



December 11, 2012

Exhibit 18

Monthly Reports to the Board of Trustees:

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

Dr. Renay Scott  
Vice President/Provost

Board of Trustees  
December 11, 2012  
EXHIBIT NO. 18A

## OCTOBER 2012

### **ACADEMIC SERVICES AND RETENTION – *Denise Smith, Interim Associate Vice Provost*** **eLearning – *Mark Karamol, Director***

The Web Course Preparation Requirement (formerly referred to as WebCPR) was reinstated on October 15. If a student has never successfully completed an Owens online course, they will need a special code to register for current online or hybrid courses. The code can be obtained by completing a short, no-fee, no-grade online orientation course in the Owens Blackboard system.

### **SCHOOL OF ARTS AND SCIENCES - *Dr. Laurie Fathe, Dean*** **New Programs, Partnerships, and Opportunities**

Sarah Twitchell, Instructor, Teacher Education and Human Services, developed new partnerships with five agencies in the Findlay/Hancock County region for placement of social work intern students enrolled in Social Work 260 Field Experience. This course will run for the first time on the Findlay Campus in Spring 2013.

### **Events, Awards and Other Recognition**

On October 14, the Owens Concert Band performed their first concert of the semester. The concert was conducted by William Dias, Adjunct Instructor, Music, and the performance included the Toledo School for the Arts.

The exhibition *Young Artists* opened in the gallery on October 26 and runs through November 8. The exhibit features the work of children ages six months to five years enrolled in Owens's Child Care Center. The work focuses on the importance of early art training to critical thinking skills, problem solving and the creative process. The opening reception was attended by close to 100 people.

On September 24, Owens Photo Club members and two advisors were part of the Toledo Chamber of Commerce's EPIC Rocks event as "Paparazzi" photographers to add ambiance and be part of the choreography for the fashion show. All the photos the students took were then offered online as prints and file downloads to attendees at [www.epicrocksphotos.org](http://www.epicrocksphotos.org). All photo profits go to Owens Photo Club to assist with travel to photo conferences.

October 11 thru 13, Owens Photo Club members attended the 2012 Midwest Society of Photographic Education Regional Conference in Cincinnati. Owens student Victoria Rector was selected to introduce a panel discussion. It was exciting for the students and introduced them to a different world -- both in personal and educational ways. The club is developing an "exchange program" with the photo club at Adrian College where Owens students will attend one of Adrian's meetings and vice versa.

On October 26, Owens Photo Club members took photos and made prints of the costumed children attending the Halloween Alternative event on the Toledo Campus. Proceeds went to the club travel efforts for future photography conferences.

On October 23, students in the theater class of Jeremy Meier, Co-Chair/Assistant Professor, Fine and Performing Arts, performed selections from Nick Flynn's *Another Bullshit Night in Suck City* for the author. The students are in the Performance Studies class this semester, where they analyze and perform literature not originally written for the stage. The students had lunch with author Nick Flynn before performing excerpts from his memoir.

Lorry Cology, Professor, and Steven Ross, Instructor, Social/Behavioral Science, are working with the nursing department to help with their upcoming accreditation visit. Among other contributions, Ms. Cology and Mr. Ross will specifically help by providing information on how psychology classes help meet the nursing program objectives. They will participate with the School of Nursing when the Accreditation team visits in January 2013.

Megan Kerr, Instructor, Political Science, is serving as faculty representative for the Jack Kent Cooke Foundation's (JKCF) Undergraduate Transfer Scholarship at Owens. The internal JKCF nomination committee received eight applications for this scholarship program this year. The nominating committee will be completing an evaluation form for each of the eight candidates and will likely make a final decision for the Owens' JKCF Undergraduate Transfer Scholarship nominees by November 13. The final applications and nominations to the Jack Kent Cooke Foundation website have to be completed by December 5, at 11:59 p.m. CST.

The Teacher Education Department, in collaboration with Enrollment Services, hosted a Future Educators Day on October 5. Approximately 35 future educators from surrounding high schools attended. Sharon Libby, Director, Child Care Centers and Field Placement, presented information on the education programs offered at Owens. Elisa Huss-Hage, Professor, Teacher Education and Human Services, moderated a panel of student teachers who answered questions about their experiences at Owens and encouraged the high school students to consider Owens as their institution of higher education.

Elisa Huss-Hage, Professor, Teacher Education and Human Services, introduced her Individuals with Exceptionalities class to community resources to support children with differing abilities including the Buddy Walk on October 7, a Sunshine Children's Home field trip on October 11, and a parent panel from the Chronic Care Connection, ProMedica Children's Hospital on October 4.

#### Owens Leadership Academy

The Owens Leadership Academy held its Fall Retreat at the Holiday Inn French Quarter in Perrysburg on October 4-6. Session facilitators included Thomas Passero, Instructor, Business, Sheree Madison-Emery, Manager, Academic Advising, Catherine Pratt, Interim Chair, Communications/Humanities, and Gretchen Carroll, Adjunct Instructor, Business Management. President Bower joined the opening activities. The retreat focused on the importance of self-assessment and self-understanding, communication, and building trust and relationships. Several members of the Advisory Council also attended for an "Etiquette Dinner".

A Leadership Session was held at the Rutherford B. Hayes Center on October 26. This session focused on how leaders can create and inspire a shared vision and included a tour of the Hayes Center. Facilitators were Steven Culbertson, Professor, Communications/Humanities, and Kimberly Minke, Director, Owens Leadership Academy.

#### **SCHOOL OF NURSING - Dawn Wetmore, Dean**

##### Medical Assisting Program

In honor of National Medical Assistant Week, the Medical Assisting Students were presented with a pin by the faculty stating "I Care." The students are now proudly wearing it on their uniform jackets.

##### Registered Nursing Program

The Ohio Board of Nursing announced the third Quarter NCLEX-RN results for the Registered Nursing Program: Owens pass rate 93.75 percent (N = 48 students); Ohio pass rate 90.52 percent; and national pass rate 88.78 percent.

As of year to date (January 1 to September 30, 2012), 152 students have taken NCLEX-RN; 145 passed on their first attempt for a 95.39 percent pass rate.

Dr. Linda Caputi, Consultant, met with nursing department members and representatives from Student Services on October 17 for an all-day Mock National League for Nursing Accrediting Commission accreditation survey visit. A critique was provided on the nursing program readiness for the survey visit in January.

### Practical Nursing Certificate

The Ohio Board of Nursing announced the third Quarter NCLEX-PN results for the Practical Nursing Certificate Program: Owens pass rate 100 percent (N = 2 students); Ohio pass rate 86.74 percent; and national pass rate 87.2 percent.

As of year to date (January 1 to June 30, 2012), 20 students have taken the NCLEX-PN; 20 students passed on their first attempt for a 100 percent pass rate.

### Student Nurses Association

Eileen Alexander, Clinical Teaching Faculty/Faculty Advisor, Student Nurses Organization, and Deborah Sullivan, Laboratory Faculty, Skills and Human Patient Simulator, along with nursing students Nicole Vidak, Colleen Belt and Courtney Naegle, participated in the March of Dimes Signature Chef Auction on October 1. Nursing department members and nursing students donated baskets for the auction to benefit research and support of premature infants and babies with birth defects.

### **SCHOOL OF TECHNOLOGY – *Randy Wharton, Dean***

On October 16, Melissa Green, Associate Vice President, Findlay Campus, Steven Hillard, Director, Adult and Community Education (Findlay), Glenn Rettig, Chair, School of Technology (Findlay), and Mazhar Anik, Division Chairperson, School of Business (Findlay), attended the Community Education Coalition sponsored by the Findlay-Hancock County Community Development Office. Guests from Columbus, Indiana (a city very similar to Findlay), were present to promote coalition building, community development, ties between manufacturing, healthcare and tourism, their advanced manufacturing center, and funding/lessons learned. Many local businesses and non-profit centers were present for this meeting, which was held at Blanchard Valley Hospital. One aspect prevalent throughout the presentation was that four-year education does not prepare people for the skilled technical jobs being vacated today, and two-year colleges are overlooked in favor of a four-year degree. The end result being that baby boomers are entering retirement and there are few technically trained individuals to replace them. Follow-up meetings will be conducted with select individuals/organizations from key components within the community.

On October 10, Mr. Wharton, Jim Gilmore, Chair, Diesel/Welding Technologies, William Antoszewski, Chair, Design Technologies, Scott Killy, Chair, Skilled Trades, and Diana Stachowiak, Chair, Electrical/Electronics, met with Tom Davis, Greater Northwest Ohio Tech Prep Consultant, and a number of local Tech Prep instructors to discuss articulation between Owens and high school programs. A number of existing agreements need updated and some new agreements can be implemented. This meeting will facilitate the implementation of more dual enrollment agreements.

### **SCHOOL OF PUBLIC SAFETY AND EMERGENCY PREPAREDNESS –**

#### ***Michele Johnson, Dean***

Ms. Johnson, Cory Stine, Director, Admissions, and Carolyn Eaton, Representative, Admissions and Career Services, participated in the Scott High School homecoming parade with the Owens' customized marketing ambulance from the Center for Emergency Preparedness.

In collaboration with Toledo Fire and Rescue Department, the School invited Linda Mirarchi, Education Coordinator, State of Ohio Department of Public Safety, to campus to share updates for the Emergency Medical Services curriculum. Area fire agencies were also invited to attend.

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

The Owens Community College/Northwest Ohio Law Enforcement Consortium is now close to 100 departments who have committed to participate or who have shown interest in the program. The advisory board has been selected, the financial proposal has been accepted, and January 2 is the official start date for the new training programs.

The Davis Besse Nuclear Power Plant has just committed to a three-year initial training contract with the CEP. Discussions are already underway to increase the training contract to ten years and to include both

fire and security forces training. Davis Besse is checking with Enrico Fermi Nuclear Generating Station in Michigan to inquire of their interest in contracting with the CEP for long term training.

A new four and a half minute, high energy marketing video was recently completed for the CEP recruiting process and will be used through recruiting efforts by Admissions. It was debuted to a standing room only gathering in Perrysburg last week and was received with enormous excitement among the agencies and individuals represented there. Following is a link to the video: <https://vimeo.com/49842652>

In an effort to increase the presence of the CEP in the Hancock County area, Mr. Cornell has been working closely with Mr. Hillard to ascertain community need. In addition to the CPR courses that are now being held on the Findlay Campus, Owens will also be providing an 80 hour Fire Inspector certification course to several area municipalities.

The CEP has been asked to provide training or training proposals to various federal, state and local government agencies in the following states: Utah, Virginia and Wisconsin. The CEP continues to grow in national recognition as the College moves towards its goal of becoming a member of the Department of Homeland Security Domestic Preparedness Consortium.

Contract training and facility lease provided through the CEP for the month of October included: Toledo Police Department, City of Toledo, Lucas County Sheriff, Helena Fire Department, International Association of Bomb Techs and Investigators, Area Law Enforcement Investigators Association, North Wood County SWAT, American Red Cross, Napoleon Police Department, and Northwood Fire Department.

#### **SCHOOL OF BUSINESS – *Ann Theis, Dean***

The School of Business along with the Office of Admissions hosted the first School of Business Career Day on October 11 for 100 local high school students. Coordinated by Jennifer Irelan, Manager, Enrollment Communications, the event included a campus tour and scavenger hunt, presentations of the business programs and job outlooks by Dean Theis, Dr. Rose Kuceyeski, Interim Academic Department Chair, Information Systems, and Mr. Kim Valentine, Academic Department Chair, Business. A “school fair” was held with information tables and hands-on computer demonstrations.

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

##### International Programs and Services– *Deborah Gavlik, Director*

On October 12, a group of international students attending Owens through the Community College Initiative (CCI) grant, along with Elaine Shafer, CCI Project Coordinator, gave presentations on the Findlay Campus to faculty, staff and students. Students chose a political or social issue from their home country, briefly described the background/context of the issue, and described what the government and other organizations have done to resolve the issue. Topics included transportation in Brazil, human trafficking in Indonesia, corruption in Pakistan, "brain drain" in India, arranged marriages in India and the revolution in Egypt.

##### Learning Center, The Source - *Willie Williams, Director*

The Source Learning Center lounge is now open. The student study area is equipped with 14 additional computers, a printer, a television, tables/chairs and additional lounge furniture.

#### **ENROLLMENT SERVICES - *Dr. Betsy Johnson, Dean***

##### Admissions - *Cory Stine, Director*

Joseph Carone, Manager, Dual Enrollment Partnerships, Dr. Spiers, Dr. Scott and President Bower attended a partnership agreement signing ceremony at Penta Career Center on October 4. This event signified the formal transition to providing dual enrollment participants transcripted college credit from Owens Community College.

Stefanie Orians, Admissions Representative (Findlay), James Katzner, Manager, Student Activities and Conduct (Findlay), and team implemented a new “Discover Owens Week” at the Findlay Campus the week of October 15, which focused on recruitment and awareness activities.

Jennifer Irelan, Manager, Enrollment Communication and Events, and teams from the academic schools held five career days on the Toledo Campus throughout October in the areas of education, business, engineering technologies, fine and performing arts and culinary arts.

Dr. Stine and Nancy Pietras, Executive Director, Greater Northwest Ohio Tech Prep Consortium, presented at the Ohio Department of Education Ohio Parent Forum on October 13 at Bowsler High School. Their session focused on better preparing students for college and career readiness.

Kristen Rothfeld, Representative, Admissions and Career Services, attended the Science, Technology, Engineering and Math (STEM) Awareness event sponsored by the Education Service Center of Lake Erie West on October 4 and 5 at the Challenger Learning Center. The event was targeted to middle school students to increase interest in STEM careers.

#### Financial Aid - Donna Holubik, Director

As of October 25, a total of 19,382 applications for financial aid have been received for the 2012-2013 academic year. A total of \$49,447,821.27 in grants, loans, scholarships and federal work-study has been disbursed for the Summer and Fall 2012 semesters.

#### Veteran Services - Vickie Adams, Director

The first film in the Veterans Combat Series, “Alive Day Memories: Home from Iraq” was shown on the Findlay Campus October 11 and on the Toledo Campus October 18.

#### **STUDENT LIFE - Christopher Giordano, Dean**

##### Athletics - Rudy Yovich, Director

The volleyball team is currently ranked sixteenth in the nation in the National Junior College Athletic Association (NJCAA) Division II Poll. Their current record is 29-9 overall and 10-0 in the Ohio Community College Athletic Conference (OCCAC).

The men’s soccer team is currently ranked fifteenth in the nation and has an overall record of 14-5-1. They are 5-1 in the OCCAC. The Express has clinched a share of OCCAC championships. It is their first OCCAC title since the program began in 1998. Recipients of the OCCAC Player of the Week honors in men’s soccer are: Sophomore Juavanie Cole for the week ending September 30; Sophomore Nickyle Webber for the week ending October 7; and Sophomore Glenroy Miller for the week ending October 14. This is Mr. Miller’s fourth such honor this season.

The women’s soccer team is currently ranked sixteenth in the nation and has a record of 12-2-3, putting them in first place in the region. This is the first national ranking since the team’s inception in 2011. Freshman Erika Brinkman was named NJCAA D-I Goalkeeper of the Week for her stellar play in three consecutive matches.

The Express men's golf team has had an extraordinary fall season coming in first place in each of their last five golf tournaments. The team is ranked eleventh in the nation by Golfstat.

##### Student Involvement - John Byers, Director

At the end of September, the Gay Straight Alliance club hosted the “Born This Way Ball” with nearly 200 people in attendance. Area businesses donated nearly \$2000. The club also hosted the “Owens Walk for Aids” with proceeds benefitting the Aids Resource Center on October 19. Over \$250 was raised, 15 people were tested and over 90 people were in attendance at the event.

The Toledo Student Nurses Association was involved with and volunteered at the March of Dimes signature chef auction on October 2. The club assisted with the dinner to raise funds and awareness regarding premature births and prevention efforts.

On October 26, Student Government and Student Activities collaborated to host the annual Halloween Alternative where nearly 2,000 community members came out to enjoy a free Halloween event with activities, a haunted house, inflatables, crafts, candy, photos (sponsored by the Photo Club), and more!

On October 16 the Office of Student Activities hosted the Adult Clothing Swap. Over 450 clothing items were exchanged among 150 people.

Three Student Government members attended the American Student Government Association National Summit in Washington D.C.

From October 6-9, Owens Nutrition Association club members attended the Academy of Nutrition and Dietetics Conference and Expo in Philadelphia, Pennsylvania.

Student Activities and Conduct (Findlay) - James Katzner, Manager

Student Activities, the Social Work Club and the School of Arts and Sciences sponsored *Turning Away From Hate*, a presentation by TJ Leyden on October 18. Mr. Leyden is a former Neo-Nazi Skinhead who now promotes diversity and understanding. About 100 people attended the presentation, which was followed by a small luncheon sponsored by the Social Work Club.

On October 3, in celebration of Hispanic Heritage Month, Student Activities presented an inspirational talk by motivational speaker Hector Manley about overcoming obstacles and achieving goals.

**PROFESSIONAL DEVELOPMENT**

SCHOOL OF ARTS AND SCIENCES

On October 11, Jeremy Meier, Co-Chair/Assistant Professor, Fine and Performing Arts, performed his original one-man stage piece on the life of Commodore Oliver Hazard Perry at a benefit for the Lima Historical Society.

Joy Parker, Professor, English, Cindy Bosley-Smith, Adjunct Instructor, English, and Russ Bodi, Professor, English/Director, Honors Program, presented papers at the Ohio Valley Shakespeare Conference, in Marietta, Ohio, on October 18-20. The theme of the conference was "Extremely Shakespeare." Ms. Parker presented a paper entitled "Teaching the Tragicomic Romances: Extremely Shakespearean or Extremely UnShakespearean; Ms. Bosley presented "Country Matters and the Bawdy Bard: A Poetry Reading of Her Own Work by Iowa Writers' Workshop Veteran; " and Dr. Bodi presented "I am not who I am": The Playwright as Stage Devil."

L. Scott Deaner, Professor/Interim Co-Chair, Social/Behavioral Science, was a panelist at the Concord University Alumni Career Symposium in Athens, West Virginia, on October 5.

Kimberly Minke, Professor, Psychology, is representing Owens in this year's Leadership Toledo class. Meetings thus far have focused on leadership theory and skill-building, learning about the history of Toledo and Northwest Ohio, being introduced to many leadership endeavors and not-for-profit organizations in this area, and choosing a team project for the year. Ms. Minke's team will be working with the Springfield Local School District to create workshops for high school students to help them prepare for life after graduation.

Wynn Perry, Part-Time Gallery Coordinator, attended the American Library Association, Tribeca Film Institute and National Endowment for the Humanities training session for the grant *America's Music: A Film History of Our Popular Music from Blues to Bluegrass to Broadway* in Chicago on October 18 and 19.

Elisa Huss-Hage, Professor, Teacher Education and Human Services, participated in the Commission on Early Childhood Associate Degree Accreditation program review online from October 15-21. Ms. Huss-Hage serves as the chair of the commission. Ms. Huss-Hage and early childhood education student teachers attended the NWO Symposium on Science, Technology, Engineering and Mathematics Teaching conference on October 27.

Deborah Ciecka, Chair, Teacher Education and Human Services, and Sharon Libby, Director, Child Care Centers and Field Placement, attended the Early Childhood Two Year Coalition meeting in Columbus on October 19. As her term comes to an end, Ms. Libby was recognized for her role as President of the organization for the last two years.

#### SCHOOL OF NURSING

Amy Foster, Assistant Professor (Findlay), attended an in-service on "Understanding the Importance of Lutein in Human Development" on October 11. This was a webinar on Evidence Based Practice in Obstetrics.

Elizabeth Martin, Clinical Teaching Faculty, taught a class on Burns and Wounds at Notre Dame High School on October 18.

Kimberly Holman, Clinical Teaching Faculty, attended the 13th Annual Ohio Pediatric Trauma Symposium: Healing the Wounds of our Littlest Victims sponsored by the ProMedica continuing education department in Toledo on October 19.

Professor Janet Pinkelman and Professor Beverly Baney attended "Implementing a Concept-Based Curriculum" in Kansas City, Missouri, on October 5 using funds allocated from the Perkins mini-grant award for the Curriculum Revision project in the nursing department.

Cynthia Hotaling, Professor, participated in a Black Board conference on Item Writing Workshop, presented by Kaplan Nursing on September 10.

Margaret Ludwikowski and Lou Whitaker, Clinical Teaching Faculty members, attended a conference titled: "Active Learning: Incorporating an Academic Electronic Health Record and an Adaptive Quizzing Learning Solution into Your Curriculum". The conference was presented by Lippincott, Williams, and Wilkins and was held October 19 at Lorain County Community College.

#### STUDENT SERVICES AND ENROLLMENT MANAGEMENT

Dr. Cynthia Spiers, Associate Vice Provost, Student Affairs, traveled to Columbus for the October meeting of the Ohio Chief Student Affairs Officers. She also attended the October meeting of the Chief Academic Officers, where attendees were invited to meet the Chancellor's academic affairs staff members and receive the latest information regarding academic affairs activities at the 2012 Academic Affairs Orientation and Overview. Dr. Spiers led the "Shorten the Path" working group for the Chancellor's "No Time to Waste" completion task force, and their final recommendations have been submitted to the Ohio Board of Regents for consideration.

Lynn Hoehn, Coordinator, Job Location and Development, who serves as President of The National Student Employment Association (NSEA), attended the fall board meeting and annual conference October 20-25 in Portland, Maine. Representative Peggy Rotundo, State of Maine, opened the conference as the keynote speaker. Topics included a federal update by Michael Reilly, Executive Director of the American Association of Collegiate Registrars, and a presentation titled "Transition and Reintegration for Veterans and Military Students" by Joyce Vaughn, Coordinator of Military Services at Indiana University-Purdue University Fort Wayne.

Danielle Admire, Manager, Student Conduct, attended the Association for Student Conduct Administration Drive-In Workshop at Kent State University, on September, 28. On October 15, Ms. Admire attended the



*Profile of an Active Shooter* seminar sponsored by the Ohio Attorney General's Office and held at the Owens Community College Toledo Campus.

Kurt Soltman, Representative, Disability Services, attended the annual conference of Ohio Association on Higher Education and Disability in Columbus on October 12.

TEACHING LEARNING SUCCESS CENTER

Jacquelyn Jones, Director, Upward Bound/Bridge to Success Program, received the Emerging Leaders 2012 Award through the African American Legacy Project on October 5. This award was established to begin a tradition of recognizing individuals whose work, work ethic, commitment to community and individual spirit represents the collective good and uplifts Toledo's African American community. Ms. Jones will be one of the emerging leaders for the 2012-2013 academic term with five other emerging leaders.

**John Satkowski**  
Vice President, Finance and Administration/CFO

**Board of Trustees**  
December 11, 2012  
EXHIBIT NO. 18B

## OCTOBER 2012

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

Depository Bank Change - Owens' depository bank will change from PNC to Fifth Third Bank on November 1. Throughout the month of October, Ms Sabin, Maureen Jacoby, Manager, Cash/Investments, George Pollauf, Specialist, Payroll, Barbara Rardin, Manager, Human Resources Information Systems, Amanda Ki, Applications Systems Analyst, Nicholas Savich, Database Administrator I, Joan Waddle, Accountant, and Kristen Thomas, Staff Accountant, have met with Dave Koenig and Mike VanZile of Fifth Third Bank to understand this transition and learn the operations of the new system.

Collaborative Efforts – On October 29, Ms. Sabin, Chuck Lehnert, Vice President of Administration, University of Toledo, Elaine Rosengarten, Director of Procurement and Facilities Planning, Terra Community College, and Lise' Konecny, Director, Facilities and Construction, Northwest State Community College, met to begin exploring potential areas of efficiency collaboration. Topics of discussion included prescription drug plans, health care, software, food service, facilities services, contracts and utilities.

### **BUSINESS AFFAIRS – Pam Beck, Associate Vice President/Controller**

Financial Audit - Plante Moran completed and filed the annual audit on time during October. The audited financial statements will be presented to the Board Finance Committee in November.

Procurement - During October, Procurement processed 285 PaymentNet transactions totaling \$349,074 and approved 465 PaymentNet transactions. There were approximately 1,213 additional invoices paid (excluding travel). Also processed during this period were 79 receiving reports and 327 employee reimbursements. Fiscal year to date PaymentNet transactions total \$4,021,114.

BuySmart Update – This e-procurement system went live in July and has processed 317 purchase orders and 223 invoices, of which 120 were electronic invoices.

### **STUDENT ACCOUNTS – Lynn Uher, Director**

Student Accounts processed 1447 student refunds in October through Higher One, totaling \$2,075,386 with a year to date total of \$ 24,253,908. In comparison, Student Accounts processed 1537 transactions with a month total of \$1,950,411 in October 2011. Year to date total for 2012 was \$34,925,009.

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

GroupWise 2012 - A comprehensive upgrade was performed to back-end servers in the GroupWise (e-mail) environment. The online GroupWise WebAccess interface also received an upgrade to the new 2012 version. The features in the online interface now closely match those of the desktop counterpart including support for Android, iOS and PlayBook tablets.

Storage Area Network – Negotiations with Hewlett Packard for the replacement of an obsolete storage area network were successfully concluded. The 3PAR V400 Enterprise storage solution was selected because of the diversity of its options, ease of management and the scalability of its storage capacity. A five-year maintenance and support contract was included in the package, which has a usable life expectancy of seven to nine years.

ITS Status Page – A new status page was launched in October, (<http://status.owens.edu>) which is hosted off-campus at the Tumblr social networking website (<http://www.tumblr.com>). This new public-facing service is designed to communicate current status information to the user community in the unlikely event of a problem with any ITS-related system at Owens. The site can be dynamically updated in a blog fashion by a variety of employees in ITS, even if the Owens main website is off-line. Updates to the site can be received automatically via Facebook, Twitter or an RSS feed by any interested party, including students, faculty and staff. Links to the ITS Helpdesk, FAQs and scheduled maintenance are also included as informational resources for the user community.

Online Course Evaluations – Chairs and the Student Learning Assessment Committee (SLAC) have been trained on the use of course evaluation software. Training for the faculty will take place in November.

#### Banner Updates

- Workforce and Community Services - Students using Flexible Registration now have the option to request and pay for additional materials, such as software, during registration. These charges are added to the regular cost of the class for select courses.
- Web orientation was implemented for spring 2013 web-only registered students. It is necessary for the web-only students to complete this on-line orientation process prior to registration.
- People Finder for the Alumni Association's Raiser's Edge was implemented allowing the Association to search for donors with unknown addresses or those tagged as lost.
- Blackboard Connect Ed group memberships were changed to include the section and course for easier sending of class cancellation notices.

#### **OPERATIONS – *Michael McDonald, Associate Vice President***

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

Findlay Child Care Center – Occupancy has been approved and the project (which increased the Center space by over 50 percent) has been completed.

Findlay Campus Office Renovation – Letterhead bids to create five offices for full-time faculty have been received. Successful bidders were The Dotson Company (general contractor), Liabe Electric (electric), and VM Systems (mechanical).

Math Science Building – Letterhead bids for the replacement of the heating coils have been received. The successful bidder is Dimech Services. Capital Planning has submitted a Request for Release of Funds for Controlling Board approval for the Math/Science HVAC renovation (\$38,690), a state capital supported project. Facilities Services is awaiting for Controlling Board approval to proceed.

John Deere Lab – The project was delayed due to the State Plans Examiner's office concerns regarding repurposing of the space; however, approval has been received without the space being considered a change of use. The project has been re-bid and responses are due December 5.

Toledo Pedestrian Bridges – The contract for inspecting the bridges on the Toledo Campus has been awarded to The Mannik & Smith Group, Inc. The inspection will be completed before the end of fall semester.

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

Heritage Hall – Capital Planning has brought together a planning team to work with the SSOE Group for the planning and design of Heritage Hall Phase II (Culinary Arts Center). Site visits to the Midwest Culinary Institute at the Cincinnati State Community College and the Culinary Art Program at Sinclair Community College were conducted.

Credit Union – Meetings have been conducted with the Great Lakes Credit Union to provide space to on-campus banking services that would offer service learning credit to Owens Community College students.

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

Food Service – The changes made to the hours of operation appear to be having a positive effect on the financial status of food service operations. The Findlay Campus realized a small profit for September. Food service operations for the Early Learning Centers saw a marked increase in invoices and expenses due to the increased enrollment of the program on both campuses.

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

Student Health and Activities Center (SHAC) – SHAC attendance for the month of October was 4,377, which is an average of 162 people per day. New monitors were ordered for the rowing machines.

Events and Facility Rentals – A total of 389 events were processed in the month of October.

Owens sponsored the first Race for Safety at the Center for Emergency Preparedness with the Safety Council of Northwest Ohio. The race is planned to be held annually on campus.

The Islamic Center of Greater Toledo is utilizing four classrooms at the Arrowhead Park Learning Center for their school needs until The Center is repaired from fire damage. A 12-week contract through the end of the calendar year has been approved.

There were eight external rentals in October: Hollywood Casino, the Islamic Center of Greater Toledo, Philips Healthcare, Red Cross Blood Drive, Run for Safety, ASQ (The American Society for Quality) Toledo Section, and the TOP Fall Rally.

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

WCS delivered contract training for the following 27 companies and organizations and trained 898 participants: Argo-Hytos, Buckeye CableSystem, Callies Performance Products, Cincinnati Plumbers & Pipefitters, City of Toledo, Cleveland Sheet Metal Workers, Connect Ohio, Cooper Tire, Findlay Products, First Energy, First Solar, Global Corporate College/White Castle Restaurants, Great Lakes Contractors Association of NW Ohio, Inland Tarp & Liner, Marathon Special Products, Materion Corporation, Ohio EPA/Greening One Village, PBF Energy, POET, ProMedica Health System, ProPak Industries, Reineke Ford Lincoln, Robbins LLC, Sunoco Protective Solutions, TH Plastics, Toledo MetroParks, and Toledo Tool & Die.

WCS delivered 52 open enrollment continuing education classes for 310 participants.

The Northwest Ohio ABLE Resource Center and the ABLE programs at Owens and Penta Career Center partnered to hold an instructor professional development day.

WCS worked with the University of Toledo LEADERS (Leadership for Educators: Academy for Driving Economic Revitalization in Science) program as part of the Northwest Ohio Renewable Energy Tour. Two vans from Owens were used to transport area science teachers to renewable energy sites throughout Northwestern Ohio, including the Owens' facility. A special thanks to Ralph Semrock, Associate Professor, Design Technologies (and wife Lea), for opening their renewable energy home to educators in the LEADERS program.

WCS worked with several companies to make use of an extension granted by the state of Ohio through the Energizing Careers training grant program. Companies involved: First Solar, Argo-Hytos, ProPak Industries, Marathon Special Products and Diamond Plastics.

WCS forged a relationship with Goodwill Industries to deliver computer training for their staff and consumers at the downtown Toledo facility beginning in December.

Carl Dettmer, Director, Program Development, collaborated with the School of Technology to support and promote the School's Quality courses and programs.

WCS set up a virtual welder at Whitmer High School to promote welding training and the Owens welding program to Whitmer students during the Technology Days, which was sponsored by the U.S. Army. Owens has assisted the Army with this event for several years by showcasing different technologies designed to draw students to Owens classes.

WCS met with Universal Metal Products (UMP) to discuss a plan for providing related instruction to their apprentices. UMP plans to begin sending Tool & Die apprentices to Owens for classes in January.

### **PROFESSIONAL DEVELOPMENT**

Dr. Michael Bankey, Associate Vice President, Workforce and Community Services, presented at the National Council for Continuing Education Conference as part of the Master Track Continuing Education Institute with other professionals from around the United States.

Jaime Wineland, Administrative Assistant, Workforce and Community Services, and Connie Buhr, Director, WCS Operations, attended webinar training for Scantron software and scanner for WCS non-credit course evaluations.

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

Board of Trustees  
December 11, 2012  
EXHIBIT NO. 18C

## OCTOBER 2012

### **FUNDRAISING – *Ann Savage, Executive Director***

Fundraising Update – During the first quarter of fiscal year 2013, the Foundation received \$224,588 in gifts and grants and paid out \$285,259 in scholarships and program support.

Foundation Update – At the Foundation’s tenth annual meeting on October 25, a record 91 people were in attendance; approximately double the attendance at the Foundation’s first annual meeting in 2003. Foundation directors elected to three-year terms were James Carter, Wood County Commissioner; James Geers, retired Vice President of Global Human Resources at Cooper Tire & Rubber Company; Andrea Gurscik, Manager of Human Resources at First Solar Inc.; Jeannie Hylant, Executive Vice President at The Hylant Group; Allan Libbe, retired Founder/Partner of Rudolph/Libbe Inc.; Matthew Mishler, National Account Manager at Buckeye TeleSystem. In addition, the following directors were elected as officers: Chairman - Daniel Kimmet; Vice Chairman - James Geers; Secretary - David Seeger; and Treasurer - Alan Sattler.

### **ALUMNI RELATIONS – *Laura Moore, Director***

Profiles of Excellence – Owens alumni are featured the first Sunday of the month in the *Toledo Free Press*. October’s focus was on Josh Williams, a 2006 transfer student as well as the Head Coach Men’s Golf and Adjunct Instructor, Health and Exercise Science, for Owens Community College. Additionally highlighted in October was Kevin Williamson, a 1991 fire science graduate, who is a Lieutenant with the Toledo Fire and Rescue Department and an Adjunct Instructor, Health and Exercise Science, for Owens Community College.

### Upcoming Events

- Walleye Night at Huntington Center – January 26, 2013
- Outstanding Service Awards Celebration – April 26, 2013
- Whitewater Rafting Trip – July 12-14, 2013
- Annual Meeting at Fifth Third Field – August 3, 2013
- Golf Classic – September 23, 2013

### **PROFESSIONAL DEVELOPMENT**

Ann Savage has been asked to co-chair a committee on development for the Ohio Association of Community Colleges. The goal is to provide in-state professional development opportunities to foundation staff members. Many Ohio community colleges have had to cut their professional development budgets substantially, and this committee will work to develop quarterly opportunities in Ohio through the Council on the Advancement and Support of Education. Laura Moore will be assisting with this endeavor.

Jack Witt  
Vice President, Human Resources

Board of Trustees  
December 11, 2012  
EXHIBIT NO. 18D

## OCTOBER 2012

Equal Opportunity and Inclusiveness - Lisa Dubose, Equal Opportunity and Inclusiveness Officer, and Tobias Spears, Assistant Director for Lesbian, Gay, Bisexual and Transgender (LGBT) Programs at Bowling Green State University, initiated a collaborative effort between the two institutions to conduct College-wide Safe Zone Program training to promote awareness of LGBT persons and campus diversity and inclusion efforts for Owens students, staff and faculty. This event was simulcast between the Toledo and Findlay Campuses.

Organizational Development - On October 8 and 9, the College held its first annual professional development conference. The College was closed to students and over 750 full-time, part-time and adjunct employees attended more than 35 training sessions. Sessions included generational differences in the classroom and workplace and Futurist Garry Golden speaking on the trends that will affect higher education in the coming years. Feedback sessions to employee-identified challenges were also part of the conference agenda. The information obtained during these sessions will be shared with President's Cabinet as well as other decision makers at the College. Evaluations assessing the professional development conference were emailed to employees in mid-October, and the results are currently being compiled.

### Professional Development

On October 3 and 4, Lisa Dubose, Equal Opportunity and Inclusiveness Officer, attended Conflict Resolution Training conducted by Community Mediation Services of Central Ohio at the United Way of Greater Toledo facility.

## OCTOBER 2012

### **GOVERNMENT RELATIONS - FEDERAL**

#### Election Summary

*Administration* – It is common to see changes in cabinet-level leadership after the re-election of a President and this election is no different. Secretary of State Hillary Clinton and Treasury Secretary Timothy Geithner are looking to step down in the coming year; however, it is believed that Secretary of Education Arne Duncan will remain on President Obama's cabinet.

*U.S. House of Representatives* – In Ohio, Republicans now represent 12 of the 16 Ohio congressional districts. The GOP previously held 13 of 18 seats. Overall the House Republicans will retain control by a margin of 234 to 195 Democrats with seven seats still outstanding. John Boehner (R-OH) is anticipated to be Speaker of the House again and Eric Cantor (R-VA) is likely to be the Majority Leader. While Democratic leadership has not been chosen, it is speculated that Nancy Pelosi (D-CA) may not return as minority leader.

*U.S. Senate* – Democrats will remain in control of the 100 seat Senate by 53 to 45 with two independents. Senators Harry Reid (D-NV) and Mitch McConnell (R-KY) are anticipated to maintain their leadership posts as Majority and Minority Leaders respectively.

#### Fiscal Cliff/Sequestration

The federal government will reconvene on November 13 and must address policy changes to decrease spending and increase taxes so that the impending 'Fiscal Cliff' may be avoided. If the government is unable to reach consensus on necessary fiscal policy changes, then drastic measures known as the Fiscal Cliff will ensue. The notion of the Fiscal Cliff largely entails sequestration – an automatic across-the-board cut of 8.2 percent to all non-exempt, domestic discretionary programs. The sequestration is scheduled to go into effect on January 2, 2013. It is important to note that Pell grants are exempted in the first year of the sequestration but essentially all other education-related programs could be cut including WIA, Carl D. Perkins, TRIO, GEAR UP, Title III-A and other critical programs. In addition to the sequestration, the Fiscal Cliff includes the expiring of many tax provisions. The Lame Duck session is anticipated to be very contentious as Congress works to reach consensus on necessary legislation in order to avoid these drastic measures and severe cuts.

### **GOVERNMENT RELATIONS - STATE**

#### Election Summary and Priorities for the 130<sup>th</sup> General Assembly

*Ohio House* – Republicans will maintain the majority in the House with a margin of 60-39 with two seats still pending. Speaker Bill Batchelder is expected to remain as Speaker of the House, and it is possible that Rep. Barbara Sears (R-Sylvania) could be elected as majority floor leader.

*Ohio Senate* – There was not any change in the partisan make-up of the Senate, and it remains 23-10 in favor of Republicans. Sen. Keith Faber (R-Celina) is expected to become the next Senate President.



*Priorities* – In a post-election conference, legislators shared varying priorities and challenges that will likely be considered in the 130<sup>th</sup> General Assembly. These include Medicaid, education reform for K-12 and higher education, Ohio tax reform and election laws. The state budget situation has vastly improved over the \$8 billion deficit facing the start of the 129<sup>th</sup> General Assembly. Revenue growth is up approximately 3.5 percent over last year and the State’s operating budget is relatively stable. This is positive news as the 2014-2015 fiscal year biennial budget process commences in February 2013.

#### October Legislative Meetings

In the month of October individual meetings were held with Congresswoman Marcy Kaptur (D-9<sup>th</sup> District), Congressman Bob Latta (R-5<sup>th</sup> District), and State Representative Robert Sprague (R-Findlay).

#### **COMMUNITY RELATIONS**

There continues to be a concerted effort to have representation from Owens at key community events, forums and meetings. This type of activity provides Owens with the opportunity to engage in the conversation and have a have a voice in key community and economic development initiatives. Examples of community events that were attended in October include: the Toledo Metropolitan Area Council of Governments forum to discuss *skinnyOhio.org* and *Beyond Boundaries* – two state initiatives focused on shared services and local collaboration among government entities; Northwest Ohio Passenger Rail Association annual forum to discuss the economic impact and importance of passenger rail to the area; and the Toledo Regional Chamber of Commerce Eggs ‘n Issues and Toledo Area Small Business Association meetings.

#### **MARKETING**

The current marketing campaign began in October and will run through the start of spring semester. The campaign includes 18 direct marketing initiatives in print and online, based on target student populations including direct-from-high-school, transfer, minority, Veterans and non-traditional adults, as well as location-based outreach for the Findlay Campus and learning centers. The “Ready. Set. Go!” commercials are now airing on television and radio and complemented by ads in daily and weekly newspapers.