

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 4, 2015 ~ 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 Rich Rowe 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: Srinivas Hejeebu, Ronald McMaster, Rich Rowe, Diana Talmage and Thomas Uhler (5).

Approval of the Minutes of the Board of Trustees – The minutes of the September 1, 2015 regular meeting and October 6, 2015, special meeting were provided. The Chair declared the minutes approved as circulated.

Toledo Public Schools District Superintendent Report – Dr. Romules Durant, Superintendent, Toledo Public Schools District, requested to address the Board for the purpose of sharing the collaborations and the initiatives of the Toledo Public Schools District (TPS). He recognized Dr. Steve Robinson, Vice President of Academic Affairs and the academic school deans, and the involvement of Meghan Schmidbauer, Assistant Dean, Admissions, with the Toledo Public Schools District. In response to a question from Trustee Uhler, Dr. Durant commented that students in the college credit plus program at Owens Community College are being monitored. In response to a question from Chair Rowe, Dr. Durant commented that fifth grade students are provided with a career pathway assessment, which guides conversations of parent-teacher conferences; fifth and sixth grade students are exploring career-tech programs; secondary field trips may be a consideration for the TPS business advisory committee. Dr. Durant closed his report with noting the strategic objective of providing more credentials and opportunities to graduating students.

Finance Committee Report – Mr. Uhler reported the Finance Committee met on September 17, 2015. He commented that Dave Cannon, Vice President/CFO and Treasurer, presented the financial report for the period ending August 31, 2015. He stated that Mr. Cannon has provided the members of the Finance Committee with a better understanding of the revenues and costs of the skilled trades' agreements. He commented that Mr. Cannon and the staff are reviewing auxiliary services funds and plant funds with the intention toward self-balancing revenues and expenditures in the future.

Nominating Committee Appointments – Chair Rowe appointed Mr. Nagle, Ms. Hammond and Ms. Talmage, designated as committee chair, to the Nominating Committee. In accordance with the Board of Trustees' Bylaws 3358:11-1-02 (E) (1), the Nominating Committee will develop the nominations for the officer election to be held at the February regular meeting.

President's Report – President Mike Bower presented his activity report for September and October. He commented on the educational initiatives of the Cherry Street Mission and the career services initiatives of the Ohio Department of Higher Education. He commented on the

November 5, 2015 Ohio Department of Higher Education annual trustees conference, which is focused on the report on affordability and efficiencies.

Vice President of Academic Affairs Report – Steve Robinson, Vice President of Academic Affairs, commented on the College’s acceptance into the Ohio Association of Community Colleges Student Success Leadership Institute, which will develop a cohort-based network of community college leaders engaged in structured pathway reforms aligned with the Completion by Design framework and the performance-based funding environment. The College’s participation in the institute will support and compliment college efforts in the Higher Learning Commission Completion and Persistence Academy and the Owens’ Completion Plan. He commented on section 3345.35 of the Ohio Revised Code, which requires the board of trustees of each state institution of higher education to evaluate all courses and programs based on student enrollment and performance, toward the goal of collaboration on the delivery of low enrolled courses. He noted the College has a well-developed process of course section management, which has been improved and documented in the financial recovery plan. The report due date is January 1, 2016. Dr. Robinson closed his report with noting the recommendation of a revised 2016-2018 academic calendar, which includes various start dates to create student flexibility and enhance enrollment, and it affords the opportunity to explore a “common hour” for the purpose of faculty participation in non-classroom activities.

Financial Report – Dave Cannon, Vice President/Chief Financial Officer, presented the financial statements for the period ending September 30, 2015. He noted the time dedicated toward reviewing department-level expenditure detail to develop the expanded financial statements. A column for grant activities is included for improved monitoring, including the Federal Pell Grant. He commented on the expenditure trend, which is below the year-to-date budget projection. At the conclusion of the report, Chair Rowe accepted the submitted financial statements.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTIONS 2015-11-04-01 & 06

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: Kore Bitner
ADDRESS: Napoleon, OH
EDUCATION: Graduate of Bristol High School
EXPERIENCE: Seven years of experience answering multiple phone line
ASSIGNMENT: Dispatcher

NAME: Laura Bollman
ADDRESS: Findlay, OH
EDUCATION: Master of Library and Information Science, with a major in Health and E-Science, from Wayne State University; Bachelor of Arts, with a major in Political Science and History, from Western Michigan University
EXPERIENCE: Two years of experience working in a library
ASSIGNMENT: Librarian (Findlay)

NAME: Patricia Donnelly
ADDRESS: Toledo, OH
EDUCATION: Master of Education, with a major in College Counseling and Student Personnel Administration, from the University of Delaware; Bachelor of Arts, with a major in English Literature, from the University of Delaware
EXPERIENCE: Eight years of experience working in higher education
ASSIGNMENT: Advocate, Senior (Findlay)

NAME: Daniel Downes
ADDRESS: Oregon, OH
EDUCATION: Master of Education, with a major in Higher Education and Student Affairs, from the University of Toledo; Bachelor of Business Administration, with a major in Marketing from the University of Toledo
EXPERIENCE: Six years of experience working in higher education
ASSIGNMENT: Coordinator, Student Activities and Career Engagement (Partially Grant-Funded)

NAME: Edward Fifer
ADDRESS: Toledo, OH
EDUCATION: Certificate in Cisco Certified Network Associate, from Cisco Academy
EXPERIENCE: Five years of experience working in a complex network environment
ASSIGNMENT: Network Engineer, Senior

NAME: Angela Gasiorowski
ADDRESS: Toledo, OH
EDUCATION: Graduate with General Education Development (GED)
EXPERIENCE: Three years of experience working as a dispatcher
ASSIGNMENT: Dispatcher

NAME: Amber Gonzales
ADDRESS: Findlay, OH
EDUCATION: Associate of Applied Science, with a major in Early Childhood Educational Technology, from Owens Community College
EXPERIENCE: One year of experience teaching young children
ASSIGNMENT: Teacher, Child Care Center (Findlay)

NAME: Daniel Gross
ADDRESS: Oregon, OH
EDUCATION: Bachelor of Business Administration, with a major in marketing, from the University of Toledo; Career and Technical Teacher Education Professional License in Automotive Technology, from the University of Toledo
EXPERIENCE: Thirty-nine years of experience working in the automotive field
ASSIGNMENT: Lab Technician, Transportation Technologies Program

NAME: Shawn Gurzynski
ADDRESS: Toledo, OH
EDUCATION: Bachelor of Business Administration, with a major in Information Systems and Operations Management, from the University of Toledo
EXPERIENCE: Fourteen years of experience in application programming.
ASSIGNMENT: Applications Systems Analyst

NAME: Valerie Heslet
ADDRESS: Delta, OH
EDUCATION: Graduate of Sylvania High School
EXPERIENCE: Sixteen years of experience with collections
ASSIGNMENT: Specialist, Collections

NAME: Mark King
ADDRESS: Toledo, OH
EDUCATION: Graduate of St. Paul's High School; Ohio Police Officer Training Academy Basic Unit Instructor; Ohio Police Officer Training Academy Requalification Certificate; American Healthcare Academy Heartsaver First Aid/AED/CPR and TASER Master Instructor
EXPERIENCE: Thirty-three years of experience as a law enforcement officer and management experience
ASSIGNMENT: Chair, Criminal Justice and Emergency Services

NAME: Shane ONeil
ADDRESS: Lambertville, MI
EDUCATION: Graduate of Bedford High School
EXPERIENCE: Seven years of experience with telecommunications
ASSIGNMENT: Specialist, Telecommunications/ID System

NAME: Jodi Nichpor
ADDRESS: Perrysburg, OH
EDUCATION: Graduate of Northwood High School
EXPERIENCE: Ten years of customer service and data entry experience
ASSIGNMENT: Records Specialist, Workforce and Community Services

RESOLUTIONS 2015-11-04-02 & 07

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>
Luis Munguia	Sergeant
Ernest Shiffler	Sergeant
Heidi Altomare	Director, Grants (Partially Grant-Funded)
Tracy Campbell	Chair, Transportation Technologies
MaryBeth McCreery	Project Manager, Ohio TechNet Consortium (Grant-Funded)
Roberta Montrie	Secretary, Teacher Education and Social Work

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

Academic Calendar:

RESOLUTION 2015-11-04-03

BE IT HEREBY RESOLVED that the recommendation of the President to rescind Resolution 2015-08-04-03 and to adopt the 2016-2018 academic calendar, be approved by the Board of Trustees.

Summer Semester 2016

May 16 ~ Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)
May 30 ~ Holiday ~ College closed
July 4 ~ Holiday ~ College closed
August 7 ~ Last day of classes

Fall Semester 2016

August 22 ~ Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)
September 2-4 ~ No weekend classes
September 5 ~ Holiday ~ College closed
November 11 ~ Holiday ~ College closed
November 23-27 ~ Holiday ~ College closed
December 4 ~ Last day of classes
December 5-8 ~ Final exam week
December 9 ~ Commencement
December 23 – January 2, 2017 ~ College closed ~ Holiday break

Spring Semester 2017

January 9 ~ Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)
January 16 ~ Holiday ~ College closed
March 6-12 ~ Spring break ~ No classes (no weekend classes*)
April 30 ~ Last day of classes
May 1-4 ~ Final exam week
May 5 ~ Commencement

Summer Semester 2017

May 15 ~ Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)
May 29 ~ Holiday ~ College closed
July 4 ~ Holiday ~ College closed
August 6 ~ Last day of classes

Fall Semester 2017

August 21 ~ Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)
September 1-3 – No weekend classes*
September 4 ~ Holiday ~ College closed
November 10-11 ~ Holiday ~ College closed
November 22-26 ~ Holiday ~ College closed
December 3 ~ Last day of classes
December 4-7 ~ Final exam week
December 8 ~ Commencement
December 22-January 1, 2018 ~ College closed ~ Holiday break

Spring Semester 2018

January 8 ~ Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)
January 15 ~ Holiday ~ College closed
March 5-11 ~ Spring Break ~ No classes (no weekend classes*)
April 29 ~ Last day of classes
April 30-May 3 ~ Final exam week
May 4 ~ Commencement

* Weekend classes include Friday evening, Saturday and Sunday classes

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

Facilities/Capital Improvements:

RESOLUTION 2015-11-04-04

NOW, THEREFORE, BE IT HEREBY RESOLVED in accordance with the intent of the 3358:11-4-12 Purchasing Policy and the 3358:11-1-12 Financial Standards Policy, that the granting of prior authorization to the President and Treasurer, when time is of the essence and when in the College’s best interest, to negotiate and execute an agreement or purchase order for utilities (natural gas, electricity or water), contingent upon prior review by Legal Services and the certification of funds by the Treasurer, be approved by the Board of Trustees.

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

RESOLUTION 2015-11-04-05

WHEREAS, Ohio’s public colleges may submit six-year capital plans for consideration of the Higher Education Capital Funding Commission for the State of Ohio capital budget process; and,

WHEREAS, the President and the Treasurer recommend the Owens Community College Request for Capital Improvements, which is intended to support instructional and student service needs for students preparing for their futures and to realize energy efficiencies;

BE IT HEREBY RESOLVED that the Request for Capital Improvements for the six-year period of fiscal year 2017 through fiscal year 2022 to the Department of Higher Education, be approved by the Board of Trustees.

Table 1 – Summary of the Six Year Request for Capital Improvements

Priority	Capital Project	Estimate Cost
FY 2017 - FY 2018		
1	Basic Renovation *	\$4,270,000
2	College Hall Phase 1 (Student Services)	\$7,200,000
3	Kingsley Hall (Veteran's Center) 2nd floor	\$500,000
4	College Hall Phase 2 (Ancillary Student Support/Academic Support)	\$5,300,000
FY 2017-FY 2018 Biennium Total		\$17,270,000
FY 2019 - FY 2020		
1	Basic Renovation **	\$2,500,000
2	South Campus site renovation	\$750,000
3	West Campus zoned energy efficient heating and cooling infrastructure	\$2,500,000
FY 2019-FY 2020 Biennium Total		\$5,750,000
FY 2021 - FY 2022		
1	Basic Renovation **	\$2,500,000
2	High Bay Renovation Project	\$7,800,000
3	Alumni Hall Renovation Project	\$1,950,000
FY 2021-FY 2022 Biennium Total		\$12,250,000
Six Year Plan Total		\$35,270,000

Table 2 – Priority Order of Basic Renovations Projects for FY 2017 to FY 2018

*FY 2017-FY 2018 Basic Renovation Projects (Priority Order)	COSTS
Heritage Hall chillers and boilers basic renovation	\$500,000
Pedestrian bridges basic renovation	\$400,000
Findlay Campus east parking lot drainage and basic renovation	\$150,000
College Hall exterior tuck pointing and sealing basic renovation	\$300,000
Administration Hall water infiltration basic renovation	\$1,200,000
Transportation Tech building and site basic renovation	\$300,000
South Campus high voltage switch gear upgrade basic renovation	\$750,000
AVCC classroom basic renovation	\$250,000
Facility Services final phase basic renovation	\$250,000
Alumni Hall HVAC basic renovation	\$150,000
Health Technologies #409 split system basic renovation	\$20,000
TOTAL	\$4,270,000

Dr. McMaster made a motion to approve the resolution, 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 2015-11-04-08

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

EXECUTIVE SESSION

Chair Rowe announced an executive session for discussion of pending or imminent litigation, collective bargaining and for a status report for the sale of property. Dr. McMaster 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: Srinivas Hejeebu, yea; Ronald McMaster, yea; Rich Rowe, yea; Diana Talmage, yea; and, Thomas Uhler, yea (5).

Upon return from executive session, roll call was taken and the following members were present: Srinivas Hejeebu, Ronald McMaster, Rich Rowe, Diana Talmage and Thomas Uhler (5).

Statements and Comments by Members of the Board of Trustees – Chair Rowe commented on an office available for trustees’ use in the President’s Office. Chair Rowe commented on gathering trustees’ availability for scheduling the spring working retreat; the Board Secretary will follow up. Trustee Uhler commented on meeting the Veteran Services staff who are very motivated to improve services to students. He provided comments and suggestions with respect to the website, Findlay Campus, military-friendly schools designation, application fee and student health and fitness facilities. He requested veterans services information be included in the regular monthly reports to the Board of Trustees.

REGULAR REPORTS

Monthly Reports to the Board of Trustees – Members of the Board of Trustees were issued monthly reports from Academic Affairs, Business Affairs, Owens Foundation and Student Services.

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