



OWENS
COMMUNITY COLLEGE

February 5, 2013

Exhibit 17

Monthly Reports to the Board of Trustees:

- A. Vice President/Provost
- B. Vice President, Finance and Administration/CFO
- C. Executive Director, College Development
- D. Executive Director, Government & Community Relations and Marketing

Dr. Renay Scott
Vice President/Provost

Board of Trustees
February 5, 2013
EXHIBIT NO. 17A

NOVEMBER/DECEMBER 2012

SCHOOL OF HEALTH SCIENCES – *Doug Mead, Dean*

In November, the Medical Imaging students donated \$120 to “Feed Your Neighbor.” In December, the students adopted a family for the holidays, raising \$175 to buy wanted/needed items for the family of three small children. The gifts were bought and wrapped by Radiography students. Students from the Massage Therapy Program held a food drive and collected 131 canned goods for the Owens Community College Food Pantry. These experiences contribute to the students’ service learning requirements of the programs.

Faculty and students from the Sonography Program sponsored a coat drive on December 1. This service learning initiative was founded by Susan Perry, Chair of the Diagnostic Medical Sonography Department. A total of 1100 items were collected and distributed to those less fortunate in the community that the College serves. Health Information and Massage Therapy students helped collect the coats.

The Baking and Pastry II course, under the supervision of Kelly Wolfe, Instructor, Food, Nutrition & Hospitality, presented an “Evening of Chocolate” dessert buffet to members of the Maumee Valley Chefs Association on December 3.

The Health and Exercise Science Department has begun fee-based wellness services and tennis court rental in Alumni Hall.

SCHOOL OF NURSING - *Dawn Wetmore, Dean*

Medical Assisting Program

An open house was held November 1 on the Findlay Campus and November 5 on the Toledo Campus to present the compressed three-semester Medical Assisting Program. Both open houses were well received and the first classes will begin Spring 2013 on both campuses.

On November 14, the Medical Assisting Advisory Board meeting was held on the Toledo Campus in the Medical Assisting Lab. Diane Morlock, Chair, Medical Assisting, explained the compressed three-semester Medical Assisting Program to the Board and noted that students with previous college credits were being targeted for recruitment, and it is the same program that is currently being offered in five semesters. Classes will meet more often and for a greater length of time. Ms. Morlock also detailed new equipment that has been received.

Registered Nursing Program

Department of Nursing December Graduates:

- Toledo Campus: 75 graduates received their Associate of Applied Science Degree in Nursing.
- Findlay Campus: 14 graduates received their Associate of Applied Science Degree in Nursing.

The Registered Nursing Program sent the self-study for initial accreditation to the National League for Nursing Accrediting Commission (NLNAC). The program will host NLNAC site visitors for the accreditation visit on January 22-24, 2013.

Student Nurses Association

On the Toledo Campus, students collected toys, toiletries and clothes for residents of Beach House, Cherry Street Mission and the Sparrow’s Nest.

Practical Nursing Certificate

Twelve students from the Findlay Campus earned their PN Certificate in December.

SCHOOL OF TECHNOLOGY – *Randy Wharton, Dean*

The Electrical/Electronic Engineering Technologies department is working with Buckeye CableSystem to set up a paid co-operative for students in Wide Area Networking Technology and Electrical/Electronics Engineering Technology. The co-op experience will have students doing technical documentation and system testing. Currently, the department has Whitmer High School dual enrolled in Cisco Certified Networking (CCNA) associate degree courses and Millstream High School enrolled in CCNA courses as Post-Secondary Education option.

SCHOOL OF PUBLIC SAFETY AND CENTER FOR EMERGENCY PREPAREDNESS – *Michele Johnson, Dean*

The Owens Peace Officers Training Academy has enough candidates to run four full training academy classes for Spring Semester 2013. There will be two day and two evening academies running in the Center for Emergency Preparedness. The work that Robert Albright, Academic Program Chair, Criminal Justice and Emergency Management, and his staff have done is apparent as this program not only continues to grow but also by the number of area law enforcement agencies that are recruiting right from the academy graduates.

Center for Emergency Preparedness (CEP) - *Michael Cornell, Director*

Congressman Bob Latta and his aide visited the Center for Emergency Preparedness to discuss the Center and its initiatives. While here, the Congressman toured the virtual training tower and discussed the steps that would be involved to move the CEP into becoming the eighth member of the Department of Homeland Security National Training Consortium.

The Owens Community College Center for Emergency Preparedness Law Enforcement Professional Development and Training Consortium has officially launched the new program. There will be over 18 training courses offered with the first course scheduled to begin January 2013.

The CEP secured a contract with the State of Utah's Department of Public Health Preparedness to provide 24 hours of training to 75 personnel in February. Follow-up training programs will be held for Virginia, Idaho and Nevada. This move corresponds with the strategic goal of moving the Center for Emergency Preparedness into a true national training center.

The American Heart Association Training Center, already located in the CEP, has added training sites and classes at The Source and the Findlay Campus.

The Ohio Tactical Officers Association has agreed to make the CEP their home for their statewide conference in May, 2013. The CEP will host this ever growing five-day conference every other year.

Contract training and facility leases provided through the CEP for the month of November and December include: Toledo Police Department, House of Grace Films, Toledo Fire Department, Toledo Mold and Die Company, Toledo Environmental Services and Kiemle-Hankins Company.

STUDENT AFFAIRS – *Dr. Cynthia Spiers, Associate Vice Provost*

Dr. Spiers facilitated a follow-up consultation visit with David Trites, Senior Associate Consultant at Noel Levitz, on December 5 and 6. Mr. Trites and Dr. Spiers met with several Owens participants including the Noel-Levitz core team members, advising managers and retention planners. The agenda goals for this visit included: engage advising managers to identify additional efficiencies while retaining the maximum impact on student success; review and refresh retention priorities for each campus using the Student Retention Predictor model variable diagnostics; review retention outcomes and progress to date; encourage the deployment of practical approaches for using the Retention Management System to leverage existing advising resources; and review overall enrollment analytics and project status.

Dr. Spiers is serving as an executive project sponsor for the Banner Relationship Management and Luminis portal implementation along with Connie Schaffer, Associate Vice President, Technology/Chief

Information Officer, and Jennifer Fehnrich, Executive Director, Government & Community Relations and Marketing. Dr. Spiers participated on campus in the design workshops led by Ellucian consultants during the week of December 10. Functional leaders, technical leaders and select staff members participated in these meetings to provide input on the design of the new portal and communication plans for the new Banner system.

International Programs and Services– Deborah Gavlik, Director

With over 100 international students and an increase of 39 percent in international student enrollments from Fall 2011 to Fall 2012, it was only fitting that Owens celebrate International Education Week. During the week of November 12, the signature event was the International Flag Raising Ceremony. Flags from 35 countries, representing Owens international students and the Owens Fulbright-in-Residence scholar, were raised at the International Plaza between the SHAC and the library. An added feature of the flag raising ceremony was the first-ever international essay contest. Over 450 local middle school students submitted essays related to their personal worldwide perspective on world history, global awareness and social justice. Three students were selected for exhibiting writing excellence and honored at the ceremony. Other events included: an international celebration with singing, dancing and presentations by international students; presentations by exchange students from Belgium; a lecture by Farzona Rahimova, Fulbright Scholar-in-Residence; a talk by Owens students who studied abroad in Greece; a presentation on international careers by The Ohio State University's Center for Slavic Eastern European Studies; and a showing a discussion of the film, "Crossing Borders."

International students, who are studying at Owens as part of a \$150,000 Community Colleges for International Development grant, participated in events including: volunteering at (International Services of Hope) ISHO/Impact, a Thanksgiving celebration; and a visit with their mentor families to the Toledo Manor House followed by a holiday party.

ENROLLMENT SERVICES - Dr. Betsy Johnson, Dean

Financial Aid - Donna Holubik, Director

For the 2012-2013 academic year, 20,318 applications for financial aid were received as of November 30 and 20,853 applications were received as of December 21. A total of \$50,317,159.97 in grants, loans, scholarships and federal work-study has been disbursed for the Summer and Fall 2012 semesters.

Records Office – Julie Quinonez, Director

The annual fall commencement ceremony was held on December 14. There were 538 degrees and 179 certificates issued for fall term. This brings the College's historical total to 32,052 degrees awarded to our students.

Veteran Services - Vickie Adams, Director

On November 7, Veterans Services hosted a Veterans Expo in honor of Veterans' Day. Participants included Heroes in Action, the Toledo Community Based Outpatient Clinic, Vet Center, Troop and Family Assistance, and D.O.V.E. (Development of Vietnam Endeavors). The guest speaker was Holly Koester, U.S. Army Captain retired, and her service dog, Glory. Captain Koester is a paraplegic and an avid wheelchair racer.

The Toys for Tots campaign began on November 7. Veterans Services and Human Resources collaborated to gather toys from the Toledo Campus. Toys were gathered through December 12 and presented to the Marine Corps Reserves at the Employee Holiday Reception on December 13.

Admissions - Cory Stine, Director

Kari Morgan, Admissions Representative, provided six classroom presentations at Penta Career Center, and along with Kristen Rothfeld, Admissions Representative, attended the Penta Career Center open house on December 3. Ms. Morgan presented to three unemployed workers group orientations at The Source Northwest Ohio. Ms. Morgan made two classroom presentations at Whitmer Career Center. Ms. Rothfeld assisted with eight group registration events on campus. Carolyn Eaton, Admissions Representative,

maintained weekly visits at Whitmer High School and Waite High School and hosted a tour group from Waite on the Toledo Campus.

Stefanie Orians, Admissions Representative (Findlay), concluded her outreach visits to area high schools. Throughout fall semester Ms. Orians called on schools in seven counties, and met with approximately 230 students. Ms. Orians attended nine college fairs in the Hancock County area at which over 350 prospective students spoke with an Owens representative. She and colleagues at the Findlay Campus hosted 14 events that brought nearly 225 prospective students to the campus throughout the fall semester.

Gary Walkowiak, Admissions Representative, met with the Going Home to Stay community outreach initiative on December 5. This initiative assists individuals who have recently been released from incarceration. Mr. Walkowiak regularly communicated with the eight people who signed up for the Associate of Applied Business, Business Management, One-Night-Per-Week cohort group on the Findlay Campus. The group begins January 8.

Dual Enrollment - Joseph Carone, Manager, Dual Enrollment Partnerships, met with 10 high schools and career centers regarding coursework. He visited Millstream Career Center to assist personnel with final grade entry procedures. Dr. Cory Stine, Director of Admissions, Mr. Carone, and colleagues from the Records Office and Office of Student Accounts, met on December 3 to create an updated operational procedure for dual enrollment.

Jennifer Irelan, Manager, Enrollment Communication and Events, prepared and sent weekly emails, a monthly total of 8,280 emails, to prospective, current and former students to encourage them to register for spring semester.

Dr. Stine met with representatives from Oregon City Schools and the State of Ohio on December 19 regarding the Ohio STEM Equity Pipeline Project. Owens is a partner with Oregon City Schools and with Washington Local Schools on two similar grant programs that encourage enrollment in non-traditional occupations.

STUDENT LIFE - *Christopher Giordano, Dean*

Athletics – Rudy Yovich, Director

The volleyball team finished fourth in the nation at the national volleyball tournament held at Owens on November 15-17. Freshman Dakia Sellers was named to the All-Tournament team and was also named by the National Junior College Athletic Association (NJCAA) as a First Team All-American.

The Express men's golf program is currently ranked ninth in the nation by Golf Stat, Golf World and Nike. They are also the twelfth best freshman recruiting team in the NJCAA and currently the third best golf team in Division II in the NJCAA.

Glenroy Miller, sophomore men's soccer player, was named the Ohio Community College Athletic Conference (OCCAC) Player of the Year. Mr. Miller also was named First Team All-OCCAC, OCCAC Offensive Player of the Year, First Team All-Region XII, and Second Team All-American in the NJCAA.

Art Johnson, Head Coach, Men's Soccer, was named OCCAC Coach of the Year after earning Co-Coach of the Year honors last season. Mr. Johnson led the Express to their first OCCAC championship in program history this year.

Kendra Eitnrear, sophomore women's soccer player, was named honorable mention All-American.

Disability Services - Sue Emerine, Director

On November 27, 28, and 29, Disability Services partnered with the Admissions and the Teaching Learning Success Center to provide Owens information to over 500 high school students from Lucas County schools at a regional Transition Expo Event.

Disability Services and Admissions partnered to present Explore Owens to a group of students and teachers from Clay High School on November 20.

Student Involvement – John Byers, Director

Student Activities hosted the Giving Tree from November 7 to December 7. The event resulted in 154 items collected for the Owens Harvest Food Pantry, 92 items for Cherry Street Missions, 86 items for military members overseas and an additional 27 items, which were donated to community organizations (Wood County Humane Society, Cocoon Shelter, Ronald McDonald House, Toys for Tots and Missions International).

The Honors Club hosted a drive to benefit Hurricane Sandy victims from November 7-18. Over 46 cases of water, boxes of food and bags were delivered to ISOH/Impact.

On November 16-17, the Raising Awareness Club hosted a Father Daughter Dance with more than 200 people in attendance. Over \$1500 was raised to benefit the Children's Organ Transplant Association.

The Owens' Student American Dental Hygienists Association attended the state dental hygiene meeting November 2-4 in Newark. Competing against 11 other dental hygiene programs in Ohio, the students won third place overall in Table Clinic Presentations, Student Voting Delegates, and the Christopher Simmons Student Scholarship.

Student Activities and Conduct, Findlay - James Katzner, Manager

On November 8, Student Activities hosted the annual Findlay Campus Chili Cook-Off. Seven teams competed in the cook-off, which drew over 50 tasters. First place went to the Rotaract/Phi Theta Kappa team. The event raised \$146, which was donated to the Owens Harvest Food Pantry.

During November and early December, the Student Nurses' Association held its eighth annual toy drive. They collected over 200 toys, which they wrapped and delivered to children in local hospitals on December 17.

TEACHING LEARNING SUCCESS CENTER – Dr. Verne Walker, Director

Advising

An innovative initiative for New Student Orientation was implemented for Spring 2013. A pilot group of students, who tested out of reading on their COMPASS test, were given the opportunity to complete the New Student Orientation online. (This information mirrors the information offered in the traditional land-based New Student Orientation.) Likewise, an online Academic Intervention Workshop was deployed for select students who were college-level reading-ready and had a targeted GPA range.

New Student Orientation

New student orientation for students registering for spring semester began on October 8. As of December, 961 students were served, including 233 students through one-day registration events. One-day registration allows students to take the COMPASS test, attend new student orientation, and register for classes in one visit to the College. Over 60 volunteers from throughout the College made themselves available to facilitate sessions, help with student check-in and assist students with scheduling classes.

With assistance from Information Technology Services, the College was able to collect useful data when students register for new student orientation, increasing management efficiency by staff and advisors. The process both for gathering data on students, as well as student evaluation of the sessions, has been streamlined. Another major improvement to the process insures that, once the student completes the orientation, the new student orientation fee is accurately applied in a timely manner.

Advising (Findlay) - Angela McGinnis, Director

A total of 34 "Making Connections" workshop sessions were facilitated in the fall with 560 students participating. Workshops focused on various subjects such as learning styles, career planning, and diversity to provide a structured opportunity to integrate student development related topics into the

curriculum. A brochure of topics is distributed to faculty each semester so they may enhance the classroom learning process and utilize the expertise of Student Services staff.

Career Services – Nancy Sheets, Assistant Director

An informal survey of the December 2012 graduates was conducted during commencement practice with a total of 140 surveys completed. Some of the highlights are as follows: 10 percent of the graduates indicated a desire for job search assistance, which is down from 18 percent reported in December 2011; 23 percent indicated that they are employed or have been offered a position in their field, compared to 2011 when 34 percent indicated that they were employed or had been offered a position in their field. (Of the students who answered the question regarding how they learned about their position, most students indicated it was through previous employment; ranked second were students reporting that they found positions through a friend or family member.) More than half of the students responding to the survey, 54 percent, indicated they plan to continue their education after graduation -- up from 28 percent in the December 2011 survey. The top schools listed were the University of Toledo first, Bowling Green State University second and Owens third. In the December 2011 survey, Bowling Green State University and Owens shared second ranking.

Students graduating from the School of Business reported the highest employment figures. Nursing ranked as the second highest in number of positions secured upon graduation. In the December 2011 survey, Nursing reported the highest employment figures with Business second.

PROFESSIONAL DEVELOPMENT

SCHOOL OF HEALTH SCIENCES

Michelle Aman, Chair, Massage Therapy, has been appointed to serve as the Secretary for the Ohio Council of Massage Therapy Schools for the 2012-2014 term.

Cynthia Doyle, Chair, Physical Therapy Assistant Program, was awarded the status of Credentialed Clinical Instructor Trainer by the American Physical Therapy Association.

Kelly Wolfe, Instructor, Food, Nutrition & Hospitality, provided demonstrations live on WTOL -- pumpkin caramel chocolates on November 10 and holiday cookie decorating on December 19.

SCHOOL OF NURSING

Sandra Valuck, Professor, and Kathleen Schramko, Associate Professor, attended an in-service entitled 16th Annual Psychiatric Symposium. The conference was on current topics in Psychiatry and was held November 2 in Perrysburg.

Barbara Miller, Assistant Professor, and Julia Popp, Professor, gave a poster presentation entitled “Simulation Enhances Critical Thinking” at a Simulation Conference in Honolulu, Hawaii, in November.

Julia Popp, Professor, attended the ProMedica Cardiovascular Workshop, held December 6 in Toledo.

Patricia Zenner, Academic Program Lab Technician, earned a Master of Science Degree in Nursing from Lourdes University. Her Masters project topic was: The Integration of Concept Based learning practices into a Skills Lab.

STUDENT SERVICES AND ENROLLMENT MANAGEMENT

Yolanda Houle, Veteran Services Representative, and Vickie Adams, Director, Veteran Services, attended the School Certifying Officials workshop presented by the Ohio Department of Veterans Services on November 14. The workshop was held at Bowling Green State University.

Lynn Hoehn, Job Location and Development Coordinator, who serves as President of The National Student Employment Association, attended the organization’s Audit Meeting in Dallas, Texas, in December.

Sue Emerine, Director, Disability Services, attended a webinar at the University of Toledo on Faculty Best Practices in the accommodation process on November 13.

John Satkowski
Vice President, Finance and Administration/CFO

Board of Trustees
February 5, 2013
EXHIBIT NO. 17B

NOVEMBER/DECEMBER 2012

VICE PRESIDENT, FINANCE AND ADMINISTRATION/CFO – *John Satkowski*

Future of Toledo – On November 29, Mr. Satkowski and Jennifer Fehnrich, Executive Director, Government & Community Relations and Marketing, participated in the Future of Toledo meeting, organized by Mike Bell, Mayor, to assist in the establishment of strategic priorities for the City of Toledo for 2013. Future meetings are scheduled for January and February to determine the methods that should be used in meeting the forthcoming goals for the coming year.

State Subsidy Consultation – Mr. Satkowski participated on the Ohio Association of Community Colleges committee, which provided input to the State Subsidy Consultation Group (comprised of university and college presidents) on performance measurements for use in the coming fiscal years 2014-2015 biennium budget for distribution of State Share of Instruction. The final recommendations were presented to the Governor, who accepted the committee's recommendations.

Ohio Association of Community Colleges (OACC) – Mr. Satkowski attended the December 14 meeting of the Chief Finance Officers. Topics of discussion included presentations related to controlling costs for prescription drugs, impact of the Affordable Health Care Act on employee populations in 2014, and a presentation by Stark State Community College related to the reporting and contract requirements that they are implementing to ensure compliance with the Affordable Health Care Act.

Collaboration of Colleges – Mr. Satkowski met with Jeanne Hylant, Vice President, The Hylant Group, and Mark Gordon, President of Defiance College, on November 20 to gain an understanding of where Owens and Defiance College can collaborate on student education and operational efficiencies.

Workforce Development at State Level – Mr. Satkowski met with Linda Stacy, Liaison to the Ohio Board of Regents, on November 29 to discuss the State's position regarding non-credit workforce training and the impact that the departure of Rick Frederick, former Director, Governor's Office of Workforce Transformation, would have on the effort to consolidate the multiple workforce assistance programs that exist at the State.

Toledo Metropolitan Area Council of Governments – Mr. Satkowski attended the monthly meeting to understand the State's role in having local area governments collaborate regarding services (health care, human resources, purchasing) as well as equipment and facilities (landscape, construction, winter road maintenance). The presenters used an example of 'sharing' the use of large equipment amongst entities, thereby improving the utilization of equipment through sharing versus each entity minimally utilizing their own equipment.

Health Care/Prescription Drugs – Mr. Satkowski and Jack Witt, Vice President, Human Resources, met with Bruce Davies of Findley Davies to discuss the College's trend in prescription drug use and alternatives available with the University of Toledo related to dispensing of prescription drugs, and measurement options for tracking adjunct faculty hours due to the Affordable Health Care Act, effective in 2014.

United Auto Workers (UAW) Training Proposal – Mr. Satkowski, Renay Scott, Vice President/Provost, and Michael Bankey, Associate Vice President, Workforce and Community Services, met at the Arrowhead Park Learning Center with representation of the UAW to determine if a grant application for job training would be filed with the Department of Labor. After the meeting, a memorandum of support was prepared

for the grant and was signed by President Bower and Dr. Lloyd Jacobs, President, The University of Toledo, supporting the application process for the grant.

FINANCE AND BUDGETING– *Laurie Sabin, Director/Assistant Treasurer*

Collaborative Efforts - On November 9, Ms. Sabin attended the OACC Fiscal Officers meeting at Columbus State Community College. Topics of discussion included an update on OACC medical and life insurance projects and use of capital leases by OACC members.

Fifth Third Bank Transition - On November 30, Ms. Sabin and Maureen Jacoby, Manager, Cash/Investments met with David Koenig, William Garbe and Lynn Eicher of Fifth Third Bank to conclude the depository bank conversion from PNC to Fifth Third Bank. The transition went as planned and there are no open items to be resolved by Fifth Third.

Efficiency Advisory Committee - On December 18, Ms. Sabin attended the Ohio Board of Regents' Efficiency Advisory Committee meeting at Columbus State Community College. The committee was established by Chancellor Jim Petro of Ohio Board of Regents to craft efficiency plans for campuses, identify shared services opportunities, share best practices and attempt to reduce the cost of textbooks and other educational resource materials. Agenda items included the Chancellor's vision of the structure of the committee and areas to be explored, a presentation on shared service targets and process building by Hugh Quill, CEO of Public Performance Partners, a presentation on defining energy opportunities by World Energy Solutions, and an overview of the shared service initiatives available with the Inter-University Council.

CONTROLLER – *Pam Beck, Associate Vice President Business Affairs/Controller*

Procurement - Procurement processed 307 PaymentNet transactions in November totaling \$644,073 and 436 PaymentNet transactions in December totaling \$977,742. Fiscal year-to-date 2013 PaymentNet transactions totaled \$6,346,325 compared to the same period in fiscal year 2012 of \$7,099,286. Total invoices paid in November exceeded 2,300, with 1,980 paid in December (excluding travel). Also processed in November were 228 purchase orders, 90 receiving reports, and 543 employee reimbursements, while December numbers were 140 purchase orders, 109 receiving reports and 963 employee reimbursements.

Financial Statements - The audited financial statements were presented to the Finance Committee in November and were approved by the Auditor of State in December.

Collaborative Efforts – Ms. Beck attended to OACC Controllers Group meeting in November. Several topics were discussed including capital component tracking, start dates within a term, grant reviews, federal indirect cost rates, travel policies and program accreditation information.

STUDENT ACCOUNTS - *Lynn Uher, Director*

In November, Student Accounts processed 322 student refunds through Higher One, totaling \$364,731.55 with a year-to-date total of \$24,618,639. In comparison, the number of transactions for November 2011 was 236 with a total of \$286,234 with a year-to-date for November 2011 of \$35,211,244.

In December, Student Accounts processed 129 student refunds through Higher One, totaling \$132,306 with a year total of \$24,750,946. In comparison, the number of transactions for December 2011 is 212 with a total of \$159,906 with a year-to-date for December 2011 of \$35,371,151.

INFORMATION TECHNOLOGY SERVICES (ITS) – *Connie Schaffer, Associate Vice President, Technology/Chief Information Officer*

Owens Mobile App – Owens Mobile is now the official application for Owens Community College for use on mobile devices. Owens Mobile allows students, faculty and staff to connect to school resources from their smart phone, such as news, event calendars, campus maps, course schedule and grades.

Wireless Coverage – Due to the large increase in mobile device usage, the wireless coverage was expanded to include an additional 60 access points. ITS will continue to monitor and analyze bandwidth usage for all Owens campuses and sites so students, faculty and staff have appropriate wireless access when needed.

Google Maps – Four buildings on the Toledo Campus became visible in Google maps during the month of December as part of the ongoing indoor mapping project. The buildings include: Alumni Hall, Founders Hall, Fire Science/Law Enforcement, and Industrial Engineering Technologies.

Otech – Otech, which provides desktop computers to students who do not have one at home, refurbished and distributed 17 computers to deserving current Owens students.

Enterprise Storage Area Network (SAN) Storage Project – The Hewlett Packard 3PAR SAN equipment, was installed the week of December 3 with the help of an on-site Hewlett Packard technical consultant and has significantly improved the data storage capabilities of the College. Scott Massari, Senior Systems Administrator, attended an intensive three-day installation and configuration training prior to the on-site engagement. Integration within the existing storage network is ongoing with an expected completion date of January 30. A few of the projects that will benefit from this new technology include the Ellucian Operational Data Store, the Enterprise Data Warehouse and the Luminus portal.

DEPARTMENT OF PUBLIC SAFETY– *John Betori - Director of Public Safety/Chief of Police*

Security Cameras – Work continues on the video camera/system upgrade begun in 2009. The next phase of the project will concentrate on adding new technology to College Hall. A thorough review of the interior and exterior areas of College Hall has been conducted to identify the best camera locations. Upgrades have already begun in Administration Hall with new high definition cameras that will also allow for the installation of emergency call buttons in strategic areas.

Owens Alert Management – During Fall 2012, the College upgraded the mass communication software used to communicate with the College community. This software is used daily to notify students of class cancellations and is also the primary resource to distribute important information, should an emergency arise. This upgrade has initiated a review of the entire Owens Alert Management System to increase the effectiveness of the system and the process.

OPERATIONS – *Michael McDonald, Associate Vice President*

FACILITY SERVICES – *Jim Mahaney, Director*

Findlay Office Renovation – The demolition for this area is complete. New walls, HVAC and electric are ready for inspection. Installation of light fixtures and ceiling tile replacement will be scheduled after the inspection is complete.

Math Science Heating Coil Replacement – This project began the week of December 17 and will be completed prior to semester start up in January.

John Deere Lab – Bids for the project were opened on December 5. Successful bidders are The Spieker Company as the general contractor, Lake Erie Electric for the electrical, and VM Systems for the mechanical. This project is scheduled to begin the first week of February.

Facility Services Building Roof Replacement – The south half of the Facility Services building suffered damage in early 2012 during a wind storm. The project will be posted for bids in January.

Founders Hall Sound Damping – This project has been designed to reduce the sound transmission between classrooms in Founders Hall. Specifications include sound deadening boards in selected walls, sound seals around doors and sound curtains above the alcoves to isolate the plenum area.

CAPITAL PLANNING – *Thomas Horrall, Director*

Capital Planning has received Controlling Board approval for Release of Funds for the following state capital supported project: Math/Science HVAC Renovation (\$38,690.00).

Capital Planning has submitted a request for Controlling Board approval for the release of State capital for the following projects: John Deere Lab renovation (\$144,811) and Culinary Lab A/E Services (\$149,000).

Heritage Hall – Capital Planning continues to meet with planning teams to move forward with both the culinary and classroom renovation projects in Heritage Hall. Meetings are being held with College Development to solicit community fund raising support for these projects.

Tracy Road Center – Reviews are underway for space assignments for several program expansions to include the Sonography MRI Lab as well as Skilled Trades programs.

Campus Mapping – A program is currently being pursued to provide a robust on-line campus mapping function for students, staff and visitors.

Wind and Solar Renewable Energy Credit Sales – Owens earned \$14,000 in Solar Renewable Energy Credit sales in 2012. The 50 kW turbine and the 34 kW PV array together contributed an average of 20 percent of the Industrial/Engineering Technologies building electrical load. At \$.06/kWh, and the building used 424,000 kWh's for the year, which amounts to a savings of 84,800 kWh's or \$5,090. The year, the array has performed outstandingly well. Predicted output was 41,523 kWhs and actual output was 49,137 kWhs, which equates to an 18 percent increase for the year.

BOOKSTORE AND FOOD SERVICES – *David Wahr, Director*

Meal Ticket Program – A program to replace paper meal tickets with the Express Card was started in November, most notably with the Project DEgree and Bridge to Success Programs. The pilot test period is going well and plans are underway to replace all paper meal tickets with re-usable magnetic strip cards. This will increase the accuracy of tracking spending to better improve budgeting for departments as well as reduce paperwork for Dining Services and other departments.

Campus Card – Mr. Wahr is collaborating with representatives from Bowling Green State University on negotiating a possible “shared services” agreement with the Blackboard Transaction system. This project is in the early stages but could potentially save expenses for both institutions as well as improve disaster recovery capabilities.

STUDENT HEALTH AND ACTIVITIES CENTER AND FACILITIES RENTALS – *Danielle Tracy, Director*

Student Health and Activities Center (SHAC) – SHAC attendance for the month of November was 3,585, which is an average of 188 people per day. Last November had an average of 193 people per day in comparison, a decrease of 2.5 percent. Attendance for December was 1,467, an average of 104 people per day. December 2011 held an average of 119 people per day, a 12 percent decrease.

Events and Facility Rentals – A total of 347 events were hosted in the month of November compared to November 2011, which held 157 events -- an increase of 121 percent. Part of the dramatic increase is due

to a new scheduling system which tracks all events on campus. There were a total of 261 events in the month of December compared to 52 in December of 2011.

Nine external events were held which brought in \$7,779.75 in revenue, an increase from the \$3,175 in November 2011. The largest event was the political rally with President Clinton. There were also two new groups; the Ohio Chapter of the American Planning Association and the State Support Team Region 1. Both groups were pleased with the College's amenities and expressed interest in coming back. Four external events brought in \$405, which is down from last December.

Some other large events that occurred in November are the NJCAA volleyball tournament hosted by Athletics, ACT testing hosted by the Testing Center and the Father-Daughter Dance hosted by Student Activities.

Large events that occurred in December are the employee holiday reception, commencement, academic recognition breakfast and the Ohio Department of Agriculture pesticide exam.

Corporate memberships and external usage of the SHAC are being reviewed.

The Islamic Center of Greater Toledo will continue to utilize space at the Arrowhead Park Learning Center with their agreement extended until February 28, 2013.

WORKFORCE AND COMMUNITY SERVICES (WCS) – *Dr. Michael Bankey, Associate Vice President*

WCS delivered contract training for the following companies/organizations and trained 722 participants: Akron Sheetmetal Workers, Argo Hytos, Buckeye CableSystem, Cincinnati Plumbers & Pipefitters, Cleveland Sheetmetal Workers, Connect Ohio, Cooper Tire, Diamond Plastics, First Solar, GKN Driveline, Graham Packaging, Great Lakes Contractors, Marathon Special Products, Materion, Michael Kurtz Cabinetry, Nexus Engineering, ProMedica, Pro-Pak Industries, Reineke Ford, Stantec, Toledo Area Regional Transit Authority, Toledo Molding and Die, Toledo Sheetmetal Workers, Toledo Tool and Die, Torrence Sound, and Whirlpool.

WCS delivered 44 open enrollment continuing education classes for 264 participants for the months of November and December.

Dr. Bankey and Carl Dettmer, Director, Program Development, attended an event at First Solar on December 11 celebrating the 18-month training partnership Owens and First Solar have built. Both received certificates of appreciation from First Solar.

WCS hosted an orientation for over 40 potential students who are 50 or older. The event was held in coordination with Lucas County Workforce Development and Experience Works. Due in large part to publicity of the event on Channel 11, response was so strong that a second orientation will be scheduled in January. Thank you to Jill Souza, Manager ABLE Program, and ABLE staff for providing assessment services on-site at the orientation.

WCS is in discussions with The Andersons rail car division to determine if Owens can develop and deliver a non-credit certificate course that would produce well-prepared rail car technicians.

WCS will be hosting a forum for various industry recipients who received Lean manufacturing training in 2012. The goal is to increase awareness of the high quality of Lean training, its immense positive impact on companies, and to attract potential state funding for future training.

WCS attended the annual holiday luncheon of the Arrowhead Park Association on December 7, networking with business professionals affiliated with the Association and the Maumee business community. Carl Dettmer, Director, Program Development, was honored for his nine years of service on the board. He is stepping down from the board after serving three terms.

Classes have been scheduled for delivery in partnership with Goodwill Industries of Northwest Ohio, including a basic computer course in January and a job readiness course in February. Courses will be held at Goodwill's downtown Toledo facility.

WCS held its first training utilizing the new Programmable Logic Controller equipment. The new equipment allows Owens to provide leading edge training for workers pursuing upward job growth in industrial maintenance and electrical related roles.

The Program Development team is working with the School of Technology and an outside expert on expanding Owens' capability for offering training to workers and companies on FANUC Robotics' industrial equipment.

WCS worked with Transportation Technologies to provide on-site air brake training to Toledo Area Regional Transit Authority with plans to provide additional training in 2013.

WCS and the School of Technology met with First Solar on November 17 to discuss plans for onsite training for a customized multi-craft applied technical studies degree for employees in the First Solar maintenance department.

WCS is in equipment loan agreement with United North and Woodward High School, for use of alternative energy training equipment to build interest in these fields. By working at the high school level, the goal is to generate interest from students to advance their education into Owens Alternative Energy degree program.

WCS is in ongoing meetings with Chrysler and the multi-school collaborative to continue toward seamless delivery of required training for incumbent and new hire employees necessary for the launch of the new Jeep vehicle at the Toledo Assembly Plant.

WCS met with British Petroleum and the School of Technology to discuss offering a process technology certificate and associate degree to advance the skills of current process operators as well as creating a potential hiring pool in this field. Both Marathon and PBF Energy have also expressed an interest in this program.

WCS attended the Ohio State Apprenticeship conference in Columbus on December 13 and 14. This conference provides tremendous networking opportunities with all types of apprenticeship programs including healthcare, manufacturing and building construction trades.

PROFESSIONAL DEVELOPMENT

David Wahr, Director, Bookstore and Food Services, attended the National Association of College Auxiliary Services (NACAS), annual conference in Atlanta, Georgia, in October. Workshops covered topics on bookstore, food service, and other auxiliary operations. Mr. Wahr has been active with this organization for more than a decade serving in various capacities and is currently Secretary for the central region board. While at the conference he passed the Certified Auxiliary Services Professional (CASP) exam and is now recognized with the CASP designation, which certifies his commitment to a professional code of ethics and conduct and is also evidence of his education, professional development and experience in the auxiliary services profession. The expenses for his attendance were covered by NACAS and Mr. Wahr himself.

Ann Savage
Executive Director of College Development
Executive Director of the Foundation

Board of Trustees
February 5, 2013
EXHIBIT NO. 17C

NOVEMBER/DECEMBER 2012

FUNDRAISING – Ann Savage, Executive Director

Fundraising Update – During the first half of fiscal year 2013, the Foundation received \$442,035 in pledges, gifts and grants and paid out \$349,341 in scholarships and program support.

Foundation Update – Foundation Directors David Seeger and Timothy Coleman have resigned from the Foundation Board due to time commitments. Mr. Seeger also served as the Board Secretary, and a replacement will be chosen at the February Foundation Board meeting. At the November Foundation Board meeting the Foundation's Code of Regulations was amended, the Board approved 4 percent endowment spending distributions for the fiscal year, and the Foundation's Annual Report for 2011-2012 was distributed. Additional copies of the report have been sent to several internal and external constituents.

Cultivation and Stewardship – The National Philanthropy Day Luncheon, sponsored by the Northwest Ohio Chapter of the Association of Fundraising Professionals, was held on November 15. The Foundation was a Signature Sponsor of the event, and Foundation Director and donor, Daniel Kimmet, was recognized as an Outstanding Community Volunteer. Ms. Savage, Laura Moore, Director, Alumni Relations, Sarah Metzger, Communications Manager, Fund Development, and Debbie Green, Senior Administrative Coordinator, attended this event along with some Foundation and Alumni Association Board members.

ALUMNI RELATIONS – Laura Moore, Director

Profiles of Excellence – Featured in the *Toledo Free Press*, November's focus was Audrey Wright, a 2003 African Studies graduate and Judicial Office Manager for the Lucas County Juvenile Justice Center under Judge Denise Navarre Cubbon. December's feature was Chelsey McMillan, 2012 Registered Nursing graduate and Fall 2012 Commencement Class Representative.

Phonathon – The first session of the Annual Phonathon was held in November. Over a three-night period, with primarily student volunteers manning the phones, pledges were made totaling \$2,685 with the average gift size of \$30.17. Many alumni requested information to consider making a donation. To date, \$500 has been sent in from this group with a total received to date of \$1,760. A second session will be conducted in the spring.

Annual Membership Drive – In November, the Annual Alumni Association Membership Drive packet was sent to almost 33,000 alumni. Scholarship information and a Walleye events pamphlet were included in the mailing. The 2012 membership year concluded with a total of 2,250 members, which included 682 paid. This is a small decrease in comparison to 2011.

Shop 'Til You Drop – Eighty-two participants went shopping on Saturday, December 1, to Twelve Oaks Mall in Novi, Michigan. The trip was very successful with excellent feedback.

Fall Commencement – On December 14, Owens Community College held its 32nd Fall Commencement on the Toledo-area Campus. Matt Feasel, Alumni Association President, welcomed the 530 graduates into the alumni family. The evening's keynote speaker was Dr. Katherine Fell, President, The University of Findlay. Chelsey McMillan, Commencement Class Representative and Registered Nursing graduate, addressed the graduating class sharing how Owens Community College helped her make her dream career a reality.

Upcoming Events

- Whitewater Rafting Trip – July 12 - 14, 2013
- Annual Meeting at Fifth Third Field – August 3, 2013
- Golf Classic – September 23, 2013

NOVEMBER/DECEMBER 2012

GOVERNMENT RELATIONS - FEDERAL

Fiscal Cliff

As reported in previous board reports, the Budget Control Act of 2011 enabled the federal government to raise its borrowing limit but also required approximately \$100 billion in spending reductions to occur in 2013. If these spending reductions were not achieved, then a sequestration of an 8.2 percent across-the-board cut to domestic discretionary programs and 7.6 percent cut for mandatory spending programs would have taken effect on January 1, 2013. Spending reductions were not achieved; however, the sequestration was averted with the passing of the American Taxpayer Relief Act on January 1. This delayed the spending cuts until March 1, 2013, and circumvented tax increases for the majority of Americans at least for now. The legislation had a positive impact to the higher education sector by either delaying or making permanent all higher education tax credits. The Pell Grant remains intact at current levels and was unaffected by this legislation.

In looking ahead, Congress and the Administration will need to address the averted spending cuts by March 1 and come to agreement on another increase to the federal debt limit. The fiscal environment is compounded even further considering that the continuing resolution, which enabled the federal government to continue its operations, will expire March 27. Congress will either need to pass the fiscal year 2013 appropriations bills or pass another continuing resolution.

GOVERNMENT RELATIONS - STATE

The Governor has been working to finalize his fiscal year 2014-2015 budget proposal while Democratic and Republican caucuses solidified leadership positions and committee structures for the upcoming 130th General Assembly.

The Governor announced that there will be major policy changes in his proposed budget and these include tax reform, Medicaid, turnpike bonds, K-12 school funding and policy changes, and the higher education funding formula. The higher education funding formula will be performance based and will include methods to increase graduation rates.

Meanwhile, the House and Senate are beginning to announce leadership positions and committee structures. Of particular interest, the Senate created a new standing committee for workforce and economic development as well as a new Subcommittee on Education under the Finance Committee. The House created new committees for Manufacturing and Workforce Development and Policy and Legislative Oversight.

GOP legislators who represent Owens will serve on key committees impacting higher education, and these are presented as follows. The House has not yet released their committee line-up.

Senate

Finance Committee – Senator Randy Gardner (R-Bowling Green)

Finance Subcommittee on Education (newly formed) – Senator Randy Gardner, Senator Cliff Hite (R-Findlay)

Education Committee – Senator Randy Gardner (Chair), and Senator Cliff Hite

Workforce & Economic Development (new standing committee) – Senator Randy Gardner

MARKETING

The Marketing Office continues to see returns with online advertising efforts and, in particular, with rich media ads. Rich media is a term used to describe ads that appear on various web pages and use advanced programming to include streaming video or rotating photos and messages. The ads are highly interactive and allow users to click through to the various pages on the College's website. The College's click-through rate (CTR) for these ads during the spring marketing campaign was .14, which was above the national campaign CTR (.10) and the educational campaign CTR (.11). There were four ads created to reach the following target market segments: Toledo Campus adults, The Source Learning Center, traditional students and Findlay Campus. This campaign resulted in approximately 4.1 million targeted impressions, and Marketing will continue to use this approach.