
Friday, April 27, 2012	Last day of classes
Sunday, April 29, 2012	Last day of Weekend College classes
Monday, April 30 – Friday, May 4, 2012	Final Exam Week
Friday, May 4, 2012	Commencement
Tuesday, May 8, 2012	Grades are due at 1:00 p.m.
Wednesday, May 9, 2012	Last Faculty Duty Day