

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 11, 2012 ~ 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 12:35 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: Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (5).

**Welcome** – Chair Talmage welcomed Dr. McMaster's reappointment to the Board of Trustees for a six-year term ending on September 21, 2018. Chair Talmage welcomed Dr. Ron Abrams, President, Ohio Association of Community Colleges, to the meeting.

**Approval of the Minutes of the Board of Trustees** – The minutes of the November 7, 2012, regular meeting were reviewed. The Chair declared the minutes approved as written.

**Finance Committee Report** – Mr. Rowe reported that the Finance Committee met on November 9, 2012, for an audit conference in accordance with Ohio Revised Code Section 121.11 with the College's independent auditors, Plante Moran. He announced that the College's fiscal year 2012 audit has been submitted to the State Auditor's office for approval. The auditors have provided an unqualified opinion with no exceptions, which is the highest level of an audit review. He commented that as expected the audit noted the College's decrease in revenue due to enrollment, changes in federal financial aid, the end of the federal stimulus funding and no capital appropriation from the State for 2011-2012.

**Adjustment of Agenda** – Chair Talmage made adjustments to the agenda.

**Commendation of Express Volleyball Team:**

RESOLUTION 2012-12-11-01

WHEREAS, the Board of Trustees supports and honors the 140 Owens Community College student-athletes, as the College's athletic program provides lessons in leadership, teamwork and the pursuit of excellence; and

WHEREAS, the Board of Trustees recognizes the Owens Express Volleyball Team for their talent, dedication and winning record (37-11), including capturing their 13<sup>th</sup> conference title in the Ohio Community College Athletic Association; for placing 4<sup>th</sup> in the national championship tournament; and ranking 17<sup>th</sup> in the National Junior College Athletic Association Division II; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees proudly commends the student-athletes and coaches of the Owens Express Volleyball Team for their successful season, as represented by their wins and their College spirit;

BE IT FURTHER RESOLVED that it is now appropriate for the coaches, staff and student-athletes to stand and be recognized.

President Bower read the commendation aloud. Mr. Nagle made a motion to approve the resolution, which was seconded by Mr. Uhler. Following a voice vote, the motion was adopted. Chair Talmage presented a plaque to Coach Sonny Lewis and the team. Rudy Yovich, Director, Athletics, introduced the coaches and Coach Lewis introduced the members of the volleyball team.

**President's Report** – President Mike Bower presented his activity report for November and December. He commented on a tour of the Millstream Career Center in Findlay, with Dean Wittwer, Superintendent of Findlay City Schools. This is a benchmark facility and has many opportunities for collaboration. He commented on the academic success of the students. At President Bower's invitation, David Matheny, Co-Interim Chair/Assistant Professor, Transportation Technologies, commented on the opportunities for expanding the automotive technology program and enhancing dual enrollment. President Bower closed his report with his final comments on performance funding, the November 13, 2012, Complete College Ohio Conference and the Ohio Higher Education Funding Commission Report that was introduced by Governor Kasich and college presidents on November 30, 2012. He commented on the importance of retaining students through to graduation.

**Facilities/Capital Improvements and State Funding Report** – John Satkowski, Vice President, Finance and Administration/CFO, reported that the bid process for Heritage Hall renovations will be initiated in 2013 and that timing will be important for this project. The bids are being reviewed for the expansion of the high bay space in Transportation Technologies. He commented on the Ohio Higher Education Funding Commission Report and recommendations for the State Share of Instruction for Ohio's 2014-2015 biennial state budget. The report emphasizes completion in the areas of courses, certificates and degrees. It de-emphasizes enrollment as the primary driver for the distribution of the State Share of Instruction to Ohio's public colleges. He stated that the recommendation retains a separate funding allocation for the two-year college and four-year university sectors in recognition of the different missions.

**Vice President's/Provost Report** – Denise Smith, Interim Associate Vice Provost, Academic Services, presented the Provost's report on behalf of Dr. Renay Scott, Vice President/Provost. She provided a Fall Semester 2012 enrollment report and noted that headcount was less than 1 percent below Fall Semester 2011 and that the College is on target to meet the annualized fulltime equivalent for budgetary purposes. Students continue to register for Spring Semester classes that will begin on January 7, 2013. The students who are Owens Civic Ambassadors of the grant-funded Connect to Complete program are hosting a meeting to share their experiences in working with students in developmental education and connecting them with their communities. The Honors Program is in the process of finalizing a site visit from the National Collegiate Honors Council expected to occur in March. She closed her report by noting that the University of Toledo College of Languages, Literature and Social Sciences has launched the Community College Connection 2+2 program, which enables eligible Owens students to transfer with a course-for-course match. The partnership will provide the College with the ability to track student progress and reverse articulation for students to achieve their associate degree after transfer.

**Report on Open Positions** – Jack Witt, Vice President, Human Resources, presented the open positions report, and he commented that it reflects two new positions and thirteen replacement positions in various stages of the search process. Seven employment recommendations are being made during today's meeting.

**Ohio Association of Community Colleges Report** – Dr. Ron Abrams, President, Ohio Association of Community Colleges, commented on the community college mission of student success and access. He noted that this is a unique time in Ohio, as Governor Kasich requested assistance from the college and university presidents to help solve the challenges in higher education and to be responsible in leading its own future.

### **EXECUTIVE SESSION**

Chair Talmage announced an executive session for discussion of pending or imminent litigation with general counsel and for matters of attorney-client privilege, property, personnel contracts of individuals and collective bargaining. Dr. McMaster 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: Ronald McMaster, yea; Edwin Nagle, 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: Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (5).

### **RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES**

#### **Resignations, Terminations and Leaves of Absence for Non-Bargaining Unit Personnel:**

##### RESOLUTION 2012-12-11-02

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Laurie Fathe, Dean, School of Arts and Sciences, effective November 30, 2012, for personal reasons be approved by the Board of Trustees.

##### RESOLUTION 2012-12-11-10

BE IT HEREBY RESOLVED that the recommendation of the President to accept the separation of Mary Cole, Assistant Director, Center for Teaching and Learning, effective January 4, 2013, for restructure be approved by the Board of Trustees.

##### RESOLUTION 2012-12-11-11

BE IT HEREBY RESOLVED that the recommendation of the President to accept the separation of James Trumm, Manager, Learning Support Services, effective January 4, 2013, for restructure be approved by the Board of Trustees.

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

#### **Resignations, Terminations and Leaves of Absence for Bargaining Unit Personnel:**

##### RESOLUTION 2012-12-11-12

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Beth Rice, Teacher, Child Care Center (Pre-School), effective November 30, 2012, for personal reasons be approved by the Board of Trustees.

##### RESOLUTION 2012-12-11-13

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Regina Silletti, Professor, Social and Behavioral Sciences, effective May 8, 2013, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2012-12-11-14

BE IT HEREBY RESOLVED that the recommendation of the President to accept the disability retirement of Barry Tidd, Security Dispatch (Findlay), effective April 26, 2012, be approved by the Board of Trustees.

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

**Employment of Non-Bargaining Unit Personnel:**

RESOLUTION 2012-12-11-03

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: Kimberly Helton  
ADDRESS: Holland, OH  
EDUCATION: Associate of Applied Business, with a major in Office Administration Technology, from Owens Community College  
EXPERIENCE: Ten years experience as an administrative assistant  
ASSIGNMENT: Administrative Assistant to the Chief Information Officer

NAME: Carrie Schonter-Cherry  
ADDRESS: Toledo, OH  
EDUCATION: Master of Education, with a major in Higher Education Administration, from the University of Toledo; Bachelor of Arts, with a major in Telecommunications, from Eastern Michigan University  
EXPERIENCE: Experience working with diverse student and at-risk student populations  
ASSIGNMENT: Specialist, Upward Bound (Grant-funded)

NAME: Jill Souza  
ADDRESS: Maumee, OH  
EDUCATION: Bachelor of Arts, with a major in English, from Lourdes University  
EXPERIENCE: Five years teaching experience  
ASSIGNMENT: Manager, ABLE\* Program (Grant-funded)

NAME: Melanie Weil  
ADDRESS: Sylvania, OH  
EDUCATION: Bachelor of Arts, with a major in History, from Mills College  
EXPERIENCE: Two years experience working as an office manager for the ABLE\* Program at Owens Community College  
ASSIGNMENT: Office Manager, ABLE\* Program (Grant-funded)

NAME: Edward Wenger  
ADDRESS: Toledo, OH  
EDUCATION: Associate of Applied Business, with a major in Hospitality Management, from Owens Community College  
EXPERIENCE: Nine years experience with office administration and customer service  
ASSIGNMENT: Specialist, Testing Services

\*ABLE – Adult Basic and Literacy Education

RESOLUTION 2012-12-11-15

BE IT HEREBY RESOLVED that the recommendation of the President to revise the assignments, on the basis indicated below, be approved by the Board of Trustees:

<u>NAME</u>	<u>ASSIGNMENT</u>
Elizabeth Boggia	Articulation Information Systems Administrator
Gary Corrigan	Market Analyst
Jill Gentry	Articulation Information Systems Administrator
Elaine Shafer	Advisor, International Students

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

**Employment of Bargaining Unit Personnel:**

RESOLUTION 2012-12-11-04

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: Stephen Firlik  
ADDRESS: Perrysburg, OH  
EDUCATION: Master of Arts, with a major in Mathematics, from the University of Toledo;  
Master of Arts, with a major in Economics, from the University of Toledo;  
Bachelor of Arts, with a major in Mathematics, from Western Michigan University  
EXPERIENCE: Two years teaching experience  
ASSIGNMENT: Instructor, Mathematics (Findlay)

NAME: Marcia Grizzard  
ADDRESS: Grand Rapids, OH  
EDUCATION: Master of Science in Nursing, with a major in Nursing Education, from Lourdes University; Bachelor of Science, with a major in Nursing, from Bowling Green State University  
EXPERIENCE: Ten years experience as a clinical teaching assistant at Owens Community College  
ASSIGNMENT: Clinical Teaching Faculty, Nursing

NAME: Tiffany Ludwig  
ADDRESS: Millbury, OH  
EDUCATION: Master of Science in Nursing, with a major in Education, from Spring Arbor University; Bachelor of Science in Nursing, with a major in Nursing in Management/Leadership, from Spring Arbor University  
EXPERIENCE: Two years experience as a clinical instructor  
ASSIGNMENT: Clinical Teaching Faculty, Nursing

NAME: Hannah Rogers  
ADDRESS: Nancy, KY  
EDUCATION: Master of Science, with a major in Library Information Science, from University of Kentucky; Bachelor of Arts, with a major in English, from University of Kentucky; Bachelor of Arts, with a major in History, from University of Kentucky  
EXPERIENCE: Two years experience in system administration level operation and support of learning management system  
ASSIGNMENT: Instructional Systems Support Coordinator

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

**Individual Personnel Action – Owens Faculty Association:**

RESOLUTION 2012-12-11-05

BE IT HEREBY RESOLVED that the recommendation of the President to award tenure, effective January 1, 2013, to the members of the faculty listed below be approved by the Board of Trustees.

<u>NAME</u>	<u>RANK</u>
Ryan Grant	Instructor
Marian Moore	Assistant Professor (Findlay)
Margaret Parker	Assistant Professor

Dr. McMaster made a motion to approve the resolution, which was seconded by Mr. Nagle. In response to a question, Mr. Witt provided an explanation of tenure and the application of tenure in accordance with the bargaining agreement. Following a voice vote, the motion was adopted.

**Candidates for Graduation:**

RESOLUTION 2012-12-11-06

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 538 candidates for associate degrees who may participate in the Commencement Ceremony on Friday, December 14, 2012;

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 2012 and Fall Semester 2012.

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

**Conferral of Honorary Degree:**

RESOLUTION 2012-12-11-07

WHEREAS, Katherine Fell, Ph.D., President of The University of Findlay, has graciously agreed to be the keynote speaker of the 32<sup>nd</sup> Fall Commencement Ceremony of Owens Community College; and

WHEREAS, Dr. Fell is committed to improving the community and advancing higher learning through her leadership at The University of Findlay and the vision of developing students who are knowledgeable, creative, ethical and compassionate leaders in a global environment;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to confer an Honorary Associate of Applied Business in Organizational Leadership to Katherine Fell at the December 14, 2012, Commencement Ceremony as an expression of the College's appreciation, be approved by the Board of Trustees.

Mr. Rowe made a motion to approve the resolution, which was seconded by Dr. McMaster. President Bower commented on President Fell as the keynote speaker and on the partnership that the College has with the University of Findlay. Following a voice vote, the motion was adopted.

**Policy Recommendations:**

RESOLUTION 2012-12-11-08

WHEREAS, the Board of Trustees previously adopted 3358:11-5-11 Resignation Policy and 3358:11-5-48 Owens Community College 401(a) Special Pay Plan Policy; and

WHEREAS, the Vice President, Human Resources, reviews employment policies routinely and has recommended the amendment of 3358:11-5-11 Resignation Policy and the rescission of 3358:11-5-48 Owens Community College 401(a) Special Pay Plan Policy to align with current practices; and

WHEREAS, the President concurs and recommends the amendment and the rescission of said policies;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-5-11 Resignation Policy (Appendix I) and rescinds 3358:11-5-48 Owens Community College 401(a) Special Pay Plan Policy (Appendix II);

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

Mr. Uhler made a motion to approve the resolution, which was seconded by Mr. Nagle. In response to a question, Mr. Witt provided an explanation of sick leave payout based on the 11-5-32 Retirement Plan policy. Following a voice vote, the motion was adopted.

**Non-Bargaining Unit Staff Compensation and Benefits:**

RESOLUTION 2012-12-11-09

SYNOPSIS: In order to offset an increase in employee contributions to health care benefits, a recommendation is being made for adjustments to compensation for non-bargaining unit, full-time

exempt and non-exempt staff, and part-time staff effective January 1, 2013. This recommendation parallels adjustments provided under collective bargaining agreements.

WHEREAS, the President recommends adjustments to the health (medical) insurance benefits and opt-out option effective January 1, 2013, provided to full-time exempt and non-exempt staff who are not part of any bargaining unit; and

WHEREAS, the President recommends the distribution of a maximum two and a quarter percent (2.25%) compensation pool not to exceed \$250,000 for salary adjustments effective January 1, 2013, to full-time exempt and non-exempt staff and part-time staff who are not part of any bargaining unit; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the President's recommendations and authorizes the Vice President, Finance and Administration/CFO/Treasurer and the Vice President of Human Resources to adjust benefits of health (medical) insurance and opt-out option and to distribute a compensation pool not to exceed \$250,000 for salary adjustments effective January 1, 2013, to full-time exempt and non-exempt staff and part-time staff who are not part of any bargaining unit.

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

#### **REGULAR REPORTS**

**Financial Statements** – Mr. Satkowski presented the financial statements for the period ending October 31, 2012. Chair Talmage directed that the financial statements 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 Vice President/Provost, Vice President for Finance and Administration/CFO, Executive Director of College Development, Vice President, Human Resources, and Executive Director, Government and Community Relations and Marketing. 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 commented that the Student Life Committee is meeting following adjournment of the regular meeting.

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



**APPENDIX I**  
**Amendment of Resignation Policy**

**3358:11-5-11 Resignation policy.**

- (A) Salaried full-time employees. ~~All salaried full-time employees are issued contracts.~~ If an employee wishes to resign during the term of a contract, a mutual agreement ~~must~~ should be reached between the employee and the college employee's President's Council member.
- (B) Hourly employees. An hourly employee who wishes to resign should submit their resignation in writing ~~to his or her President's Council member~~ and ~~must~~ should allow for a two-week notice.
- (C) Retirement (all employees). If an employee plans on retiring, they should submit their resignation as soon as possible.
- (D) Use of accrued vacation. ~~Accrued vacation may be taken prior to the effective date of a resignation and/or retirement. When determining the effective date of a resignation, an employee should take into consideration any unused accrued vacation.~~ Vacation leave that is accrued but unused on the effective date of resignation will be paid to the employee in a lump sum. ~~Effective May 1, 2004, this lump sum payment will be directed by the College into the Owens Community College Special Pay Plan and will be distributed in accordance with the employee's choices under the plan thereafter. Payments that are not eligible for deposit into the special Pay Plan will be made to the employee in cash.~~

Effective date: \_\_\_\_\_

Daniel R. Hauenstein  
\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

\_\_\_\_\_  
Promulgated under: \_\_\_\_\_ RC Sec. 111.15  
\_\_\_\_\_  
Statutory authority: \_\_\_\_\_ RC Sec. 3358.08  
\_\_\_\_\_  
Rule amplifies: \_\_\_\_\_ RC Sec. 3358.08  
\_\_\_\_\_  
Prior effective dates: \_\_\_\_\_ December 12, 2002

Effective date:

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

Promulgated under: 111.15  
Statutory authority: 3358.08  
Rule amplifies: 3358.08  
Prior effective dates: 3/5/2002, 4/27/2004

## APPENDIX II

### Rescission of Owens Community College 401(a) Special Pay Plan Policy

#### 3358:11-5-48 Owens Community College 401(a) Special Pay Plan

- (A) Purpose: The Owens Community College 401(a) Special Pay Plan provides a means for eligible retired employees to limit potential tax liability and promotes flexibility for employees regarding the use of such payments after retirement.
- (B) Eligibility: All employees of Owens Community College who have attained the age of fifty-five at the time of retirement into one of the state pension systems or into an alternative retirement plan and who have accumulated sick and/or vacation leave amounts in the aggregate of one thousand dollars or more shall have such payoff amounts directed by the college into the 401(a) Special Pay Plan at the time their final pay is issued by the college.
- (C) Plan Administrator: Owens Community College's plan administrator for the 401(a) Special Pay Plan is Penco, Inc., 1313 East Kemper Road, Suite 211, Cincinnati, OH 45246.
- (D) The Vice President of Human Resources is authorized, in conjunction with Penco, Inc., to implement administrative and communications procedures consistent with the terms of the plan and to effectuate employee choice of disbursement options available through the plan.

Effective date: May 17, 2004

Daniel R. Hauenstein  
Certification

April 6, 2004  
Date

Promulgated under:	RC Sec. 111.15
Statutory authority:	RC Sec. 3358.08
Rule amplifies:	RC Sec. 3358.08
Prior effective dates:	