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, Mr. Barry Riley, Ms. Cheryl Snyder, Ms. Sarah Wallace and Mrs. Billie Zimmers.

Absent: Ms. Marion Sutton

Present from OSUN Board: None

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 SEPTEMBER 16th, 2014 BOARD MEETING MINUTES

Mr. Hinderer made a motion to approve the minutes from the September 16th 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 September 16th board meeting.

ACCEPTANCE OF GIFTS

Mr. Montagnese made a motion to accept the gifts with appreciation and consideration. Ms. Wallace 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 – September**

- Premier Faculty/Staff Scholarship: 381.54
- Jill Griesse Memorial Garden: 250.00

**Gifts in Kind**

- CAT Data Modules for Engineering Technology: (fully depreciated)
COMMITTEE REPORTS:

- **End of Year Preliminary Financial Statements**

  Mr. Riley reported that the Finance Committee met on October 17th. He said they reviewed the year ended June 30, 2014 and found that the college is in very good financial condition for several reasons. First of all, enrollment was up which means our tuition and fees were up by 4%. Secondly, the State support came in higher than expected. And thirdly, there were considerable savings in the area of expenditures because of vacancies which did not get filled during the year and also departments showed caution in their spending. The finance department has come up with policies that have softened the problems associated with student’s bad debt. The State has come up with measurements on the financial health for all the colleges in the State. We have been cautioned by David that our scores could dip in the future, but for now we have a perfect score.

  David then talked about some of the set-asides we may want to consider as a result of the surplus. We now have an adequate rainy day fund of $9 million, leaving a surplus for the year.

  1) We propose using $150,000 for a new software system that will automate the development of the master schedule.
  2) We propose an alternate Facilities Building. We have an alternate that we have been holding onto that would build out another 3,500 square feet. An estimated cost would be OSUN $200,000 and COTC $200,000. This should help us build for the future.
  3) The residual of the funds would go into a new account called the Future Initiatives/Deferred Maintenance Account. This would bring it to $4.2 million dollars. We could potentially leverage these funds in the future to try to get other funding (when a match is required) or to utilize for other capital needs.

  Mr. Riley made a motion that the Central Ohio Technical College Board of Trustees approves the preliminary financial statements for the year ended June 20, 2014 as well as the additional FY14 set asides as proposed with funding set aside from excess reserves. Mr. Ramser seconded the motion. The motion was approved.

  **BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees has reviewed and discussed the preliminary financial statements for the year ended June 30, 2014. The Board of Trustees also approves the additional FY14 set asides as proposed with funding set aside from excess reserves.

- **OSUN Board Report** - No report

OLD BUSINESS:

- **Economic Impact Breakfast**

  Matt Kelly gave a report on the September 12th Economic Impact Breakfast hosted by Dr. Coe and Dr. MacDonald. The goal of this event was to seek ideas and input for future collaboration with representatives who work in the field of economic development. There were seven representatives in attendance from various organizations in the area. Matt’s power point presentation showed that the Newark Campus (OSU and COTC) has a total economic impact of $77.8 million and is responsible for making possible 954 jobs in the Licking County area. Another slide showed the economic impact and the number of jobs created by COTC in our satellite locations. Data not included in the report was the following:
(a) Large and small events on campus  
(b) Reinvestment in the community – partnerships with businesses and education  
(c) External (NEW) dollars coming into region  
(d) Multiplier for cost-shared services  
(e) Large scale capital projects

Matt then showed a list of several campus building projects and plans which will have an increased economic impact on the local economy.

His final slide listed the meeting outcomes and ideas as follows:

(a) Mail full report to congressional and state legislative elected officials  
(b) Create an inventory of “not counted” items to see if they can be measured in future study  
(c) Keep using and sharing current information to show local and regional return on investment

- **Higher Learning Commission (HLC) Assurance Argument**

  Jackie Parrill, EdD gave a report outlining the progress which has been made in preparation for the HLC visit later this year. We have been accredited since 1975, but in order to maintain our accreditation we must go through an evaluation process twice every ten years (year 4 and year 10). December 2014 is a mid-cycle evaluation. In addition to compiling the report we must prepare for a team of visitors to our campus on December 8th and 9th. For the past seven months over 100 faculty and staff have participated in the development of the report for this visit. The next critical steps in the process are finalizing our Evidence File and completing the Federal Compliance submission. We are encouraging all employees to spruce up their spaces. The visiting team will meet with us for 1 ½ days and will want to talk with several individuals including the Board. In response to a question as to whether this team will want to visit our other campus locations, Jackie said that is not typically done during a mid-cycle review. As Vice President for our Extended Campuses, Teri Holder will speak on behalf of the extended campuses during this visit.

  Mr. Montagnese made a motion that the Central Ohio Technical College Board of Trustees has reviewed and accepts the Assurance Argument that will be submitted to the Higher Learning Commission. Mr. Riley seconded the motion. The motion was approved.

- **Board Rules Review**

  Jackie Parrill, EdD reminded the Board that in 2010 we engaged in an extensive process to bring all of our Board rules up to date and into compliance with Ohio Administrative Code, which requires the Board of Trustees to prescribe rules for the effective operation of the college. We are required to file these rules with the Legislative Service Commission (LSC) and now with Rules Watch Ohio. As part of that update process, we established a system of review on a five-year cycle to ensure future filings are current. We have worked with the staff and the Attorney General’s office before presenting the first two groups of rules for Board approval: *Governance & General Administration Rules, and Academics Rules*. In addition to these updates, we are also now required to re-file all of our rules with the LSC and “Rules Watch Ohio” organization.

  Ms. Wallace made a motion that the Central Ohio Technical College Board of Trustees approves the Board rules for Governance & General Administration and Academics as presented by Dr. Parrill. Mr. Ramser seconded the motion. The motion was approved.

**NEW BUSINESS:** None
PRESIDENT’S REPORT:

- President Coe introduced Ms. Holly Mason, who has been hired as the Director of Student Life to fill the position created by the resignation of Dr. John Berry. Holly has served as Assistant Director for the last seven years.
- Copies of the new view books were distributed to Board members at today’s meeting, and Dr. Coe called attention to the salary data shown on page 4. Labor market statistics show very strong salaries for people with technical education. The view book is our number one marketing tool for the college used primarily in the high schools and our outreach programs.
- Matt Kelly’s office hosted the OACC Foundation meeting at our Newark Campus on October 3rd where we showcased our campus and our philanthropic support.
- On October 17th Dr. Mike Snider invited Dr. Anna Davis to our campus. She presented information on “Flipped Classrooms.” With this program the student does the lecture portion (3-5 minutes) outside of class. They then come to the classrooms to do their homework. Both faculty and students begin to engage in very active problem solving techniques.
- Dr. Coe reported that Legends of Loyalty awards were presented to Art Ghiloni (retired staff from Facilities), Carolyn Simpson (retired Nursing instructor) and Calvin Roebuck (posthumously) at the October 20th Legends of Loyalty Luncheon in the Reese Center.
- Dedication of the Jill Griesse Memorial Garden was held earlier today, just prior to our Board meeting. Jill’s husband Paul was very touched by this dedication to Jill.
- Dr. Coe said we could not be more thrilled with the re-appointment of Rob Montagnese and also the appointment of Steve Cohen to the COTC Board of Trustees. Both are governor appointed members.

OTHER BUSINESS: None

Cheryl welcomed Holly in her new position and thanked Dr. Snider for bringing new innovation to us and another excellent job from our Marketing Department on our new view book. David and Jackie thank you again for your leadership and outstanding work.

Adjourned – 12:45 p.m.

Next Meeting: Tuesday, November 18th, 2014
12:00 p.m. Reese Executive Board Room

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