



Board of Trustees Regular Meeting

October 28, 2014

Exhibit 13

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

Denise Smith
Associate Vice President, Academic Affairs

Board of Trustees
October 28, 2014
EXHIBIT NO. 13A

AUGUST & SEPTEMBER 2014

ACADEMIC AFFAIRS – *Denise Smith, Associate Vice President*

HONORS PROGRAM – *Russell Bodi, Director*

The Honors Program welcomed 37 new students this Fall. Dr. Bodi, Cory Hoover, Professor of English, Tim Rice, Professor of English, and Alden Gross, Adjunct Instructor of Communications conducted an Honors Orientation for the honors program students.

LIBRARY – *Thomas Sink, Dean*

Heather Crozier, Findlay Librarian, created new generation library tutorial guides with streaming video and links to web-based content, called LibGuides, to improve student success in classroom assignments by creating pathways for on-campus and off-campus users to find library resources and aid in research.

Dejah Rubel, Cataloger, created an interactive display for Banned Books Week. Michael Aked, Acquisitions Librarian, created a display in recognition of Constitution Day. Both displays were available for viewing on the Library's Facebook page.

Gail McCain, Findlay Library Manager, organized a display of farm history-related memorabilia, artwork, and library resources at the Findlay Library. Employees with a family history of area farming shared photographs and artifacts from egg baskets to a hog cane, including a photocopy of a land deed signed by President Andrew Jackson.

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

At the August 26 Fall Fest and Volunteer Fair, students and community members learned of volunteer opportunities and met representatives from 21 local organizations including: United Way Wordshop Program, Heartland Hospice, Big Brothers/Big Sisters, Black Swamp Conservancy, Toledo Area Metroparks, Toledo Zoo, Toledo Humane Society, Wood County Board of Developmental Disabilities, Padua Center, Cherry Street Ministries, SNAP Outreach Toledo Area Ministries, American Red Cross, Josina Lott, Ronald McDonald House, United Way of Toledo, Victory Center, and Nightingale's Harvest.

The Owens Harvest Food Pantry served 249 individuals in August and 481 individuals in September.

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. Currently, 51 students are being served and a recruitment is in underway for additional students. A "Senior Track" course of workshops was started specifically designed to keep seniors and high performing juniors on track to graduate. Owens Career Counselors, Jane Pozniak and Marla Michelson, have presented to each school on career exploration and how to choose the right college based on career interests using the OCIS on-line career assessment program. Laura Moore, Interim Executive Director of College Development, has presented to students regarding scholarship searches and college finances.

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

Tim Miesse, Chair, Business Technologies attended Sylvania Rotary Club luncheon with Andrew Timothy, Assistant Professor, to promote Owens Community College. Mr. Timothy is a past president of Sylvania's chapter.

Mr. Miesse, Joann Gruner, Chair, Food, Nutrition and Hospitality, Beth Williams, Clinical Teaching faculty, and an Owens Community College graduate from the Food, Nutrition and Hospitality program participated in the United Way of Greater Toledo Day of Caring, and they cleared rubbish, weeds and planted flowers at a 1920's building being renovated for elementary school classrooms.

Mr. Miesse served as a judge of the Penta Distributive Education Clubs of America (DECA) Fall Frenzy Competition held on the Toledo Campus. Approximately 300 students from area high schools participated in this event where 2-3 member student teams presented solutions to a specific human resources case problem. DECA, Inc. prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges.

Thomas Passero, Professor, International Business, relayed that Owens student, Corbin Stirn, is an exchange student who is currently attending Helmo Institute in Liege, Belgium. He is a Business Management major who was awarded a Helmo \$1,000 scholarship. He is the College's first and only exchange student to Belgium, as part of the three-year exchange program.

Ruth Couch, Associate Professor, Business Management, with her husband donated thousands of vegetable plants and fresh vegetables to the CHOPIN Hall Community Center, Findlay, to help those who may not have been able to afford plants or produce.

Ramadevi Kannan, Assistant Professor, Accounting, reported the 4th Annual Institute of Management Accountants (IMA) student club picnic was held on August 24. IMA faculty advisors organized the networking event at the home of Charlie Boxell, Assistant Professor, Business Technologies. Additionally, the IMA holds monthly meetings with accounting professionals as guest speakers, and the August meeting featured guest speaker was Gretchen Vollmar, Staff Accountant, OBS Financial Services, Whitehouse.

Stoneco, a division of The Shelly Company, in Maumee, donated approximately four to six tons of rubber belting to the Criminal Justice Department for use at the College's Firing Range.

SCHOOL OF LIBERAL ARTS – Michele Johnson, Dean

Elisa Huss-Hage, Professor, Teacher Education and Human Services, and 12 students volunteered for the Buddy Walk to support Down Syndrome. Additionally, education students volunteered for the Sunshine walk, roll and run, and the Special Olympics state softball tournament.

Sarah Twitchell, Instructor, Teacher Education and Human Services and the Anthropos Club Advisor, hosted a guest speaker on the topic of human trafficking on the Findlay Campus. Ms. Twitchell and 14 students in the Social Welfare Institutions 220 class attended the international human trafficking conference held at the University of Toledo.

Marian Moore, Assistant Professor, Social/Behavioral Sciences, organized and accompanied 40 students from Findlay and Toledo Campuses on a field trip to the Heidelberg Project in Detroit. A docent-led tour of the public art exhibition, the students were asked to connect the field trip to sociology concepts in class assignments.

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

The Student Nurses Association (SNA) participated in the Susan G. Komen Race for a Cure in Toledo. Owens students and faculty served as Breast Health Ambassadors educating the public and spreading the program's messages of positive breast health.

Eileen Alexander, Clinical Teaching Faculty and Deborah Sullivan, Laboratory Faculty, Skills and Human Patient Simulator, accompanied students to the Ohio Student Nurses Association meeting in Cleveland. The students participated in educational and social activities to enhance their understanding of an organization's ability to effect change in a community.

At the State Nursing Student Association meeting in Cleveland, Owens students, Kaitlyn Andreas was selected as a board member and conference planner; Misty Sheeks was selected as a board member and community health manager; and, Harold Kuhbander, was selected as a delegate and member of the National and Ohio Student Nurses Association. These positions will keep Owens Community College well represented in the state and national levels.

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM) – *Glenn Rettig, Interim Dean*

The Auto Body program received full Master Certification from the accrediting body of National Automotive Technicians Education Foundation (NATEF). This was an on-site visit evaluating curriculum, faculty credentials and facilities.

The School of STEM participated in the "STEM in the Park," free, family-friendly event at Bowling Green State University and organized by Northwest Ohio STEM. Owens had three tables promoting the College's technology offerings. A special thank you to Jerry Schermerhorn, Academic Lab Technician, Life and Natural Sciences, for coordinating the presentation.

PROFESSIONAL DEVELOPMENT

Krista Kiessling, Director of Service Learning and Civic Engagement, represented Owens Community College on the Ohio Campus Compact State Advisory Committee at Denison University in Granville on September 16th. Ms. Kiessling also represented the Harvest Food Pantry at the first Annual Ohio Hunger Dialogues at Walsh University on September 26 and September 27, 2014.

DOWNTOWN TOLEDO LEARNING CENTER

Jacquelyn Jones, Director, Learning Center, Downtown, was appointed to serve on the Board of Directors, Martin Luther King Kitchen for the Poor, which is located in Toledo's central city and feeds more than 200 people a day.

SCHOOL OF LIBERAL ARTS

Elisa Huss-Hage, Professor, Teacher Education and Human Services and Chair of the Commission on Early Childhood Associate Degree Accreditation was asked to be a participant in the National Association for the Education of Young Children (NAEYC) Governing Board Strategic Planning Process and has been invited to be a member of the Standing Committee-Board Development.

Deborah Ciecka, Chair, Teacher Education and Human Services, attended the Brightside Academy Governing Board Meeting on August 29, 2014. Brightside Academy is one of three community partners who received the Federal Head Start grant to provide preschool and Early Head Start services to the Lucas County region.

Kimberly Minke, Professor, Social/Behavioral Sciences, attended the Willow Creek Global Leadership Summit on August 14 – 15. The summit included presentations from and interviews with international leadership experts in many fields (business, consulting, entertainment, non-profit, government, religion, etc.).

Kevin Schroeder, Professor, Art, had a drawing accepted into Eastern Michigan University's Great Lakes Drawing Biennial, September 22, 2014. He was also invited to exhibit a print in the University of Toledo's Fresh Impressions exhibition held in August at the Center for Visual Arts Gallery. Professor Schroeder has been selected to be an awards juror for the Perrysburg "Rally for the Arts Festival. He has also had a drawing accepted into *The Elegant Nude* exhibition in The Gallery at the Watershed in Eugene, Oregon.

Jeremy Meier, Associate Professor of Theatre, performed his original one-man show as Commodore Oliver Hazard Perry at the Perry Victory and International Peace Monument for the National Park Service. This was part of a Perry Celebration on August 23 and August 24, 2014. Mr. Meier participated in a round table discussion on the battle, as part of the Heritage Festival and Historic Weekend in September.

SCHOOL OF NURSING AND HEALTH PROFESSIONS

Margaret Ludwikoski, Nursing Human Patient Simulator Laboratory Faculty, attended "The Role of the Wearable Defibrillator in Protecting Patients from SCD" at the Greater Toledo Area Chapter of Critical Care Nurses meeting on September 3, 2014. Indications for the device, utilization of the device, potential complications of the device and case studies of individuals wearing the device were presented. A sample vest was provided to be used in classroom demonstrations.

Cynthia Hotaling, Professor, Nursing and Karen Wehman, Associate Professor, Nursing attended *CE Roadshow: Nursing Full Throttle* September 9, 2014. Information gained at this program included current and pending changes in Ohio laws governing RN's, HIPPA and social media, and signs of human trafficking. Other topics were developing professional goals, tips to avoid malpractice litigation, and health concerns of genetically modified foods. Information gained at this CEU will be used to update content in all nursing program courses. The information on laws, social media, nursing advocacy and current staffing laws is especially relevant in the Nursing Concepts (NRS 121) and the Leadership and Management (NRS 226) courses taught in the Registered Nurse program. Additional information will be shared with the participants via a flash drive will be shared with other nursing faculty.

Ruth Ankele, Assistant Chair, Nursing, Anne Helm, Professor, Nursing, Ms. Hotaling, Ms. Ludwikoski, Barbara Miller, Associate Professor, Nursing, and Julia Popp, Professor, Nursing, attended a Concept-based Educational Conference in Lansing, Michigan on September 26, sponsored by Elsevier. The conference focused on Teaching Strategies in a Concept-based Curriculum and topics discussed included Flipping the Classroom, Classroom evaluation, and Clinical Structure.

Lori Maynard, Program Manager, Surgical Technology, attended the Ohio Chapter Association of Surgical Technologist Conference at St. Luke's Hospital on September 27, 2014. The conference speakers shared insight into specialty areas of surgery including spine, cataract, hip replacement, hand surgery, sterilization, plastic and reconstructive and mastectomies.

Janet Janes, Adjunct Faculty, hosted an in-service for 14 surgical students on September 30, 2014. The invited guest speaker was Jesse Kalin, Spectrum instrument representative. The in-service was entitled *Instrument Care and Handling*. Students were instructed on various instrument inspection techniques.

Barbara Seguine, Chair, Occupational Therapy, has accepted an invitation to serve as a member of the Accreditation Council for Occupational Therapy Education, which is recognized as the accrediting agency for occupational therapy education by both the United States Department of Education and the Council for Higher Education Accreditation. Ms. Seguine will be fulfilling a three-year term, which began at the conclusion of the Accreditation Council for Occupational Therapy Education meeting in August. As part of her responsibilities as a member of the Accreditation Council for Occupational Therapy Education, she will be expected to participate in one to three on-site evaluations annually and review self-study reports in preparation for those evaluations. In addition, each member also tracks several educational programs and reviews Plans of Correction, Progress Reports, and Interim Reports.

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS

Anthony Duris, Instructor, Welding, attended the 2014 American Welding Society's (AWS) Instructors Institute, July 27 to August 1, 2014. One instructor was selected from each AWS District, and Mr. Duris was selected from our district to attend. Mr. Duris learned the latest information about AWS education programs, visual inspection techniques for instructors, and strategies for supporting the Owens welding program. This event was held at the AWS Headquarters in Miami, Florida. All travel and lodging expenses for each of the 22 district instructor representatives that attended the event was paid for by the American Welding Society.

AUGUST & SEPTEMBER 2014

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

Ms. Sabin participated in the Community College Funding Consultation webinar. The group is working to update the FY2015 funding model to distribute State Share of Instruction funds for FY2016 and FY2017. For FY2016, course completions will be based on FY2013, FY2014 and projected FY2015. Success points and credential completion will be based on FY2012, FY2013 and FY2014. Since three-year data is not available for certificates, FY2014 data will be used. The group is currently discussing adding academic preparedness as a fourth risk category and how that fourth category would change the weights of the other risk factors. The projected timeline for these efforts includes finalization of the formula, compilation of a final report and recommendations to the Ohio Board of Regents by the end of October 2014.

On September 12, Ms. Sabin participated in the OACC Fiscal Officers meeting via teleconference. Meeting topics included an update by Jeff Ortega, OACC Director, Public Affairs, regarding service credit for employees retiring from PERS who also have time with SERS and/or STRS; an introduced House Bill, which establishes a Community College Workforce grant program to incentivize students to pursue degrees or certificates in programs that match in-demand Ohio jobs; and, changes to Senate Bill 3 that require state colleges and universities to publish their rules in the Register of Ohio and in any electronic publication of the Ohio Administrative Code. David Cannon, Vice Chancellor, Ohio Board of Regents, provided an overview of joint use agreements, controlling board approval rules for general and specific capital projects and OBR guidelines drafted for tuition guarantee programs. A representative of the Community College Funding Consultation working group shared that the group is working on a technical frequently asked questions guide to ensure consistency of reporting across colleges.

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

Owens State Community College's annual security report is now available. This report is required by federal law and contains policy statements and crime statistics for the College. This report is available online at <https://www.owens.edu/dps/annual-report-2014.pdf> or through the Department of Public Safety. Crime statistics for 2013 have also been submitted to the Department of Education for all campuses and learning centers.

A new dispatcher, Andrea Shiffler, was welcomed into the Department of Public Safety.

OPERATIONS – *Michael McDonald, Executive Director*

Mr. McDonald attended the Toledo Regional Chamber Meeting as one of 25 guests to discuss the recent Toledo water crisis. Ed Moore, Director of Public Utilities provided an explanation of what caused the Toledo water ban and what was being done to prevent a repeat of the crisis.

On August 21, Mr. McDonald represented the College at the Ohio Board of Regents' Efficiency Advisory Committee, which has been charged by the Ohio Legislature to compile the operational efficiency efforts and successes for Ohio's institutions of higher education. Presently the 2014 Efficiency Advisory Committee Report is being drafted for review.

The Ohio Board of Regents (OBOR) 2014 Efficiency Advisory Committee Report worksheets were distributed to department heads throughout the College to be completed by mid-October prior to being compiled and submitted to OBOR, as required by the state legislature.

On August 28, Mr. McDonald attended the annual, one-day Ohio Facilities Construction Commission Conference in Columbus. This conference brings together public owners (state agencies, colleges/universities, school districts), architects, engineers, landscape architects and planners, construction managers, design-builders, contractors, subcontractors and suppliers, consultants and specialty service providers, and construction attorneys.

On September 12, Mr. McDonald and Pam Beck, Controller, met with Ed Sheehan of Lake Business Products to discuss more efficient processes for obtaining "tic-counts" from college copiers and printers presently under contract with Lake Business Products. In addition, improved billing procedures will create efficiencies for both the College and Lake Business Products.

The College's Energy Management Technical Team, which was created at the beginning of fiscal year 2015, held its second meeting to establish a list of energy conservation initiatives that can be achieved through the Colleges existing energy management technologies and protocols.

FACILITY SERVICES – *Jim Mahaney, Director*

Access Improvements – This project consists of replacing 16 openings including doors, frames, and hardware throughout the Toledo Campus. It began on time; it is 70 percent complete, and expected close-out by mid-October.

College Hall Tuck Pointing – A technical proposal in in progress with Poggemeyer Design Group.

Facility Services Building Renovation – The bid opening for this project was held on September 10 with the responsive bidders identified as, Utopia Construction for the General contract and Dimech Services for the Plumbing, Electrical, HVAC, and Fire Protection contract.

HVAC Renovations – Most of the equipment has been received, and the project will begin after air conditioning season ends to avoid uncomfortable conditions for occupants.

Center for Emergency Preparedness (CEP) HVAC – This project entails replacing a variable refrigerant flow system in the Fire Training Simulator building with two new small roof top units and one existing roof top unit using most of the existing duct work. The bid opening was held on September 30 with the responsive bidder identified as, Marlin White & Sons, Inc.

CAPITAL PLANNING AND SUSTAINABILITY – *Thomas Horrall, Director*

Capital Planning has submitted requests for Release of Funds and are awaiting Controlling Board action for the following state capital supported projects:

Carpet Replacement Project	\$ 49,627
Facility Services Renovation Project	184,400
CEP Fire Training Simulator Building – HVAC	190,340

With planning and programming for the Heritage Hall Classroom Project complete, bids are currently being solicited with receipt and approval anticipated for October 1.

Capital Planning has initiated discussion meetings on the proposed limited renovation of College Hall to provide an engaging Admission Center.

CAMPUS RETAIL SERVICES – *David Wahr, Director*

Bookstores - During the month of August, the Toledo store had 14,483 individual transactions and the Findlay store had 3,855 for a combined total of 18,338. The majority of which were textbooks. In fact, new textbooks was the single largest category of sales followed by general supplies, used textbooks, consumables, misc. accessories, nursing supplies, headphones, reference, and art supplies.

Copy Center - There was an increase in the number of copy jobs in August 2014, as compared to prior year: 1,356 jobs in 2014 and 1,191 in 2013. Likewise the number of pieces produced increased with 500,561 pieces in August 2014 as compared to 432,444 in August 2013. The volume of outbound mail in August decreased significantly with only 6,423 pieces being mailed out in 2014 as compared to 8,235 in 2013. Likewise there was a decrease of inbound mail receiving 52 tubs in 2014 as compared to 54 tubs in 2013. The percentage of error free or perfect copy jobs improved this year to 98 percent from 97 percent in 2013.

Food Service - The new point of sale system for Subway in the cafeteria was installed and operational for the first day of classes.

AUXILIARY SERVICES – *Danielle Tracy, Director*

Facility Rentals – Events processed 114 events in the month of August, which included seven external events bringing in revenue of \$760. Events processed 316 events in the month of September, which included nine external events bringing in revenue of \$1,400.

Student Health and Activities Center (SHAC) - SHAC attendance for September was 5,102, which is an average of 204 people per day. Attendance is down by 16 percent as compared to September 2013.

PROFESSIONAL DEVELOPMENT

Owens police officers completed firearms qualifications and training in first aid, CPR and instruction on using an automatic defibrillator (AED).

Mr. McDonald attended the Ohio Attorney's Title IX training on September 15 in Columbus. The training was relevant to Mr. McDonald due to his voluntary role as a College Conduct Hearing Officer.

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

Board of Trustees
October 28, 2014
EXHIBIT NO. 13C

AUGUST & SEPTEMBER 2014

FUNDRAISING – *Laura Moore, Interim Executive Director*

Donations – Delta Dental Foundation has committed to providing \$5,000 each academic year, beginning this year for five years, to fund scholarships for Dental Hygiene students. The Edwin G. Knepper Trust received an additional distribution, bringing the total received to over \$17,000, which is earmarked for the College's Concert Band.

Cultivation and Stewardship – Ms. Moore met with Barb Bruno from Recycle I.T. USA on a scholarship fund she established. Ms. Moore met with Connie Schaffer, Chief Information Officer and Pat Amico with the Perrysburg Area Arts Council regarding the establishment of new scholarship funds. She also met with Kris Berger Long, Executive Director and Chief Development Officer, Scholars of Toledo (TPS) Foundation, to share Owens Foundation's best practices.

Owens collaborated with the other partnering educational institutions at this year's Diamante Awards, celebrating its 25th anniversary, held at Premier Banquet Hall on September 26. Owens students' Laura Aranda, Sara Mendoza, Tabitha Mixon and Robert Santillan, were recognized as recipients of Diamante scholarships for this year.

ALUMNI RELATIONS – *Laura Moore, Director*

Mud Hens Alumni Night – On August 1, the Alumni Association entertained 276 people in the Roost for its eleventh Annual Meeting and Mud Hens night. The participant number was a significant increase over last year with 92 additional people. President Bower and his wife, Carol, greeted alumni and their families. Ballot voting was conducted by the members and six directors were elected for a three-year term: (1) Walter Celley, Township Administrator, Perrysburg Township and a 1976 graduate in Agribusiness Management; (2) Tom Daniels, Assistant Director, Graduate Studies, Bowling Green State University and a 1993 graduate in Marketing and Sales; (3) Matt Feasel, Treasurer, Perrysburg Exempted Village Schools and a 1982 graduate in Computer Programming Technology; (4) Amy Hansen, Owner/Photographer, Imagine That Photography and a 1990 graduate in Financial Management Technology; (5) Thomas Tiggs, Retired Battalion Chief, Toledo Fire & Rescue Department and a 2007 graduate in Fire Science Technology; and (6) Mark Wasylyshyn, Sheriff, Wood County and a 1988 graduate of the Owens Police Academy.

Community Service – In September, the Alumni Association completed distribution for the eleventh annual Backpack to the Future school supplies drive. The support this year from Owens family, alumni and the community was significant. This generosity will impact 17 elementary schools' kindergarten students in Lucas, Wood and Hancock Counties. At the Old West End Academy, Owens representatives, including student-athletes and coaches from the men's soccer team and Owens civic ambassadors, met with the principals and delivered backpacks and supplies to benefit kindergarten students at seven Toledo Public Schools: Old West End Academy,

Whittier, Arlington, Marshal, Pickett Academy, Riverside and Rosa Parks elementary schools. At Rossford's Glenwood Elementary School, Owens representatives, including volleyball student-athletes and Student Government representatives, donated backpacks and school supplies to the schools of Bowling Green, North Baltimore, Rossford, Northwood, Genoa and Woodmore school districts. The backpack distribution was concluded with a presentation at Jacobs Primary in Findlay.

Overall, the program placed in the hands of kindergarten students: 548 backpacks and 8,787 pieces of school supplies. Additionally, monetary donations totaled \$3,000, which was used to purchase items. The teachers, principals and students were deeply moved by the outpouring of support from Owens Community College and its Alumni Association. During mini-assembly sessions, the supplies were presented to the schools while emphasizing to the young audiences Owens' passion for education, the significance of life-long learning and how Owens looks forward to welcoming them as students in future years.

Since the inception of Backpack to the Future in 2004, the Alumni Association has donated 3,948 backpacks and more than 71,000 school supplies to benefit children in the area.

Golf Classic – On September 22 at Belmont Country Club, 112 participants enjoyed a day of golf in support of the Alumni Association during its twelfth annual Golf Classic. The 28-team event netted \$28,707 to benefit scholarships and alumni outreach endeavors. The Golf Classic Committee did an exceptional job securing sponsorships at all levels and executing a very effective event.

Since its inception, the event has netted more than \$343,000. The Golf Classic event sponsor was Hylant Family Foundation. In addition, Metzgers served as the print sponsor and the *Toledo Free Press* was the ad sponsor. The championship team of the four-person scramble was sponsored by the Edward Jones; team members included Rich Rowe, Puck Rowe, Senator Randy Gardner and Brooks Gardner.

Upcoming Events

- Shop 'Til You Drop – December 6, 2014
- Walleye Night at Huntington Center – February 21, 2015
- Outstanding Service Award Celebration – April 24, 2015
- Golf Classic – September 21, 2015

Betsy Johnson
Vice President, Enrollment Management,
Student Services and Marketing

Board of Trustees
October 28, 2014
EXHIBIT NO. 13D

AUGUST 2014

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

Dr. Johnson met with Rebecca Butler, Vice President Enrollment Management at the University of Findlay to strengthen the partnership and explore areas for collaboration. Dr. Johnson with Denise Smith, Interim Vice President, Academic Affairs, Meghan Schmidbauer, Director, Admissions, and Dr. Verne Walker, Director, Advising, met with Bowling Green State University representatives to continue discussions of the collaborative partnership and curriculum pathways.

Dr. Johnson and Ms. Smith presented information on dual enrollment, financial aid and majors to the guidance counselors of Toledo Public School District on August 12.

Dr. Johnson was the keynote speaker at the Wood County Chamber of Commerce New Teacher Luncheon, which was for new teachers of Bowling Green City Schools and area private schools. Also in attendance were Bowling Green Mayor Richard Edwards, Superintendent Dr. Ann McVey, Executive Director of Teaching and Learning Dr. Todd Cramer, Executive Director of Pupil Services Dr. Bob Yenrick and school principals and administrators.

The Division of Student Services and Marketing welcomed students to fall semester in a variety of ways, which included chalked sidewalks with welcoming messages, painted windows in College Hall with important information, welcome back signs were posted for people to autograph, a welcome back banner on the Oregon Road bridge and more than 50 volunteers staffed welcome tables in various locations on both campuses.

ADMISSIONS - *Meghan Schmidbauer, Director*

High School Recruitment

Emily Nix, Admissions Representative co-presented at Penta Career Center's College Planning Night with Penta's guidance counselor Mary Schultz. Carolyn Eaton, Admissions Representative, attended the Whitmer Career and Technical Center's Open House and secured 10 interest cards for follow up.

Adult and Community Outreach

In outreach to adults and the community, Gary Walkowiak, Admissions Representative, secured 9 interest cards from the monthly "Going Home to Stay" meeting on August 6. He attended the New Concepts Support Group at the First Baptist Church in Toledo on August 18, which supports recently released offenders. On the Toledo Campus and at the Learning Center Downtown, he met with 61 individuals seeking admissions information and assistance.

Registration Events

New Student Orientation/One-Day Registration events were held on the Toledo Campus and at the Learning Center Downtown where 575 students attended and 128 students participated online.

Findlay Campus

Stefanie Madison, Admissions Representative, Findlay, attended the Findlay High School Open House and met 10 prospective students and families. There were 79 students that attended the Findlay Campus New Student Orientation/One-Day Registration events.

A welcome event was held on Saturday, August 16 for Findlay Campus students and provided an informal opportunity for about 50 new and continuing students to network and take care of last-minute details for the fall semester.

ADVISING – Verne Walker, Director

Registration Ready Week was held the week of August 4 on both campuses, which provided daily walk-in advising sessions. Prior to the event, a postcard mailing was sent to about 1,500 students who had completed their admissions steps or were continuing students to promote various ways of interacting with an Advisor. The promotion also included a \$50 gift certificate from the Owens Community College Toledo and Findlay Bookstore awarded to one student of each campus who registered during the first week of August.

The Office of Advising partnered with Marketing to design an electronic postcard for approximately 1,100 recent Owens Community College graduates to encourage enrollment to advance education, transfer and personal development, which yielded about 16 registrations.

FINANCIAL AID – Jodie Birch, Interim Director

A total of 13,758 applications for financial aid have been received for the 2014-2015 academic year. As of September 30, a total of \$27,021,286.09 in grants, loans, scholarships and Federal work study has been disbursed for the 2014-2015 academic year. Currently, 54.9 percent of students enrolled for Fall Semester 2014 are receiving financial aid, which represents an increase of 3.2 percent from Fall Semester 2013.

INTERNATIONAL STUDENT SERVICES – Annette Swanson, Manager

The College has 124 full-time F-1 international students currently enrolled and registered in the Department of Homeland Student Exchange and Visitor Information System (SEVIS). The three countries showing the highest number of F-1 international students in ranked order are Saudi Arabia, China and Jordan. The regions showing the highest number of F-1 international students in ranked order are Middle East, Asia and Africa. Both rankings continue the trend. For the first time, the College has a student each from Morocco, Iraq and St. Kitts and Nevis. Overall, current enrollment of international students is up by 8 percent from Fall Semester 2013.

A mentor program, consisting of staff and faculty mentors, is in place for the Belgian students participating in the agreement with Haute Ecole Libre Mosane (HELMo) University in Liege, Belgium. These events are being coordinated by Christina Roby, Secretary, School of Liberal Arts.

RECORDS OFFICE – Eric Langenderfer, Registrar

On August 27 and 28, Cindy Eschedor, Assistant Registrar with Ms. Schmidbauer met with high school administrators who will have dual enrollment students on either the Toledo or Findlay Campuses. The focus of the meetings were to review Owens processes and deadlines for registration, dropping classes, verifying course rosters, submitting grades and to promote seamless processing and reporting for attending high school students.

STUDENT LIFE – Dr. Christopher Giordano, Dean

STUDENT ACTIVITIES – *Danielle Filipchuk, Manager of Student Conduct*

Student Activities hosted welcome tables for new and returning students in the College Hall Student Lounge from August 19 to 21. In collaboration with Student Government, welcome tables offered refreshments, giveaways and information about getting involved on campus. Additionally, 20 students signed up to volunteer at the Fall Fest.

In August, Student Activities hosted the annual Fall Fests with approximately 1,200 student attending the Toledo Campus event and 300 students attending the Findlay Campus event. The Fall Fest provided students with opportunities to become engaged in campus life and student activities in an atmosphere of refreshments, games, and entertainment.

Student Government hosted the first Town Hall of the semester on August 28. Town Halls are a forum for students to raise issues, questions and concerns while interacting directly with Owens administration and staff.

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

Students currently involved with counseling services = 41

Following are services provided for August:

Intakes ~ 12

Completed = 4

Self-Referred = 4

Scheduled = 4

Consults ~ 3

Faculty/Staff = 1

Student(s) = 1

Discharges ~ 23

Degree completion/Transfer = 7

Goals Achieved/Enrolled = 6

Withdrew from Owens = 8

Drop out of services/Enrolled = 2

PROFESSIONAL DEVELOPMENT

Ashley King, Admissions Representative, Toledo, accepted the treasurer's position with ECHHO (Educators and Community Helping Hispanics Onward,) a collaborative organization that seeks to provide information about post-secondary educational opportunities in Northwest Ohio.

Jack Witt
Vice President, Human Resources and Administration

Board of Trustees
October 28, 2014
EXHIBIT NO. 13E

SEPTEMBER 2014

HUMAN RESOURCES – *Jack Witt, Vice President*

Owens Community College participated in the United Way ‘Day of Caring’ on September 12, where forty (40) students and staff represented the College in volunteering to support the community.

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

WCS delivered contract training for 850 participants in 30 training sessions in August and September. Companies served: Ability Center of Toledo, Akron Sheet Metal Workers, Ball Corporation, Bridgestone APM, Buckeye CableSystem, Canton Plumbers & Pipefitters, Charles Construction, Cincinnati Plumbers and Pipefitters, Citadel Plastics, City of Toledo, Cleveland Sheet Metal Workers, Dayton Plumbers & Pipefitters, Findlay Area Business Consortium, Findlay Products, Great Lakes Contractors Association, Guardian Industries, Harbor Career Connections, Husky Refinery, Ironworkers Union, Jones-Hamilton, L&W Engineering, Lucas Metropolitan Housing Authority, Magna T.E.A.M. Systems, Marathon Petroleum, Principle Business Enterprises, ProMedica Health Systems, St. Catherine’s School, ThermaTru, Trainco Truck Driving School, Whirlpool Corporation. This fall, WCS has scheduled 15 Microsoft Office classes and will train over 70 Whirlpool employees.

A \$1 million grant has been awarded to the College from the U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. Owens is one of 11 Ohio community colleges that have formed the Ohio Technical Skills Innovation Network (Ohio TechNet) consortium, led by Loraine County Community College. The Ohio TechNet consortium received a total grant award of \$15 million to assist with the development of an advanced manufacturing competency model, which promotes job readiness, prior learning assessment, basic skill development, pathways to certificates/degrees, employer involvement, online/hybrid courses and work-based learning. Specifically for Owens, the College will focus on building its capacity to provide training in the high-need areas of Welding and Industrial Automation (which includes Advanced Manufacturing).

WCS met with First Energy to discuss re-establishing the lineworker training program, as First Energy/Toledo Edison is in need of lineworkers and sub-station workers; the company is looking to begin training in Fall 2015. Toledo Edison is anticipating a high rate of retirements over the next several years. Previously, Owens partnered with First Energy/Toledo Edison and over ten years the College trained about 15 students per year toward an associate degree program with 99 percent placement. The program was ended when the hiring needs were met. For the new program, it is anticipated that students selected for the program will pursue an associate degree via a lock-step model, completing all training and graduating (approximately 15 per year) within two years. All graduates will be given an interview, and it is anticipated that a high percentage of job placement will be achieved.

Dave Siravo, Director of Skilled Trades, registered apprentices at Riverside Machine, Universal Metal Products, Maumee Pattern and Findlay Products. The Skilled Trades program has been experiencing growth in apprenticeship training from area companies.

Carl Dettmer, Director of Program Development, and Pete Palko, Business Development, co-hosted a presentation and panel discussion in partnership with the Bowling Green Community Development Foundation. Several Wood County companies participated and expressed interest in working with the College to solve key workforce development challenges – particularly in the areas of skilled trade positions and supervisory roles.

Mr. Dettmer, with Dr. Doug Mead, Associate Dean School of Nursing and Health Professions, represented Owens at the Magna T.E.A.M. Systems health fair in Toledo on September 10. This facility employs more than 700 workers, and Owens provides monthly healthy cooking demonstrations for the company’s wellness initiative.

GED testing services kicked off the See for Free promotion, September 22 to October 3, which provides potential students the opportunity to visit the Owens testing center and take the GED Ready practice test for free. The program provides individuals with a free personalized study plan based on their results so that they may prepare for the actual GED test. The anticipated outcome is to increase the enrollment in the Adult Basic and Literacy Education program for individuals who want to improve basic math and English skills to obtain a GED. The “See for Free” program is held in conjunction with National Adult Education & Family Literacy Week hosted by the National Coalition for Literacy.

WCS offered Massage Therapy for Cancer Patients to licensed massaged therapists from around the state. The two summer sessions trained 32 therapists in a 16-hour certificate course on comfort oriented massage training. The hands-on training provided therapists with the basics of oncology massage and the common side effects of cancer treatments. An additional session is being offered in fall, and it has already reached a maximum enrollment with the majority of participants residing outside the region.

In September, WCS completed the final of the four Brownsfield Environmental Cleanup classes, which was grant-funded by the U.S. Environmental Protection Agency through the City of Toledo Environmental Services Division. The College trained about 80 students in 160 hours, including structure deconstruction, OSHA HazWoper, OSHA 30-hour general construction, asbestos abatement, and lead and mold awareness. The training concluded with a job fair and six companies in environmental cleanup and disaster cleanup participated. The job placement rate for the completers was about 70 percent. The City of Toledo expressed interest in parting with Owens again for future available EPA grant opportunities.

OPEN POSITIONS REPORT

REPLACEMENT POSITIONS	CAMPUS	STATUS
Advisor	T	Interviewing
Advising (Findlay)	F	Recommended for hire: Irene Lindquist
Advisor, International Student	T	Advertising
Advocates	T	Recommended for hire: Emily Bressler Bailey Davis Anne LaPlante
Chair, Office and Information Support Services	T/F	Recommended for hire: Angela McCutcheon
Custodian (Second Shift)	T	Recommended for hire: Darmond Gates
Custodian (Third Shift)	T	Advertising
Director, Financial Aid	T	Reviewing
Dispatcher	T	Recommended for hire: Andrea Shiffler
Executive Director of Institutional Advancement	T	Interviewing
Instructor, Emergency Services Technology	T/F	Advertising
Instructor, Occupational Therapy Assistant Program	T/F	Recommended for hire: Cheryl Paeth
Journeyman/Maintenance Specialist - Electrician	T	Reviewing
Police Officer	T/F	Recommended for hire: Terry Ferguson
Police Officer	T/F	Recommended for hire: Landon King
Program Manager, Surgical Technology Program	T	Recommended for hire: Lori Maynard
Records Specialist, Workforce and Community Services (Internal Search Only)	T	Reviewing
Representative, Disability Services	T	Interviewing
Vice President, Academic Affairs	T	Interviewing

SEPTEMBER 2014

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

Mr. Perin, with the help of experienced adjunct and full-time faculty, facilitated student engagement training seminars for adjunct faculty, September 2, September 6, and September 13, and for staff, September 12. The purpose of the student engagement training is to improve student engagement and student persistence through every level of the College.

Mr. Perin attended the annual Council of North Central Two-Year Colleges Fall Conference, September 21-23, 2014. This conference focused on the alignment with Higher Learning Commission criteria, for the benefit of participants to learn how: mission, vision, and values drive decisions, goals are established and measured, sustained success is achieved, quality service standards and processes are designed to create a consistent experience and loyalty and engaging employees in delivering quality.

PROFESSIONAL DEVELOPMENT

Mr. Perin attended the weekend adjunct training update session at Macomb County Community College, Michigan during September. He worked with the President and Provost and spoke to a group of about 200 adjuncts receiving training. This information will be used in developing Owens's adjunct institute for training.

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

October 28	Board of Trustees Meeting (Toledo Campus)
November 11	Holiday ~ College Closed
November 17	University System of Ohio Trustees Pre-Conference for New Trustees by invitation of Chancellor John Carey (Columbus State Conference Center)
November 18	University System of Ohio Trustees Full Conference for All Trustees by invitation of Chancellor John Carey (Columbus State Conference Center)
November 26-30	Holiday ~ College Closed
December 6	<i>Alumni Association's Shop 'Til You Drop</i>
December 7	Last Day of Fall Semester Classes
December 2	Board of Trustees Meeting (FCE #111) and the Findlay Holiday Reception (EC #111)
December 4	Toledo Holiday Reception (11:30 a.m., Audio Visual Classroom Center)
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
February 21	<i>Alumni Association's Walleye Night at Huntington Center</i>
March 9-15	Spring Break ~ No Classes
April 7	Board of Trustees Meeting
April 23	All-Ohio Academic Team Luncheon by invitation (Columbus)
April 24	<i>Outstanding Service Award Celebration ~ 7:30 a.m. (Audio/Visual Classroom Center 121-128)</i>
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

DATES TO REMEMBER ~ continued

2015 (continued)

May 25	Holiday ~ College Closed
June 1	First Day of Summer 8 week classes
June 2	Board of Trustees Meeting (Findlay)
June 22	Last 5 week Summer classes begin
July 6	Holiday ~ College Closed
July 26	Last Day of Summer Classes