

The Board of  
The Ohio State University at Lima  
December 5, 2013

Ms. Grothouse called the meeting to order at 4:35 p.m. with the following members present: Deborah Ellis, Karen Grothouse, Mark Haushalter, Dr. Susan Hubbell, Earl Recker, Doug Reinhart and Eva Yarger. Joel Althaus, and Nicole Gray were absent. Appointed members Dr. Mark Kleffner and Kayla Schneider were present. Appointed member, Chad Metzger, was absent. Dean Rose and Ms. Schleeter attended in their official capacity.

**APPROVAL OF MINUTES:** Mr. Recker moved and Mr. Haushalter seconded the motion that the reading of the October 3, 2013 minutes be waived and approved as previously distributed. The motion unanimously carried.

**CONSIDERATION OF FINANCIAL CONDITION:** Mr. Phelps presented a written and verbal report of the financial condition for the period ending October 31, 2013. Income is at 45.7% of budget and reflects tuition from Summer Session and Autumn Semester 2013. State subsidy was less than what was budgeted as the final numbers have changed since the budget was submitted. Enrollment for Autumn Semester was up by 22 students, which projects to an \$110,000 increase in tuition revenues. The campus also received \$125,000 from The Office of Academic Affairs in Columbus to offset the loss of tuition due to no tuition increases this year.

Expenses are at 26.2% of budget, and with the exception of Student Aid (which reflects SU'13 and AU'13 disbursements) and Service Charge (a reflection of income received) are all under budgeted projects. This trend should continue as the year progresses and we continue to find ways to lower expenses. The negative expense in the Transfers Out category reflects a transfer from an endowment fund to help cover the cost of our Martha W. Farmer Endowed Professor, Joe Brandesky. This expense will move towards the budgeted expectations as the year continues.

Both income and expenses are below what was budgeted. As students continue to enroll in Spring Semester courses and we monitor these enrollments, we will get a more accurate picture of our budget. Furthermore, as a result of the strategic planning process, we will know early next year what our path forward will be in approaching the way we do our budget forecasting. The projected fiscal year 2014 deficit was \$487,000; however, due to cost cutting measures, that amount has decreased to \$350,000. Ultimately, the University would like us to maintain reserves of 20-25% of our operating budget. Dr. Susan Hubbell moved and Mr. Reinhart seconded the motion that the attached statement of financial condition be accepted. The motion was unanimously approved.

**BOARD COMMITTEE REPORT:** Campus Planning and Facilities Committee: Mark Haushalter delivered a short report on several projects and items of interest on campus. Mr. Haushalter reported that in the last five years, the maintenance department has acquired more skilled trades employees, reducing the need for much of the outside contracting for services such as HVAC, carpentry, painting and electrical work. These skilled trades employees have been added as general maintenance employees have retired or resigned. Mr. Haushalter continued his report by mentioning various improvement projects underway on the campus, touching on the Capital Needs Request that was sent to the State. Currently, plans are underway to renovate bathrooms in Galvin Hall as well as to fix dilapidated sidewalks around campus. Mr. Haushalter also mentioned that Columbus has signaled that in January 2014, we will be entering the planning phase of the Student Life Building project.

DEPARTMENTAL REPORT: Advising: Kristina Healy, Assistant Director of Academic Advising, gave a short summation of advisor assignments and her department's efforts to continually enhance student support services. Ms. Healy started her report by noting that her department is currently down by one advisor due to the transfer of a staff member to another department. Currently, there are no plans to fill the vacant position. In response to this, advising assignments have been shifted, with each advisor taking on additional students and academic areas. This change became effective on December 2 and students were notified shortly before the Thanksgiving break. Ms. Healy continued her report by talking about the various programs at Ohio State Lima, including the top majors in business, early childhood education, biology, engineering and social work as well as the minors we currently offer. She explained that her department employs many tools and techniques to continuously improve services and retention rates of students. One such tool, The Early Alert Program, strives to identify students who are at-risk academically by communicating with their instructors. During the seventh week of the semester, instructors receive class rosters that have a complete listing of all students enrolled in the class. Instructors are asked to identify any students who are struggling or who might need additional attention. These rosters are sent back to the advisors who then make every effort to connect with those students to counsel them on the best path forward and to suggest a variety of on-campus opportunities to help them succeed in their classes. Ms. Healy noted that the faculty participation rate for this program was quite high at a rate of 72% for Autumn Semester 2013. Dr. Hubbell asked if this program compared the grade progress of the students that were identified via Early Alert in the beginning and end of the semester. Ms. Healy confirmed that the program does not do that precisely because there just isn't that much grade data available when the rosters first go out. Ms. Healy continued her report by explaining the opportunities students have for evaluating advising services, namely through an electronic evaluation form on the Advising website. The information gathered from this is analyzed in order to provide continuous improvements in student services. Next, Ms. Healy talked about a tool named Advising Connect, a web application that students can use to schedule appointments, see future appointments and receive notifications. Ms. Healy then briefly spoke about the Retention Call Plan effort, the purpose of which is to encourage currently enrolled students who have not registered for the next term to do so. This is accomplished through the use of emails and phone calls during weeks fifteen and sixteen of the semester. Mr. Reinhart inquired about the availability of students to meet with advisors to answer generic questions in the case that they cannot get in to see their advisor or they need to get a quick answer. Ms. Healy explained that Advising Express allows for one advisor to always be on call to answer generic questions students might have.

DEPARTMENTAL REPORT: Career Services: Rachel Richardson, Director of Career Services, gave a brief presentation on JobReady Ohio, a Co-op and internship program that offers Ohio undergraduate students the opportunity to participate in paid internships while gaining job experiences with Ohio companies. This is one of the many projects funded by the Ohio Board of Regents as part of OMIC: Ohio Means Internships and Co-Ops. Ohio State University, Columbus State Community College and North Central State College are all currently taking advantage of this opportunity to help their students gain real-world experience to supplement what they are learning in the classroom. These internships offer targeted workplace training, on-the-job experience, class credit, and networking opportunities in a paid position. Ms. Richardson said that statistics show that nearly 60% of those students who participated in the program received job offers from the companies where they interned. The grant that supports this program also incentivizes companies to create new and paid internships by reimbursing them for their participation. Ms. Richardson explained that Round One of OMIC is nearly completed, having started in Summer 2013. Due to the positive response, Round One has been extended until Spring 2014; it was originally scheduled to end in December 2013. Ms. Richardson

explained that Ohio State Lima students are enthusiastically participating in the program and Round Two will actually mean more money for local area internship sites. Approximately \$4,000 in programming funds will be available for the local area in Round Two. Ms. Richardson called attention to the local companies and students that are currently participating in the program. Ms. Richardson also mentioned that in the future, students will be connected to Buckeye Careers Network, Ohio State's online job board. This will keep students informed of opportunities available to them both locally and across the state. Lima students have relied on local job boards in the past, thus limiting their opportunities. Having access to BCN will eliminate the need for our local job board and will result in a cost-savings. Ms. Richardson concluded her presentation by fielding questions and providing clarifications. Dr. Hubbell inquired whether students are limited to internships within the program. Ms. Richardson replied that students are able to participate in opportunities outside of the JobReady Ohio program. Ms. Grothouse inquired whether it was standard practice to have participating companies write letters of reference to promote the program to other companies. Ms. Richardson said that it was not standard practice, but agreed that it would be a great way to sell the program to other companies in the area.

**FACULTY ASSEMBLY REPORT:** Dr. Mark Kleffner updated the group on some of the ongoing activities of faculty. Dr. Kleffner told the group about a new mentoring program for probationary faculty and mentioned that the faculty's Personnel Committee had been disbanded. He also mentioned that work was underway on revising the constitution and bylaws of the Faculty Assembly. Dr. Kleffner then updated the group on eight recent faculty promotions.

**STUDENT REPRESENTATIVE REPORT:** Ms. Schneider reported on the various student events during Autumn Semester, including Homecoming Week activities such as the parade and Homecoming Court crowning in Columbus and the student talent show. She also reported on student participation in free depression screenings offered by Counseling and Consultation Services in honor of National Depression Awareness Month in October. She continued by reporting that the Education Club raised \$180 from their book fair sale and that both the Lima Aggies club and the student athletes were busy raising money through the sale of poinsettias and holiday wreaths. She closed by mentioning that the Newman Student Outreach and Bible Club was able to raise \$130 to donate to Toys for Tots.

**DEAN AND DIRECTOR'S REPORT:** Dean Rose provided the following campus update:

- Dean Rose updated the group on the progress being made in the search process for a new dean and director. Dean Rose confirmed that the search committee had been selected and will be comprised of the Regional Campus Executive Dean, one department chair from Columbus, several faculty and staff members from the Lima Campus, one Lima Campus student and three non-voting, ex-officio members (two from the Lima Board and the President of Rhodes State College). Dean Rose said that committee's first task will be to create a position description using the compiled "Wish List" that the campus community created back in September. The timeline to review applications will be from late January to mid-February.
- Dean Rose shared the good news that the campus is officially in the planning phase of the Student Life Building project. Next steps include a series of open meetings, known as charettes. These meetings will be held to determine the kinds of features the campus community wants to see included in the finished project.

- Dean Rose reported that the strategic planning committees had all met several times during Autumn Semester and that they would be submitting their reports in early January. The reports are essentially their recommendations for moving the campus forward in a positive direction. Any recommendations accepted will be reviewed for implementation in Spring 2014.

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT: Mr. Haushalter moved and Dr. Hubbell seconded the motion that the meeting be adjourned. The motion was unanimously approved and Ms. Grothouse declared the meeting adjourned at 5:50 p.m. The next Board meeting is scheduled for January 16, 2014 at 4:30 p.m. in the Public Service Board Room.

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Karen Grothouse, Chair  
The Board of The Ohio State University at Lima  
December 5, 2013

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Lori A. Schleeter, Secretary  
The Board of The Ohio State University at Lima  
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