CALL TO ORDER

Chair Cheryl Snyder called the meeting to order at 12:00 p.m. in the Reese Center Executive Board Room.

Present from Fiduciary Board: Mr. John Hinderer, Mr. Rob Montagnese, Mr. Mark Ramser, Ms. Cheryl Snyder, Ms. Sarah Wallace and Ms. Billie Zimmers.

Absent: Mr. Barry Riley

Ms. Snyder stated that notice of this meeting was given in accordance with Section 121.22 (F) of the Revised Code of Ohio.

APPROVAL OF MAY 20, 2014 BOARD MEETING MINUTES

Ms. Wallace made a motion to approve the minutes from the May 20th board meeting. Mr. Montagnese seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the minutes from the May 20th board meeting.

ACCEPTANCE OF GIFTS

Mr. Hinderer made a motion to accept the gifts with appreciation and consideration. Mr. Ramser seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees accepts, with thanks, the following gifts as presented:

<table>
<thead>
<tr>
<th>Gifts – May</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Premier Faculty/Staff Scholarship</td>
<td>$ 752.31</td>
</tr>
<tr>
<td>Judy Ratliff Stansbury Scholarship</td>
<td>15.00</td>
</tr>
</tbody>
</table>

CERTIFICATION OF PAYMENT VOUCHERS

Mr. Montagnese made a motion to approve the payment vouchers as presented. Ms. Wallace seconded the motion. Motion passed.
BE IT RESOLVED: the Central Ohio Technical College Board of Trustees acknowledges and approves the following vouchers. This approval is considered “Then and Now” certification per O.R.C. Section 3357.10 and 5705.41 (D):

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Voucher Number</th>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limbach LLC</td>
<td>V0130472</td>
<td>3/3/14</td>
<td>$5,883.54</td>
<td>Montgomery Hall HVAC Control Panel</td>
</tr>
<tr>
<td>SpyGlass Group, LLC</td>
<td>V0130948</td>
<td>5/22/14</td>
<td>$4,049.04</td>
<td>Consulting Fees for Telecommunication Savings</td>
</tr>
</tbody>
</table>

STATEMENT OF COMMENDATION

Ms. Snyder read a Statement of Commendation to be presented to Dr. John Berry for board consideration. This is in recognition of his years of service to the college. Dr. Berry has accepted another position at Cape Fear Community College in North Carolina.

Ms. Wallace made a motion to accept this commendation. Mr. Ramser seconded the motion. Motion passed.

BE IT RESOLVED the Central Ohio Technical College Board of Trustees acknowledges Dr. John M. Berry for his many years of unselfish, loyal and dedicated service as a leader and honors him for such devotion as a public servant.

COMMITTEE REPORTS:

- OSUN Board Report – Dr. Thakkar was unable to attend today’s meeting (no report)

OLD BUSINESS:

- Completion Plan Approval

Dr. Coe referenced the board material that was provided in advance of today’s meeting. She reminded the board that for approximately three years and under the leadership of Chair Cheryl Snyder, we have been working on the improvement of student success. Within the last twelve months, the decision was made with the Office of the Governor and Ohio Board of Regents that each institution (HB59) must file a completion plan. Recognition was given to Dr. Mark Knutsen and Teri Holder who have been co-leading the team that put together today’s completion plan. By June 30th, each fiduciary board must have a completion plan in place. Dr. Coe opened the floor to any questions or comments from the board. Ms. Zimmers raised a question about re-establishing New Student Orientations. Dr. Coe clarified that the college does do New Student Orientations but we are re-establishing the New Student Orientation Steering Committee. Discussion followed about who would be included on this steering committee (faculty, staff, students, administrators). Ms. Zimmers asked how students with more complex issues/needs will be handled with regard to orientation. Dr. Knutsen explained that we are providing different services to different students (i.e. focusing on new students coming through the door, students who may be mid-stream, and finally those who are nearing completion). Mr. Hinderer commented that the Outcome area is not very specific. Dr. Coe commented that “persistence rates” and “completion rates” are very well defined metrics and definitions that are calculated by IPEDS or OBR. Dr. Coe reminded the board that if we don’t perform we will lose state subsidy, which is approaching one million dollars. It is important that we continue to do better. Ms. Zimmers directed an additional question regarding “dropped” classes vs. “failed” classes. Dr. Coe confirmed that we have the ability and do look at the “drop” reports. According to the strategy item that Ms. Zimmers is referencing on the Completion Plan document provided, we are talking about the “failed” report. Dr. Coe reminded the board that the college has purchased the Retention Alert Software System so nobody falls through the cracks that we don’t know is at a “D” level and we are three weeks in. It is a matter to what extent we are acting on those reports. This completion plan will need to be reviewed/approved every two years.
Ms. Snyder called for a motion to adopt the College Completion Plan as presented. Mr. Hinderer made a motion and Mr. Ramser seconded the motion. Motion passed.

**BE IT RESOLVED** the Central Ohio Technical College Board of Trustees adopts the 2014-COTC College Completion Plan

- **Facilities Building**

  Brian Boehmer started the presentation with an early concept rendering of the newly re-imagined Facilities Operations Building. There has been much re-thinking of this project since our last presentation to the board. One of the reasons for the change is because of the framework plan. The team felt we needed to better align the physical appearance of this building with the goals that were outlined in the framework plan. The second reason is that we could not reconcile those design ideas with the project budget. Brian shared pictures of the proposed site and building in the south meadow that compliments the nearby buildings.

  David Brillhart continued with discussions about the budget for this cost-shared construction. The original number in the concept stage was $2.6 million for this 15,000 square foot building. This was an internal estimate before we really got into the design of the building. After we have taken this building and done our best to reduce costs, we are now at an estimated cost of $3.25 million. We have our construction manager at risk on board (Robertson Construction) and they are the ones who have come up with the $3.25 million number. The primary reason that this number has gone up is because of the esthetics of the building and because it crosses the diversion ditch. This was not a change, but as the details came in it did influence the project. Mr. Montagnese asked if the alternates were not included in this number and David confirmed they were not. David indicated that we still have the construction contingency in place of $246,000. We also have some design contingencies.

  David indicated that in August, Robertson Construction will give us a guaranteed maximum price (GMP). We don’t anticipate it being much different than the $3.25 million. The liability will then shift to the construction manager if the amount changes. At this point, this is our best guess at an estimate. Ms. Wallace asked about bid day process and what is expected from Robertson Construction. Brian Boehmer explained the process with regard to the GMP.

  David reported that the project has a nice tie-in to Adena Hall. The renovations to Adena Hall have been funded through the state process. We received $3.7 million dollars for this renovation once the Facilities Department vacates this space. David provided an explanation of where he feels the additional $670,973 comes from if we find that we will need it. (Adena reserves, OSU reserves, and COTC ’14 operating budget reserves).

  Ms. Wallace asked where the primary money comes from. David shared that we benefited last biennium with $900,000 on the COTC side from the State of Ohio. We then followed up our portion with about $400,000 from COTC funds, which was excess from a previous budget that we tagged for this project. This was our $1.3 million and OSUN used reserves for their $1.3 million. This is all fully funded by the campus along with the State’s portion of $900,000.

  David talked briefly about the timeline for this project which should be completed by fall 2015. Mr. Montagnese asked administration to be cautious about the new GMP and the potential perception with this new amount. Ms. Zimmers asked that since the facility building has changed and it may not house everything we need it to, where will we house these items? David explained that we continue to have cold storage near the Hall House. We also hoped to have our shipping and receiving in one location but can continue to keep this in the Reese Center or Adena, which already have loading docks.
Ms. Zimmers asked why OSU was so far off the mark with their estimate for this building. David reiterated the two reasons previously stated (esthetics and diversion ditch) which were included but simply missed.

Ms. Snyder called for a motion to authorize an additional $250,000 from the FY14 operating budget and/or institutional reserves to increase the construction budget for the Newark Facilities Building. Mr. Ramser made a motion. Mr. Hinderer seconded the motion. Motion passed.

WHEREAS the college has determined that additional funding is needed to complete the Facilities Building, a shared building with Ohio State Newark and

NOW THEREFORE

BE IT RESOLVED, the President and Chief Financial Officer of the college are authorized, in the name of the Board of Trustees of Central Ohio Technical College to allocate an additional $250,000 from the FY14 Operating budget and/or institutional reserves to increase the construction budget for the Newark Facilities Building.

Ms. Wallace inquired about the strategy with the new method by which we are doing construction. Discussion followed regarding accountability and being diligent with regard to moving forward. We are currently committed to the Contractor at Risk method for this project but we have options with future projects. We have confidence in the management team in place. Thanks to Brian and David for your leadership.

NEW BUSINESS:

- **Board By-Laws Amendment Proposal**

Dr. Coe stated that we are currently down two board positions on our fiduciary board. We have two board members who are up for renewal, Mr. Hinderer and Ms. Wallace, who are both school board caucus appointed members, and their terms expire September 30th. Mr. Montagnese is up for re-appointment. He fulfilled the remaining term of Mr. Lee Wyse prior to his passing and he is a governor-appointed board member. We have been working on these appointments and/or re-appointments since April.

We have a Board Development Committee which is chaired by Mr. Ramser, and on behalf of the committee I’m sharing two candidates that have been discussed as possible appointments to our board. Biographies will be shared with the board in the very near future.

- Jill Griesse replacement recommendation --- Steve Cohen, Owner of Screen Machine (Pataskala/Blacklick)
- Mike Menzer replacement recommendation --- Marion Sutton, Jones Metal Products Chairman (Coshocton)

A question was raised about residency requirements in our by-laws for our board members. After checking with the AG’s office, we discovered that our by-laws are out of alignment with the Ohio Revised Code (ORC). During the chartering of our initial board, a potential board member was required to reside in Licking County but that is no longer the case.

Dr. Coe and Jackie Parrill believe that the by-laws which were mailed in the board packets may have already been rescinded and we are looking into this. Ultimately, we are trying to bring our board by-laws into compliance with those of the ORC.

We are doing our best to maintain some local control over board appointments. The governor currently appoints the trustees at all community and state two-year colleges in Ohio. Only the technical colleges have some school board caucus appointments. If we discover this clause still remains in our current board rules, we need the board to give us the authority to no longer have the residence requirement clause in the board rules document. We may, however, find that these rules have already been rescinded and this may be a moot point.
Jackie announced that it is time to review all of the rules through a systematic process that we talked about back in 2010 when we re-did everything. We have plans to come to the board in the coming months with each of these rules for you to look at to make sure we are in compliance.

Ms. Snyder called for a motion to consider the amendment of our current board rules/by-laws regarding residency. Ms. Wallace made a motion to place the responsibility on administration to align our board rules with the Ohio Revised Code as described. Mr. Montagnese seconded the motion. Motion passed.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees approves the proposed amendment to place the responsibility on administration to align our board rules with the Ohio Revised Code as described.

**PRESIDENT'S REPORT:**

- Dr. Coe attended the Park National Bank Community Breakfast at our Pataskala Campus on May 28th. This breakfast was heavily attended.
- COTC nominated Matt Foor of Performance Training Solutions for the OACC 2014 Outstanding Business Award. This award was presented to Matt during the awards dinner on May 28th.
- The new mayor of Pataskala, Michael Compton, visited our Newark campus on June 4th.

**OTHER BUSINESS:**

- Ms. Snyder reminded the board there is no meeting in July.

At the close of the meeting Ms. Snyder invited the board into Executive Session to discuss a personnel issue. She announced that the board does plan to take action coming out of Executive Session today. Roll call was taken as follows: Mr. Ramser (yes), Mr. Hinderer (yes), Ms. Zimmers (yes), Ms. Wallace (yes), Mr. Montagnese (yes), Ms. Snyder (yes).

Adjourned – 1:15 p.m.

Ms. Snyder called for a roll call to come out of Executive Session. Mr. Ramser (yes), Mr. Hinderer (yes), Ms. Zimmers (yes), Ms. Wallace (yes), Mr. Montagnese (yes), Ms. Snyder (yes). Ms. Snyder called for a motion to approve the compensation and annual performance evaluation of President Coe per discussion from the board. Ms. Wallace made a motion and Mr. Montagnese seconded the motion. Motion passed.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees approves the compensation and annual performance evaluation of President Coe per discussion from the board.

Adjourned – 1:44 p.m.

Next Meeting: Tuesday, August 19th, 2014
12:00 p.m. Reese Executive Board Room