MINUTES
COTC BOARD OF TRUSTEES
May 21, 2013
12:00 p.m.

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: Ms. Billie Fiore, Mr. John Hinderer, Mr. Mike Menzer, Mr. Mark Ramser, Mr. Barry Riley, Ms. Cheryl Snyder, and Ms. Sarah Wallace.

Present from OSUN Board: Dr. Tom Mills

Absent from Fiduciary Board: Ms. Jill Griesse

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

Prior to the business meeting Ms. Snyder read a Resolution of Respect for the memory of Mr. Leland C. Wyse and called for a moment of silence.

Mr. Riley made a motion to approve the Resolution. Mr. Ramser seconded the motion. Motion passed. The Resolution will be presented to Lee’s widow Joy later this summer.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the Resolution of Respect for the memory of Mr. Leland Wyse.

Ms. Snyder then circulated a sympathy card to send to Joy Wyse from the board and a birthday card for board members to sign in honor of Mr. Robby Robinson’s 90th birthday.

APPROVAL OF MARCH 19, 2013 MEETING MINUTES

Mr. Hinderer made a motion to approve the minutes from the March 19th meeting. Mr. Menzer seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the minutes from the March 19th meeting.

ACCEPTANCE OF GIFTS AND APPROVAL OF PERSONNEL

Mr. Menzer made a motion to accept the gifts with appreciation and consideration and approve the personnel as presented. Ms. Wallace seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees accepts, with thanks, the following gifts and approves the personnel as presented:
**Gifts – March**

Premier Faculty/Staff Scholarship $ 308.54

**Gifts – April**

Premier Faculty/Staff Scholarship $ 763.54
Next Generation Challenge Scholarship $ 100.00
COTC Alumni Scholarship $ 30.00

### REGULAR/TERM APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective Date</th>
<th>Pay Rate</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lepone, Joseph</td>
<td>Recruiter</td>
<td>3/25/13</td>
<td>$1,033.60 bw.</td>
<td>COTC-NCS</td>
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<tr>
<td>Moyer, Jennifer</td>
<td>Custodial Worker</td>
<td>3/18/13</td>
<td>$10.28 hr.</td>
<td>OSU-CS</td>
</tr>
<tr>
<td>Saliba, Rose Mary</td>
<td>Director of Institutional Research &amp; Effectiveness (Term Appointment)</td>
<td>5/6/13 to 6/30/15</td>
<td>$2,884.62 bw.</td>
<td>COTC-NCS</td>
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<tr>
<td>Settles, William</td>
<td>Security Officer/Dispatcher</td>
<td>4/15/13</td>
<td>$10.34 hr.</td>
<td>COTC-CS</td>
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<td>Stahl, Hillary</td>
<td>Recruiter</td>
<td>3/25/13</td>
<td>$1,033.60 bw.</td>
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<td>Stalnaker, Monte</td>
<td>Custodial Worker</td>
<td>3/25/13</td>
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<tr>
<td>White, Rene</td>
<td>Communications Coordinator</td>
<td>5/1/13</td>
<td>$1,519.24 bw.</td>
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### TEMPORARY APPOINTMENTS

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<tr>
<td>Lopeman, Cheryl</td>
<td>Records Support Specialist</td>
<td>3/18/2013 to 5/31/13</td>
<td>$11.44 hr.</td>
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<td>Hornsby, Patrick</td>
<td>WDIC Instructor/Trainer</td>
<td>4/10/13 to 4/23/13</td>
<td>$439.26 bw.</td>
<td>COTC-NCS</td>
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<tr>
<td>Ramsey, Craig</td>
<td>WDIC Instructor/Trainer</td>
<td>3/5/13 to 4/4/13</td>
<td>$1,566.70 pmt.</td>
<td>COTC-NCS</td>
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<tr>
<td>Ramsey, Craig</td>
<td>WDIC Instructor/Trainer</td>
<td>4/28/13 to 6/17/13</td>
<td>$445.67 bw.</td>
<td>COTC-NCS</td>
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### RESIGNATIONS/RETIREMENT

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<th>Effective Date</th>
<th>Pay Rate</th>
<th>Affiliation</th>
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</thead>
<tbody>
<tr>
<td>Adams, Kelly</td>
<td>Financial Aid Advisor</td>
<td>4/26/13</td>
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<td>COTC-CS</td>
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<tr>
<td>Dannemiller, Ronald J</td>
<td>Case Manager</td>
<td>5/10/13</td>
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<td>COTC-CS</td>
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<td>Felton, Teresa</td>
<td>Advisor</td>
<td>5/3/13</td>
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<td>Marko, Michelle</td>
<td>Instructor, Nursing</td>
<td>8/2/13</td>
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<td>Shaeffer, Joseph</td>
<td>Instructor, Nursing</td>
<td>8/17/13</td>
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<td>COTC-NCS</td>
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<td>Stalnaker, Monte</td>
<td>Custodial Worker</td>
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Mr. Menzer made a motion to approve payment of the following vouchers. 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):

- **Franklin Communications V0115193 2/17/13 $3,105 Radio Advertising**

**COMMITTEE REPORTS:**

- **OSUN Board Report**
  - Dr. Mills stated everything is satisfactory as far as summer enrollment concerns at OSUN. They are also excited about the new Science & Technology Building.

- **Audit/Finance:**
  - **Third Quarter Financial Review**
    
    Mr. Riley reported that the Finance Committee met and discussed the quarterly statement. He pointed out that our original concern about enrollment improved in the spring. The subsidy from the State of Ohio remains steady. However, he cautioned that the rolling 3-year count the State does as far as subsidy to COTC, ours will be a downward trend. A lot of our financials not only are addressing our enrollment but are taking into account what is going to take place in the next three years. We have gotten a head start and started trimming where necessary to match up with our enrollment. Mr. Riley feels fairly confident that the committee has done a good job of taking this all into consideration without reducing faculty. Our budget is very reasonable, prudent and planned for a reduction in State subsidy over the next three years.

    
    Mr. Riley made a motion that the proposed budget be accepted. Ms. Wallace seconded the motion. The motion passed.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees has reviewed and discussed the 3rd quarter financials.

**Tuition Consideration for Autumn Semester**

Mr. Riley indicated the Finance Committee had a lengthy conversation on the topic of tuition. He stated that no board member has a desire to raise tuition but we are proposing a 2.2% tuition increase starting with the Autumn 2013 Semester. This amounts to $96 per year for full-time students. He said most institutions are making at least that amount of increase. This will bring in an estimated $330,000. The proposed budget has been developed with that in mind. With this increase, COTC still remains in the middle of the pack as far as tuition is concerned. Unlike bigger universities, COTC does not charge extra fees to our students (i.e. residence halls, etc.) who are able to offset their increase through fees. With the influx in state funding, the fact that we need time to give our students notice, the increase is being recommended at this time. Many third party agencies require 90 days notice. For this reason, the motion has been brought to the board in May versus June.

Mr. Riley made a motion to approve the recommended 2.2% tuition increase for full-time students.
starting with the Autumn 2013 Semester. Mr. Ramser seconded the motion. After some discussion the motion passed. Six board members voted for the increase and one board member voted against it.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees approves the recommended 2.2% tuition increase for full-time students starting with the Autumn 2013 Semester.

**OLD BUSINESS:**

- **Science & Technology Building Update**

  Brian Boehmer reported that plans for the new Science & Technology Building continue to move forward. On April 5 the OSU Board approved moving ahead with the design phase for the project. Last month requests for qualifications were posted in the state of Ohio register for architects, engineers and commissioning agents. On May 7 an open town hall meeting was held for all design and construction professionals interested in this project. Over 100 people were in attendance and 50 proposals were received on May 14. The short listing process is currently underway. We hope to finalize our initial review by May 24. We plan to interview architects by the end of June and engineers and commissioning agents shortly thereafter.

**NEW BUSINESS:**

- **Section 125 Plan Amendment and Restatement of Plan**

  Jackie Parrill called the Board members’ attention to the Section 125 Plan information which was included in their packet for today’s meeting. Under the Affordable Care Act, we need to update our current document. While going through this process, we found that we did not currently have one. She said that COTC has always been covered under the same plan as OSU but in order to bring COTC into full compliance, our attorneys are suggesting we must have our own 125 Plan document.

  Mr. Menzer made a motion to approve the Section 125 Plan Amendment and Restatement of Plan as presented. Ms. Wallace seconded the motion. Motion passed.

  **BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees approves the Section 125 Plan Amendment and Restatement of Plan as presented.

**PRESIDENT’S REPORT:**

- Dr. Coe reported that at this point we are feeling good regarding our summer enrollment numbers at both OSUN and COTC. We do have one more major de-registration on Thursday, May 23, but the headcount is tracking ahead of projections; however, many of the students are taking less hours. Regarding FTE, we are sitting right at our projection. At this time autumn is also tracking well.

- Dr. Coe recognized all those involved in the successful engineering-type competition held on April 26th here on campus for high school students.

- COTC was represented by two students at the April 25th All-Ohio Academic Team Luncheon. Rachel VanFossen was our First Team recipient and Trever Boucher was our Third Team recipient.
On May 10th a Tree Dedication Ceremony was held on campus in honor of Bill McConnell and the Reese family who helped so much with the success of The Next Generation Campaign.

On May 12th myself and Jan Tomlinson were guests of President Knobel at the Denison University graduation where Charles Finklea received his Bachelor’s Degree. Charles is a COTC graduate who went on to graduate from Denison. He plans to continue his studies at a seminary in northern Ohio.

OTHER BUSINESS:

Ms. Snyder requested that a letter of congratulations from the Board of Trustees be sent to the two All-Ohio Team members and also to Charles Finklea.

Ms. Snyder then invited board members into executive session to discuss Collective Bargaining and Personnel. Also invited into executive session were Dr. Coe, Jackie Parrill, David Brillhart, Dr. Knutsen, Ken Ollish, and Dr. Martin Schmerr. Roll call was as follows: Riley (yes), Ramser (yes), Hinderer (yes), Menzer (yes), Fiore (yes), Wallace (yes), and Snyder (yes).

Mr. Riley made a motion to move into Executive Session. Mr. Ramser seconded the motion. Motion passed.

Roll call was taken coming out of Executive Session: Riley (yes), Ramser (yes), Hinderer (yes), Menzer (yes), Fiore (yes) and Snyder (yes). Ms. Wallace had to leave early.

The Board came out of Executive Session at 1:07 p.m. and took the following action:

Mr. Menzer made a motion to approve The United Faculty 2013 Negotiated Labor Agreement with the Faculty. Mr. Hinderer seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves The United Faculty 2013 Negotiated Labor Agreement with the Faculty.

Mr. Riley made a motion to approve the compensation and annual performance evaluation of President Coe per discussion from the board. Mark Ramser 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.

The meeting was adjourned at 1:08 p.m.

Next Meeting: Tuesday, June 18th, 2013
12:00 p.m. Reese Executive Board Room

Cheryl L. Snyder                                      John F. Hinderer
Chair                                                Vice-Chair