



Board of Trustees Regular Meeting

September 16, 2014

Exhibit 10

Monthly Reports to the Board of Trustees:

- A. Academics
- B. Business Affairs
- C. College Development
- D. Student Services
- E. Human Resources and Administration
- F. Office of President

Exhibit 2

Trustees' Dates to Remember

Financial Statements – There are no financial statements due to the fiscal year audit in progress.

## **JULY 2014**

### **ACADEMIC AFFAIRS – Denise Smith, Associate Vice President, Academic Affairs**

#### **DOWNTOWN TOLEDO LEARNING CENTER – Jacquelyn Jones, Director**

On July 29, the United States Secretary of Labor Thomas Perez toured the facility with a focus on the State Tested Nurse Assistant (STNA) classroom and lab. Mr. Perez met with Keith Pressley, a student worker, who shared his personal success story of how the learning center has been a place of consistency for him during college. Patricia Bury, Adjunct Faculty, spoke about Owens' success rates and placement in jobs since the STNA certificate has been offered.

#### **HONORS PROGRAM – Russell Bodi, Director**

Medical Imaging Technologies and the Honors Program implemented a pilot designed to allow the honors option contract in three select classes to ascertain quality standards and to count toward acceptance into the Medical Imaging Technologies program.

#### **JUMPSTART PROGRAM – Michelle Atkinson, Manager**

Jumpstart, summer academic boot camp, served 14 direct from high school graduates through building reading, writing, math and college success skills while developing personal and academic relationships. Students who were in at least one area of reading, writing or math improved COMPASS testing scores by 50 percent, and those who were in two subject areas improved testing scores by 7 percent. Additionally, students self-reported gaining insight into how to succeed in college; these students will continue to be monitored for retention throughout their first-year.

#### **SERVICE LEARNING AND CIVIC ENGAGEMENT - Krista Kiessling, Director**

The civic ambassadors participated in a leadership and team building excursion, and they completed food pantry/food handling training. The Owens Harvest Food Pantry served 153 individuals in July.

#### **UPWARD BOUND – Heath Huber, Director**

Upward Bound, a federal grant-funded program has served 68 high school students for the goal of high school completion and college preparation. During the summer component, 27 students completed an on-campus, six-week immersive experience in academics and service and received laptop computers. Specifically, these students were instructed in math, science, English, Spanish, computers and art. Eighteen students completed the credit-bearing IST 100 computer course. They made college visits to Eastern Michigan University, Ohio Northern University and the University of Toledo. Additionally, students participated in community service events at Oak Openings Preserve and the Seagate Foodbank of Northwest Ohio. The students in the art class designed and painted chairs for the Arts Commission Artomatic 419! scheduled in April 2015.

### **SCHOOL OF BUSINESS, INFORMATION AND PUBLIC SERVICE – Ann Theis, Dean**

The American Culinary Federation Education Foundation Accrediting Commission met on July 13, 2014 and certified the results of the self-study and April campus site visit. The commission has awarded a Grant of Accreditation through June 30, 2019 for the Culinary Arts Program, Associate of Applied Science; Culinary Arts Certificate and the Baking and Pastry Certificate.

Chef Gretchen Fayerweather, Associate Professor, Food, Nutrition, and Hospitality, participated in 13 ABC *Full Plate* program with local host Rebecca Regnier, taped on July 23, 2014 to air on August 10, 2014. Chef Fayerweather demonstrated "Not So Crab Cakes" with summer vegetables.

**SCHOOL OF LIBERAL ARTS – Michele Johnson, Dean**

Kevin Schroeder, Professor, Fine Art and Adjunct Faculty, Mary Dajnak, Philip Hazard, Michelle Junod with students Dominic Cooper, Nick Orłowski, Adam Soboleski and Ian Welch submitted art work to the Toledo School for the Arts annual fundraiser, *Disclosed*.

Michael Sander, Interim Faculty Chair/Professor, Fine and Performing Arts with the Marketing department created the MOSAICS newsletter. It will be circulated every semester to share activities and events of the Center for Fine and Performing Arts and the Walter E. Terhune Art Gallery. The first edition was sent to a mailing list of 300, including current and prospective students, alumni, local high schools and supporters of the arts.

**SCHOOL OF NURSING AND HEALTH PROFESSIONS – Dawn Wetmore, Dean**

The Practical Nursing Certificate program pinning ceremony took place on July 31, and 15 students received their Practical Nursing pins.

**PROFESSIONAL DEVELOPMENT**

SCHOOL OF LIBERAL ARTS

Elisa Huss-Hage, Professor, Teacher Education and Human Services, as Chair of the Commission on Early Childhood Associate Degree Accreditation, participated in the National Association for the Education of Young Children (NAEYC) Governing Board Strategic Planning Process, which was a three-day work session, July 28-30, 2014, Washington, D.C.

Sarah Twitchell, Instructor, Social Work (Findlay), attended the Ohio American Civil Liberties Union meeting to fulfill social work license renewal requirements, July 26, 2014, Columbus, Ohio.

SCHOOL OF NURSING AND HEALTH PROFESSIONS

Dawn Wetmore, Dean, School of Nursing and Health Professions, Anne Helm, Professor, Eileen Alexander, Clinical Teaching Faculty, Denise Spohler, Professor, Kimberly Holman, Clinical Teaching Faculty, Wendy Zettle, Adjunct Faculty, Nursing, and Darlene Wise, Clinical Teaching Faculty attended the *Educating The 21<sup>st</sup> Century Nurse Conference*, July 31, 2014, Oregon, Ohio. The conference focused on concept-based curriculum, which is the type of curriculum that the Department of Nursing is developing.

Sandra Valuck, Professor, and Eileen Alexander, Clinical Teaching Faculty, attended *Suicide and Self-Mutilation: Stopping the Pain*, July 10, 2014, Toledo, Ohio.

Barbara Miller, Associate Professor, attended *Understanding the Development of the NCLEX Detailed Test Plan*, July 2.

Janet Pinkelman, Professor, and Kimberly Holman, Clinical Teaching Faculty, attended the *Concept-Based Curriculum Symposium 2014*, July 10-11, 2014, Bethesda, Maryland.

Eileen Alexander, Clinical Teaching Faculty, Nursing is a new member of the March of Dimes Northwest Ohio Division Program Services Committee and attended her first meeting on July 24.

## JULY 2014

### **BUSINESS AFFAIRS – Laurie Sabin, Vice President/Treasurer**

iFactory and TerminalFour were the successful bidders for a request for proposals for website redesign, front end development and content management system. On July 21, a kick off meeting was held with iFactory consultants and team leader Ms. Sabin with Dave Wahr, Director, Campus Retail Services, Irene Jones, Chair, Nursing, Marty Stroud, Deputy Chief Information Officer, Meghan Schmidbauer, Director, Admissions, Michael Sander, Interim Faculty Chair, Fine and Performing Arts, Michelle Dockins, Coordinator, Marketing and Verne Walker, Director, Advising. This four-phase project includes discovery (approximately one month), information architecture (approximately two months), design (approximately three months) and development (approximately four months). As part of the discovery phase, stakeholder interviews were held on July 21 and a strategic brief was completed by the team for review by iFactory. The expected completion date of this project is May 2015.

### **OPERATIONS – Michael McDonald, Executive Director**

Energy Systems Group (ESG) submitted the Year 2 Energy Savings Annual Report, which details the energy cost avoidance portion of the joint project. The guaranteed annual savings under this performance contract is \$835,682 per year. During the twelve months of Year 2 of the guarantee period, the report shows the College would have spent \$2,849,764 from February 2013 through January 2014 had the energy conservation upgrades not been done. The utility bills for this period were actually \$1,368,038, resulting in total cost avoidance of \$1,481,726.

### **FACILITY SERVICES – Jim Mahaney, Director**

Access Improvements – The College received controlling board approval on July 14. Materials and supplies have been ordered to replace 14 building entrances on the Toledo Campus. The project will begin in September.

College Hall Restroom Renovation – The two renovated restrooms are complete and updated to ADA standards; both serve the high traffic area near O-Serve in College Hall.

College Hall Tuck Pointing – This project will repair the exterior façade of the building by caulking windows, repairing expansion joints and brick repair. Several structural issues will also be addressed.

Facilities Services Building Renovation – Advertising for bids beginning Tuesday, August 19. Bid opening is scheduled for September 10.

HVAC Renovations – The College received controlling board approval on July 14. All equipment and material has been ordered to repair the cooling systems of Administration Hall, Bicentennial Hall and College Hall. The project will begin in September.

South Bridge Repair – Structural wind bracing for the south pedestrian bridge was replaced in July.

### **CAPITAL PLANNING AND SUSTAINABILITY – *Thomas Horrall, Director***

Planning and programming is in progress for the final phase renovation of Heritage Hall, which will provide a number of non-specific instructional spaces. The design architect is in the process of submitting plans for State approval. Capital Planning will soon open conversation with the appropriate end users to discuss renovation plans for College Hall and Kingsley Hall.

The Ohio Department of Administrative Services continues its efforts to facilitate the marketing and sale of the Tracy Road Center property. The public auction date is August 14, 2014. Efforts to facilitate the relocation of all Skilled Trades programs to the main campus are almost complete.

### **CAMPUS RETAIL SERVICES – *David Wahr, Director***

Bookstore sales for fiscal year 2015 are sluggish; a 37 per cent decrease from July 2013. The staff focused on ordering, receiving and shelving textbooks in preparation for the fall semester. In an effort to provide better customer service and control inventory the Toledo Bookstore has implemented counter service for textbooks. Students will be able to present their schedule and store staff will locate the proper course material. This should translate to fewer students with incorrect textbooks on the first day of classes.

New telephone software was installed for the Toledo Bookstore. This system is the same as used by O Serve and the ITS call center. Customers who call will select either an option to hear the store hours, which is the most common question, or to talk to a store representative. If the call is not picked up the caller will go into a queue to wait for assistance.

### **AUXILIARY SERVICES – *Danielle Tracy, Director***

Facility Rentals – Events processed 90 events in the month of July, which included three external events bringing in revenue of \$860.

### **PROFESSIONAL DEVELOPMENT**

Owens police officers attended firearms training and completed all necessary qualifications.

Lawrence Cser, Manager, Workplace Safety and Health Services, provided four training sessions called "Disruptive and Assaultive Behavior - A Person in Crisis" as a voluntary option to help faculty and staff prepare for the upcoming academic year. This two-hour session presented valuable information as to understanding and reacting to a person showing disruptive, assaultive behavior and ways to help avoid or de-escalate a situation.

Laura Moore  
Interim Executive Director of College Development  
Interim Executive Director of the Foundation

Board of Trustees  
September 16, 2014  
EXHIBIT NO. 10C

## JULY 2014

### **FUNDRAISING – *Laura Moore, Interim Executive Director***

Donations – As of July 28, \$1,460,961 has been raised in gifts and pledges and \$725,000 in planned gifts toward the campaign totaling \$2,185,961. Regina Silletti, retired Professor, Social/Behavioral Science, and her husband, Harry, established an operating scholarship fund to provide full tuition, fees and books for a full-time student. The first award was made for Fall 2013. They have committed to two students for the 2014-2015 academic year. The Delta Dental Foundation is establishing an operating scholarship fund for dental hygiene students. Beginning with the 2014-2015 academic year, \$5,000 will be available annually.

Scholarships – With the Spring Commencement and the completion of summer semester, ten Success Tuition Assistance Program students have completed the requirements for graduation, increasing associate degrees awarded to 24.

Cultivation and Stewardship – On July 20, Ms. Moore attended Latino Night at Fifth Third Field to recognize the Spanish American Organization Scholarship recipients, Sara Mendoza, a Pre-Sonography major and Robert Santillan, majoring in Marketing and Sales.

### Upcoming Events

- Golf Classic at Belmont Country Club – September 22, 2014
- Foundation Annual Meeting – October 23, 2014

Betsy Johnson  
Vice President, Enrollment Management  
and Student Services

Board of Trustees  
September 16, 2014  
EXHIBIT NO. 10D

## JULY 2014

### **ENROLLMENT MANAGEMENT AND STUDENT SERVICES – *Dr. Betsy Johnson, Vice President***

Dr. Johnson, with Laurie Sabin, Vice President/Treasurer, Denise Smith, Associate Vice President, Academic Affairs, and Ann Theis, Dean, School of Business, Information and Public Service, kicked off the College's Completion Plan on July 29, 2014, which was shared with more than 60 people, who have oversight of moving the plan forward toward implementation.

### **ADMISSIONS - *Meghan Schmidbauer, Director***

Jennifer Irelan, Manager, Enrollment Communications and Events, sent 8,422 emails to prospective students (recruits as well as those who have an active application on file or dually enrolled high school graduates) to encourage registration, New Student Orientation or meet with an advisor. Outreach phone calls were made to 768 students to assist them with their next steps in the enrollment process. As part of the ongoing relationship with Bowling Green State University and building the recruitment process, 208 letters were sent to students who BGSU did not admit for fall classes and encouraged starting their degree with Owens and to later transfer to BGSU.

New Student Orientation/One-day Registration events were held on the Toledo Campus and at the Learning Center Downtown where 525 students attended and 53 students participated online.

In outreach to adults and the community, Gary Walkowiak, Admissions Representative, secured 13 interest cards from the monthly "Going Home to Stay" meeting. He met with 19 students at the Learning Center Downtown, and he conducted 2 New Student Orientation sessions assisting 32 students with the registration process.

### Findlay Campus

Stefanie Madison, Admissions Representative, Findlay, attended two the Hancock County Justice Center fair and the Bernard Park fair in Findlay, and met with 20 potential students. Three New Student Orientation sessions were held for 135 students.

### **ADVISING – *Verne Walker, Director***

Registration Ready Days were facilitated every Friday in July, which served 87 students on the Toledo Campus and 12 students on the Findlay Campus. Findlay Campus Jumpstart students and civic ambassadors with Angie McGinnis, Manager of Advising, participated in a volunteer service project at the Hancock County Community Gardens.

### **FINANCIAL AID – *Jodie Birch, Interim Director***

A total of 11,927 applications for financial aid have been received for the 2014-2015 academic year. A total of \$5,269,682.96 in grants, loans, scholarships and Federal work study has been disbursed for the 2014-2015 academic year.

Ms. Birch, Interim Director, attended the Ottawa County Fair Veterans celebration to honor Ottawa County Veterans and to provide Owens program and services information to the veterans.

**STUDENT CENTER – Amy Giordano, Director**

From July 7 through July 16, Shannon Hadding, Oserve Senior Advocate, coordinated an outreach initiative to students who may not have registered with the Selective Service, based on a list provided from the Records Office. Ms. Hadding and Laurie Linville, Advocate confirmed Selective Service registration for 27 of the 45 students, and their accounts were updated at the Records Office. Additionally, the staff informed the students of the registration process.

**RECORDS OFFICE – Eric Langenderfer, Registrar**

Graduation applications were reviewed for the award of 148 associate degrees and 101 certificates. Mr. Langenderfer and Ms. Giordano completed a self-assessment survey for Ohio's Prior Learning Assessment with a Purpose initiative. The College demonstrated it meets the majority of the suggested criteria in the award of college credit for military experience, and additional training for the evaluation and assessment of military credit for Owens faculty and staff was recommended by the Ohio Board of Regents. The baseline survey will be utilized as a means to improve upon services to veterans and active duty students.

**STUDENT LIFE – Dr. Christopher Giordano, Dean**

**STUDENT ACTIVITIES – Danielle Filipchuk, Manager of Student Life and Jackie Berger, Coordinator of Student Activities**

The Student Activities Office held multiple conference calls in exploration of a new web platform to enhance student engagement. If adopted, OrgSync, an online community, would assist facilitating engagement by connecting Owens students to organizations, departments, programs and assists in improving communication, information sharing, collaboration and reporting.

**STUDENT MENTAL HEALTH SERVICES (SMHS) – Lisa Sancrant, Director**

Ms. Sancrant met with Deb Stoll, Director, YWCA Hope Center, to explore programming and establish collaborations for sexual assault prevention efforts. Ms. Sancrant met with Julie Broadwell, Program Manager, SAAFE Center in Bowling Green, to continue collaboration with area agencies to provide sexual assault awareness and prevention programs at the College.



## JULY 2014

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

The College purchased 200 new computers for the classrooms and common computer labs. The deployment and setup of the 200 academic computers are in place and ready for the fall semester. This is an improvement toward removing some of the antiquated (7-10 year old) computers from the academic environment. Some of the replaced systems were repurposed to replace older systems in mediated classrooms requiring a basic computer. Those systems older than seven years will be refurbished through the College's OTech program and given (free) to qualified students as personal computers.

### **WORKFORCE AND COMMUNITY SERVICES (WCS) – *Brian Paskvan, Executive Director***

WCS delivered contract training for 594 participants in 27 training sessions in July. Companies served: Akron Sheet Metal Workers, Buckeye CableSystem, Cleveland Plumbers and Pipefitters, Cleveland Sheet Metal Workers, Columbus Plumbers and Pipefitters, Great Lakes Contractors, Magna Team Systems, MITEC Powertrain, National Machine, Ohio Operating Engineers, Principle Business Enterprises, ProMedica Health System, Toledo Sheet Metal Workers, Village of Ottawa Hills, Whirlpool Corporation.

WCS delivered 33 open enrollment non-credit classes serving a total of 121 students. Highlights for the month of July included CPR training (48), Real Estate (14), Motorcycle Safety (15) and Electrical Skills (12).

Gary Corrigan, Representative, Business Development, represented Owens at the Regional Growth Partnership Overland Building groundbreaking; the Tech Connect sponsored by Rocket Ventures; and, the Anthony Wayne Solar dedication.

David Siravo, Director of Skilled Trades, met with the City of Toledo's Water Treatment Plant to register new apprentices for fall classes. The City has been working with Owens on various training projects and this is the beginning of these planned projects. This is the first set of apprentices from the city.

Mr. Siravo registered apprentices at Lako Tool, Schuetz Container, Fischer Tool & Die, Freudenberg\_NOK. The Skilled Trades program has been experiencing growth in apprenticeship training from area companies at both Toledo and Findlay Campuses.

WCS assisted with moving the skilled trades program from the Tracy Road Center. The labs are currently being set-up and the balance of equipment will be moved to storage.

**OPEN POSITIONS REPORT**

REPLACEMENT POSITIONS	CAMPUS	STATUS
Academic Department Chair, Business	T	Recommended for hire: Timothy Miesse
Adaptive Technology Specialist	T	Recommended for hire: Ian Soper
Advisor	T	Advertising
Advising (Findlay)	F	Advertising
Advocate	T	Reviewing
Assistant Coach, Women's Softball	T	Interviewing
Chair, Office and Information Support Services	T/F	Reviewing
Custodian (Second Shift)	T	Interviewing
Director, Financial Aid	T	Reviewing
Dispatcher	T	Reviewing
Executive Director of Institutional Advancement	T	Interviewing
Instructor, Occupational Therapy Assistant Program	T/F	Advertising
Journeyman/Maintenance Specialist- Electrician	T	Reviewing
Legal Assistant, General Counsel	T	Recommended for hire: Linda Wirick
Police Officer	T/F	Reviewing
Police Officer	T/F	Reviewing
Representative, Disability Services	T	Reviewing
Vice President, Academic Affairs	T	Advertising

## **JULY - AUGUST 2014**

### **INSTITUTIONAL EFFECTIVENESS – *Thomas Perin, Associate Vice President/Accreditation Liaison Officer***

Mr. Perin met with Andrew Pegman, District Director, Teaching, Learning and Academic Professional Development on July 17 at Cuyahoga Community College to review their program of training adjunct faculty in a manner that benefits students.

Mr. Perin facilitated the National American University doctoral student visit and tour of Owens on July 18. The 20 doctoral students field of study was Community College Leadership into a Presidency, and they interviewed senior administration, a trustee, staff and faculty union leaders to gain insight on daily operations of a successful community college. By the end of the day, the students shared receiving much more content and in-depth information than expected. Students followed up the tour with phone call interviews, as they finalized their reports.

Mr. Perin facilitated student engagement training seminars for adjunct faculty, July 23, July 26, August 14 and August 16, 2014, and for full-time faculty, August 11 and August 13, 2014, with the help of experienced adjunct and full-time faculty. Student engagement training will improve student engagement and student persistence through all levels of the College. The training marked the creation of the Owens Adjunct Faculty Institute and the Adjunct Faculty Academy. The student engagement training will be extended to all staff.

Mr. Perin presented a customized customer service training session to the Adult Basic and Literacy Education program staff, August 8 and to students of the Dietetic Technician program with Beth Williams, Clinical Teaching Faculty, Dietetics.

### **PROFESSIONAL DEVELOPMENT**

Mr. Perin attended the Continuous Quality Improvement Network (CQIN) Summer Institute, July 30-August 2, 2014, St. Louis, Missouri. The conference focused on creating a culture of engagement to optimize organizational systems and performance.

## **DATES TO REMEMBER**

*(changes/additions since the last meeting are indicated in bold italic)*

Members of the Board of Trustees are asked to note the following dates of interest:

### 2014

<b>September 16</b>	Board of Trustees Meeting
September 22	Alumni Association Golf Classic (Belmont Country Club)
<b>September 26</b>	<b><i>Diamante Scholarship Awards Ceremony (6:00 p.m., Premier Banquet Hall)</i></b>
<b>October 7</b>	<b><i>Board of Trustees Retreat</i></b>
October 20-21	Fall Break ~ No Classes (college open for faculty/staff professional development)
<b>October 22-25</b>	<b><i>ACCT Annual Leadership Congress (Chicago) ~ Trustees Hammond, Hejeebu, McMaster, Talmage, Uhler representing the College and/or OACC</i></b> <ul style="list-style-type: none"><li>• <b><i>October 22 ~ OACC Trustees Network Reception</i></b></li></ul>
<b>October 23</b>	<b><i>Foundation Annual Meeting (6:00 p.m., Audio Visual Classroom Center)</i></b>
October 28	Board of Trustees Meeting ( <i>Toledo Campus</i> )
November 11	Holiday ~ College Closed
<b>November 17</b>	<b><i>University System of Ohio Trustees Pre-Conference for New Trustees by invitation of Chancellor John Carey (Columbus State Conference Center)</i></b>
<b>November 18</b>	<b><i>University System of Ohio Trustees Full Conference for All Trustees by invitation of Chancellor John Carey (Columbus State Conference Center)</i></b>
November 26-30	Holiday ~ College Closed
December 7	Last Day of Fall Semester Classes
<b>December 2</b>	<b><i>Board of Trustees Meeting (FCE #111) and the Findlay Holiday Reception (EC #111)</i></b>
<b>December 4</b>	<b><i>Toledo Holiday Reception (11:30 a.m., Audio Visual Classroom Center)</i></b>
December 12	Commencement
December 24-31	Holiday ~ College Closed

### 2015

January 1	Holiday ~ College Closed
January 12	First Day of Spring Semester Classes
January 19	Holiday ~ College Closed
February 3	Board of Trustees Meeting
March 9-15	Spring Break ~ No Classes
April 7	Board of Trustees Meeting

**DATES TO REMEMBER ~ *continued***

2015 (continued)

<b><i>April 23</i></b>	<b><i>All-Ohio Academic Team Luncheon by invitation (Columbus)</i></b>
May 3	Last Day of Spring Semester
May 5	Board of Trustees Meeting ~ 3:00 p.m.
May 8	Commencement
May 18	First Day of Summer 10 Week/First 5 Week Classes
May 25	Holiday ~ College Closed
June 1	First Day of Summer 8 week classes
<b><i>June 2</i></b>	<b><i>Board of Trustees Meeting (Findlay)</i></b>
June 22	Last 5 week Summer classes begin
July 6	Holiday ~ College Closed
July 26	Last Day of Summer Classes
August 17	Fall Classes Begin
<b><i>September 4-6</i></b>	<b><i>No weekend classes</i></b>
<b><i>September 7</i></b>	<b><i>Holiday (College Closed)</i></b>
<b><i>October 19-20</i></b>	<b><i>Fall Break ~ No Classes (college open for faculty/staff professional development)</i></b>
<b><i>November 11</i></b>	<b><i>Holiday ~ College Closed</i></b>
<b><i>November 25-29</i></b>	<b><i>Holiday ~ College Closed</i></b>
<b><i>December 6</i></b>	<b><i>Last Day of Fall Semester Classes</i></b>
<b><i>December 11</i></b>	<b><i>Commencement</i></b>
<b><i>December 24- January 1</i></b>	<b><i>Holiday ~ College Closed</i></b>