

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 5, 2017 ~ 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 12:32 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, Jason Johnson, Deborah Knight, Ronald McMaster, Edwin Nagle, Rich Rowe, and Diana Talmage (8).

Approval of the Minutes of the Board of Trustees – The minutes of the November 2, 2017 special meeting and the November 8, 2017 regular meeting were provided. The Chair declared the minutes approved as written.

President Search Ad Hoc Committee Report – Chair Talmage reported that the President Search Ad Hoc Committee met on November 16, 2017 and November 30, 2017. She noted that the Diversified Search consultants utilized stakeholder feedback to draft a position description and the position advertisement will be posted in mid-December.

Finance Committee Report – Mr. Rowe reported the Board's Finance Committee met on December 4, 2017, and held an audit conference with auditors Clark Schaefer and Hackett. He commented that the auditors provided a "clean" unmodified opinion on the Fiscal Year 2017 financial statements, and noted that there were no material weaknesses and no significant deficiencies in internal control; no material instances of noncompliance; and a "clean" opinion was provided for the College's federal financial aid program. Mr. Rowe commented that the auditors developed a formula to track the overall financial health based on the College's total revenues divided by total expenses; the College has demonstrated continued financial improvement for five fiscal years (2013-2017). He noted that the auditors commented on the preparation and the helpfulness of the staff members of Business Affairs and Financial Aid, which provided a smooth and efficient process for the audit. Mr. Rowe commented that the audit was certified by the Auditor of State and was posted on the Ohio Auditor of State's website.

Interim President's Report – Interim President Steve Robinson provided his activity report for November. He presented a slideshow of the Help Portrait event at the Downtown Learning Center, December 2, 2017, which is an international community movement for photographers and stylists to share and give of their talents to those in need. He acknowledged a donation from Hart Associates for the event, and he recognized the Owens team of students and staff. Dr. Robinson commented on an opioid crisis presentation from Wood County Sheriff Mark Wasylyshyn provided to employees on November 28, 2017. Dr. Robinson shared that a reverse transfer associate degree will be awarded to Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, at the December Commencement Ceremony, to demonstrate the value of an associate degree. At Chair Talmage's invitation, Dr. Robinson presented the following recognition.

Recognition of Owens Express Volleyball Team:

RESOLUTION 2017-12-05-01

WHEREAS, the Owens Express volleyball team exemplifies the athletic department's core values of academic excellence, athletic intensity in competing at their highest level, and social responsibility through community engagement; and

WHEREAS, Interim President Steve Robinson recommends the recognition of the Owens Express volleyball team for their Fall Semester 2017 winning records of 16-0 conference and 40-1 overall season, and as the national runner up in the National Junior College Athletic Association Division II level, which is the team's highest finish; and

WHEREAS, the sophomore class finishes with a combined two-year record of 81-6, and they captured two Ohio Community College Athletic Conference league titles and won two district championships in the Region XII District F tournament;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees proudly recognizes and applauds the student athletes of the Owens Express volleyball team for their achievements, as represented by their outstanding records and exemplary representation of Owens Community College in academic excellence, athletic intensity and social responsibility;

BE IT FURTHER RESOLVED that it is now appropriate for the student athletes, coaches athletic director and staff to stand and be recognized. ***Congratulations!!***

Dr. Robinson read the recognition aloud. Ms. Hammond made a motion to approve the recognition, which was seconded by Mr. Rowe. Ms. Hammond commented on sharing the journey and expressed the Board's pride of the team with a small token. Following a voice vote, the motion was adopted. The student athletes and coaches were introduced, and Chair Talmage presented a certified resolution to the team. A photograph was taken of the team with the members of the Board of Trustees.

Academic Affairs Report – Denise Smith, Interim Provost/Vice President of Academic Affairs, provided the 88 percent pass rate of the Owens health information technology graduates, who passed the registered health information technician certification exam on the first attempt, as compared to the national average pass rate of 70 percent. She shared that the College's John Deere program accreditation improved to the platinum level, the highest level of accreditation with the John Deere College of Tomorrow that rated instructor development, internships, advisory board, processes, scholarships, student retention and safety. The platinum award provides additional scholarships, faculty development and bragging rights. She recognized the program faculty, chair and dean of the School of STEM, for their work and relationship with John Deere.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, provided updates from Counseling Services and the Disability Resource Center, which included new names and locations to better support students. Additionally, she commented that the State is reviewing proposed changes for the College Credit Plus program with respect to House Bill 49 on student eligibility; the Ohio Association of Community Colleges is working closely with the Chancellor, Ohio Department of Higher Education. She closed her report with a Commencement update of 464 students eligible for graduation, which included 90 honor students and 14 veterans, and she gave a brief biography of the Class Representative.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, reviewed the financial statements for the period ending October 31, 2017. He commented that the Fiscal Year 2018 projections were showing a year-end net gain of nearly \$3.3 million, and the projected operating loss after depreciation was (\$1.4 million). The change from September was \$17,000. He also reviewed the cash position and investments. Mr. Ganues shared a notification from the Ohio Department of Higher Education of a true-up reduction in the State Share of Instruction for Fiscal Year 2018. He also commented that a capital reappropriation request was submitted to the State of Ohio for Fiscal Year 2018. Additionally, Mr. Ganues noted that the College’s request for capital funds was forwarded to the State of Ohio, and the Ohio Association of Community Colleges is working closely with the Governor’s Office on alignment with the State’s capital priorities of space utilization. The Board Chair accepted the financial statements, as submitted for the period ending, October 31, 2017.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2017-12-05-02 & 09

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

NAME: Elizabeth Kutschbach
 ADDRESS: Findlay, OH
 EDUCATION: Associate of Applied Science, with a major in Early Childhood Education Technology, from Owens Community College
 EXPERIENCE: Eight years of experience teaching children
 ASSIGNMENT: Teacher, Child Care Center (Findlay)

NAME: Michael Martin
 ADDRESS: Rossford, OH
 EDUCATION: Graduate of Toledo Technology Academy
 EXPERIENCE: One year of customer service and office experience and five years of Veteran experience
 ASSIGNMENT: Processor, Veterans Services

NAME: Brandi Smith
 ADDRESS: Findlay, OH
 EDUCATION: Bachelor of Arts, with a major in Organizational Management, from Bluffton University; Associate of Applied Science, with a major in Healthcare Management and Construction Science, from the Community College of the Air Force
 EXPERIENCE: Sixteen years of customer service, and skilled trade’s experience
 ASSIGNMENT: Representative, Business Development

Dr. Hejeebu made a motion to approve the employment recommendations, which was seconded by Ms. Knight. Following a voice vote, the motion was adopted.

Report of Monthly Budget Transfers for Board Approval:

RESOLUTION 2017-12-05-03

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

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

RESOLUTION 2017-12-05-04

BE IT HEREBY RESOLVED that the report(s) of purchase requisitions, orders, or expenditures, \$50,000 or more, in accordance with the 3358:11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

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

Conferral of Honorary Degree:

RESOLUTION 2017-12-05-05

WHEREAS, Jack Hershey, President & Chief Executive Officer, Ohio Association of Community Colleges, has graciously agreed to be the keynote speaker of the 37th Fall Commencement Ceremony of Owens Community College; and

WHEREAS, Mr. Hershey is dedicated to the advancement and implementation of sound policy and initiatives to ensure the success of more than 300,000 community college students in Ohio through his advocacy with the Ohio Association of Community Colleges;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to confer an Honorary Associate of Arts – Political Science Concentration to Jack Hershey at the December 8, 2017, Commencement Ceremony as an expression of the College's appreciation, be approved by the Board of Trustees.

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

Candidates for Graduation:

RESOLUTION 2017-12-05-06

WHEREAS, pursuant to paragraph (G) of Ohio Revised Code 3358.08, the Owens Community College Board of Trustees has the power and duty to grant appropriate associate degrees and certificates of achievement to students successfully completing programs of the state community college; and

WHEREAS, pursuant to 3358:11-2-51 Graduation Requirements Policy, a student is eligible to become a candidate for an associate degree or a certificate when the student has completed all requirements; and

WHEREAS, the Board of Trustees has delegated and vested the President/Chief Executive Officer with the ability to confer associate degrees and certificates to candidates who meet all necessary requirements for graduation; and

WHEREAS, there are an estimated 453 candidates for associate degrees who may participate in the Commencement Ceremony on Friday, December 8, 2017;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves candidates who have completed the requirements for their respective degrees and certificates, effective Summer Semester 2017 and Fall Semester 2017.

Mr. Nagle made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

College Credit Plus - Tuition Waiver Recommendation:

RESOLUTION 2017-12-05-07

SYNOPSIS: Contingent upon the approval of the Chancellor, Ohio Department of Higher Education, and the Owens Community College Board of Trustees, the Interim President recommends a tuition waiver and a reduction in tuition for the academic year 2018-2019 to eligible Ohio non-public or home-schooled students (enrolled in grades 7-12) who apply to participate in Ohio's College Credit Plus (CCP) program, but who were not funded due to the State's limited funding of this program.

Directive 2009-011 established procedures for institutions requesting the Chancellor's approval of tuition waivers. The College's proposal is to offer a reduced tuition rate, which is equal to the rate of \$41.64 per credit hour approved within the College Credit Plus program for the 2018-2019 academic year.

The purpose of the tuition waiver for the unfunded College Credit Plus students is two-fold:

1) It serves the mission of offering an affordable means to the communities' engaged early learners; and, 2) It supports the State's goals of reducing the cost of college to students; to reduce the time to attain a degree and to create seamless academic pathways for students.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees authorizes:

- (A) A tuition waiver for the unfunded College Credit Plus students who enroll at Owens Community College for the 2018-2019 academic year, subject to the approval of the Chancellor, Ohio Department of Higher Education; and,
- (B) The Interim President to submit the tuition waiver request to the Ohio Department of Higher Education.

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

College Credit Plus – Academic Year 2018-2019:

RESOLUTION 2017-12-05-08

SYNOPSIS: Ohio Administrative Code 3333-1-65.6 Funding, established procedures for institutions participating in an alternative funding structure agreement for the College Credit Plus program. Specifically, OAC 3333-1-65.6 (B)(1)(g) states that each year such an agreement must have an attached letter indicating that the institution's board of trustees' has authorized the terms of the alternative payment structure agreement.

WHEREAS, Owens Community College defines the per credit hour rate as the default floor rate, as defined in Ohio Revised Code 3365.01, which has been identified as \$41.64 for academic year 2018-2019;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees authorizes the terms of an alternative payment structure agreement for the College Credit Plus program for the 2018-2019 academic year for the applicable default amount(s) prescribed, depending upon the method of delivery and instruction.

Mr. Nagle made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

EXECUTIVE SESSION

Chair Talmage announced an executive session for the discussion of pending or imminent litigation and collective bargaining. Ms. Knight made a motion to adjourn to executive session as specified. Dr. McMaster seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Jason Johnson, yea; Deborah Knight, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; and, Diana Talmage, yea (8).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Deborah Knight, Ronald McMaster, Edwin Nagle, Rich Rowe, and Diana Talmage (8).

STATEMENTS AND COMMENTS

Ms. Hammond recognized the faculty and staff in the College's community engagement, while acknowledging the challenge and success of team engagement.

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, Findlay Campus and Marketing/Communications.

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