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. Steve Cohen, Mr. Rob Montagnese, Mr. Mark Ramser, Mr. Barry Riley, Ms. Cheryl Snyder, Ms. Marion Sutton and Mrs. Billie Zimmers.

Absent: Mr. John Hinderer and Ms. Sarah Wallace

Present from OSUN Board: Dr. Sharad Thakkar

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 welcomed Mr. Steven Cohen as the newest member of the COTC Board of Trustees and administered the Oath of Office to him.

Dr. Coe acknowledged the passing of a great community and county leader but more specifically, a great supporter of this campus, Mr. Jack O’Neill who passed on Sunday, November 16th. A moment of silence was given.

APPROVAL OF OCTOBER 21, 2014 BOARD MEETING MINUTES

Mr. Montagnese made a motion to approve the minutes from the October 21st board meeting. Mr. Ramser seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the minutes from the October 21st board meeting.

ACCEPTANCE OF GIFTS

Mr. Riley 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:

Gifts – October

Premier Faculty/Staff Scholarship $ 582.31

COMMITTEE REPORTS:

• OSUN Board Report

Dr. Thakkar stated that the next meeting of the OSUN Board of Trustees is scheduled for Thursday, November 19th. He reported that he recently attended a meeting where The Ohio State University’s Dean
of Engineering and some of his staff came to Newark to meet with Dr. MacDonald and several representatives from OSUN to discuss the further expansion of OSUN courses in Engineering Sciences.

OLD BUSINESS:

• Accreditation Update

Dr. Jackie Parrill gave a report on the reaffirmation efforts with the Higher Learning Commission. She said a lot of work has already taken place. Last week we submitted the assurance argument, the evidence file and the federal compliance documentation to the HLC. In addition to the paperwork, representatives from the HLC will actually be visiting our campus on December 8th and 9th. The purpose of their on-site visit is to validate the claims we made in the assurance argument and evidence file, evaluate our progress in areas they pointed out as needing improvement during their last visit, comparing materials with actual items on campus and meeting with individuals and groups responsible for the assurance argument and the evidence file. They plan to meet with COTC leadership and members of the Board of Trustees. We anticipate their meeting with the Board will be on Monday, December 8th. They will also hold open forums with faculty, staff, and students. They will also meet with key individual groups such as Faculty Council and Assessment Committees. In order to prepare for this visit and meeting we have created a frequently asked questions document which was shared with the board members. Ms. Parrill suggested Board members may want to take another look at the Assurance Argument draft provided last month. Jackie also provided a list of who the visitors are so we will be somewhat familiar with them when they arrive. Although they typically do not visit our extended campuses on this mid-cycle visit, they have the right to do so if they choose, so we have had conversation with our extended campus staff and they are prepared in case they want to visit.

In response to a question about what would be the desired outcome of their visit with the board, Dr. Parrill responded that they want to know the board is engaged in the working of this institution. They will probably throw out some general questions about what’s happening on campus and how you feel about the engagement of students on campus, what are you most proud of, do you have any concerns, etc.

Dr. Coe added that it might be a point of strength to point out the district representation we have on our board. Also, it was suggested that we might talk about our new strategic plan and our re-emphasis on technical education and connection to workforce development and jobs. Also, we could talk about our cost shared relationship with OSUN and how we are an example to other colleges in the state.

What areas do you feel they will dig the most?

• Strategic planning – Dr. Parrill stated we are now in great shape in this area.
• The learning management system was not in place for on-line courses (Moodle). It is now.
• The Academic Advisory Committees were not meeting with the frequency we should and we did not always have minutes available. Improvement has been made in this area but there is still room for further improvement.
• Program review areas – Still have room for improvement here.
• Assessment of student learning. In 2008 we showed some improvement. We now have a clean bill of health but can still improve.
• Another area which was not mentioned at their last visit is E-Learning. In 2008 we asked for our first on-line degree to be approved and the commission allowed the Business Management Technology Degree. Two years later asked for the ability to offer all our degrees online. This was granted but before we move forward, Dr. Coe wanted all the programs reviewed and in good order. We have gone through a two year review of all our e-learning and revamped anything that needed improved. Following this review, we will look at other programs we want to offer online.
Ms. Snyder thanked those board members who financially supported the Jill Griesse Memorial Garden. This meant a lot to Jill’s family. Thanks to all who helped put this together.

NEW BUSINESS:

- **Board Development Committee**

  Ms. Snyder reminded members that it is time to fill leadership positions on the board for next year. She asked that anyone interested in taking a leadership position should make their wishes known to the Nominating Committee, which consists of Mark Ramser, John Hinderer and Sarah Wallace. She asked Mr. Ramser to assume leadership of this committee. A slate of officers for the coming year will be brought to the January organizational meeting.

PRESIDENT’S REPORT:

- In her comments regarding the Regional Campus Cluster Leadership Meeting on October 29th, Dr. Coe stated that two years ago Mike Boehm of OSU brought together representatives of various campuses throughout Ohio to discuss opportunities for improving relationships. Initially, some of these institutions were not very interested in working together. At the beginning of 2014 The Ohio State University reached out to the other campuses in Ohio to determine their interest in collaborating. The board chairs of both the regional campuses and the technical colleges were invited to the second meeting of this group. Dr. Coe said every institution was represented at this last meeting, which was not true at the first meeting. Ms. Snyder participated in this meeting and mentioned that we sometimes take for granted our collaborations with OSUN. She recognized the high respect for Dr. Coe and Dr. MacDonald by those in attendance. They set the tone at the top for working hard at making our collaboration successful. She said it is imperative that we collaborate.

- Dr. Coe acknowledged Dr. Parrill for her leadership at the Strategic Planning Council Meeting and she thanked Mr. Montagnese, who is the board liaison to the SPC here on campus, for taking time out of his busy schedule to participate in the October 30th all-day meeting.

- Dr. Coe stated that “Fire Arms” are taught as part of the Law Enforcement Program at COTC. About 5 years ago Mike Cantlin and David Brillhart participated in negotiating a plan with the Boy Scouts of America, Simon Kenton Council, to develop a 3-phase plan where together we would pool our resources. Phase 1 involved building a high caliber, quality shooting range, which was dedicated on November 1. Phase 2 was building a small building at the Boy Scout camp for the purpose of indoor instruction. Our Law Enforcement Program uses this as a classroom when they are out there. Phase 3 includes a location for high powered shooting. This has not yet been completed.

- Dr. Coe called on Matt Kelly for a report on the Annual Scholarship Breakfast, held on November 6th. Matt thanked all board members who were in attendance at this event. He said there were 40 donors and 104 scholarship recipients attend. The purpose of the event was to have the donors and recipients meet each other and give our students an opportunity to say thank you. He said it was very interesting to hear stories of appreciation and what these scholarships have meant to the recipients. Matt said the COTC scholarships this year amounted to around $470,000. Coupled with the OSUN and NCDF scholarships the total was $965,000. The theme of the event was *Debt Reduction*, and two or three students spoke to keeping the debt reduction down for the students. This showed the impact of the scholarships.

- On November 7th the Deans Executive Council met with area CEOs and Vice Presidents for Human Resources to discuss the skillsets and training needed for jobs in their areas.

- Jan Tomlinson reminded board members that December 31st is the deadline for Ohio Ethics Training. She mentioned that there have been issues with the online training, so she suggested members do this training earlier rather than later in case there are problems with the program. Email your certificate to me once you have completed the training.
General Comments: Mr. Montagnese said he has spent the last two Fridays here at the Reese Center where he attended two special events. He said he appreciates the opportunity we have to showcase the facilities we have on this campus with the community. It is a good way to expose our facility and he encouraged us to promote events here.

OTHER BUSINESS: Ms. Snyder encouraged the board to be as prepared as possible for the HLC visit on December 8. She suggested we let Jan know if we have any questions or concerns about that visit.

Adjourned – 12:46 p.m.

Next Meeting: Tuesday, December 16th, 2014
12:00 p.m. Reese Executive Board Room

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