

# MINUTES

## COTC BOARD OF TRUSTEES

June 22, 2021

8:30 a.m.

Skype Meeting

**Present from Fiduciary Board:** Mr. Steven Cohen, Mr. Bruce Hawkins, Mr. Robert Montagnese, Mr. J. Park Shai, Ms. Cheryl Snyder, Ms. Marion Sutton Mr. Paul Thompson, and Mr. Gordy Yance

**Absent:** Mr. Andy Crawford

### CALL TO ORDER

Chairman Mr. Rob Montagnese called the meeting to order at 8:30 a.m. and informed the board that notice of this meeting has been given in conformity with Section 121.22 of the Ohio Revised Code.

### APPROVAL OF MINUTES FROM THE MAY BOARD MEETING

Mr. Hawkins made a motion to approve the minutes from the May 18 board meeting. Mr. Thompson seconded the motion. Motion passed.

**BE IT RESOLVED:** The Central Ohio Technical College Board of Trustees approves the minutes from the May 18 board meeting.

### APPROVAL OF MINUTES FROM THE JUNE 2 BOARD OF TRUSTEES PLANNING RETREAT

Ms. Snyder made a motion to approve the minutes from the June 2 BOT planning retreat. Ms. Sutton seconded the motion. Motion passed.

**BE IT RESOLVED:** The Central Ohio Technical College Board of Trustees approves the minutes from the June 2 board of trustees planning retreat.

### ACCEPTANCE OF GIFTS

Mr. Yance made a motion to accept the gifts with appreciation. Mr. Thompson 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 – May

The COTC/LCSO Blue Line Twilight Run 5K & 10K	\$ 4,048.00
The COTC Diversity Scholarship	3,000.00
The Judy Ratliff Stansbury Scholarship	525.00
The COTC Alumni Scholarship	300.00
The Science and Technology Building Capital Campaign	216.11
The Elizabeth Barnhart Award for Nursing Excellence	140.00

The Officer Thomas W. Cottrell, Jr Award	90.00
The Radiologic Science Tech. Alumni & Friends Scholar.	73.33
The COTC and Ohio State Newark Veterans Emergency Fund	25.00
The COTC Student Emergency Grant	10.00
The Dow Chemical Scholarship	10.00
The Laverne A. Messimer Memorial Scholarship	2.50
The Faculty & Staff Premier Scholarship	2.00

## CERTIFICATE OF PAYMENT VOUCHERS

Mr. Shai made a motion to approve the payment vouchers. Mr. Cohen seconded the motion. Motion passed.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees acknowledges and approves the following voucher. This approval is considered “Then and Now” certificate per O.R.C. section 3357.10 and 5705.41(d).

Vender	Voucher#	Inv. Date	Amount	Description
Gutridge Plumbing	V0204474	04/27/2021	\$ 4,234.00	Emergency water line repair in Founders
WWCD	V0204562	05/12/21	\$ 5,040.00	Radio Advertising

## COMMITTEE REPORTS

### AUDIT/FINANCE COMMITTEE – Paul Thompson, Chair

Mr. Thompson announced the finance committee met previously to discuss the proposed budget and he appreciated their time and attention. David Brillhart shared specific information on the FY22 budget. A \$22.7 million budget was presented to the board for consideration. He reported enrollment projections are conservative. SSI formula appropriation estimates are up from earlier projections (4.23%). There is a \$5 per credit hour tuition increase permitted. COTC ranks very low in the state on tuition (2<sup>nd</sup> to the lowest). David discussed the few initiatives proposed by the college. We anticipate \$577,000 additional CARES Act funding.

Mr. Thompson made a motion to approve the FY22 operating budget as presented. Mr. Cohen seconded the motion. Motion passed.

**BE IT RESOLVED** that the Central Ohio Technical College Board of Trustees approves the FY22 operating budget as presented.

Mr. Hawkins made a motion to approve the increase of \$5.00 for instructional and general fees per credit hour. Mr. Thompson seconded the motion. Motion passed.

**WHEREAS** the administration and finance committee of Central Ohio Technical College have carefully considered the need to increase tuition and fees for the FY22 academic year in accordance with state budget bill guidance; and

### NOW THEREFORE

**BE IT RESOLVED** that instructional and general fees be increased by \$5.00 per credit hour (\$60 per semester per fulltime student) effective autumn semester of 2021 or the maximum allowed in the final state budget bill whichever is lower.

Mr. Thompson commended Dr. Berry, Dr. Brillhart and the team for a job well done throughout the pandemic.

David Brillhart announced that we will be undergoing a required state performance audit (not a financial audit) by Keith Faber's office. Estimate about \$25,000 cost to the campus.

## **OSUN BOARD REPORT – Tara Houdeshell**

The Ohio State Newark Advisory Board did not meet in June, but recently had an informal gathering to contemplate goals for the coming year.

## **OLD BUSINESS**

**50<sup>th</sup> Anniversary Celebration Briefing** - Kim Manno, Committee Chair for COTC's 50<sup>th</sup> Anniversary Celebration provided an update of planned activities throughout the year. Our anniversary kicks off on July 1. An advanced viewing of a video of Dr. Berry was shared.

## **NEW BUSINESS**

**Juneteenth National Holiday Recognition** – Dr. Berry recognized that the federal holiday was observed last Friday by the state (including OSU) but with the late notice, COTC could not celebrate on Friday. We propose that the college in 2021 celebrate this day on Friday, July 2. Going forward it will be recognized on our academic calendar as a holiday.

Mr. Thompson made a motion to approve Juneteenth as a holiday recognized by the federal government and to designate July 2 as the holiday to be observed for 2021, and the college will be closed. Ms. Snyder seconded the motion. Motion passed.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees approves Juneteenth as a holiday recognized by the federal government to follow the procedure for other holidays specifically listed in Ohio Revised Code 124.19. For 2021, the board approves designating July 2 as the day the holiday will be observed, and the college will be closed.

## **ARP Plan Amendment** – John Ralston, Director, Human Resources

John Ralston explained amendments to the current plan and the restated ARP Plan bringing us into compliance and alignment with the approved volume submitter IRS determination letter.

Mr. Cohen made a motion to adopt the 2021 ARP Plan restatement and amendments as presented. Mr. Hawkins seconded the motion. Motion passed.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees agrees to adopt the 2021 ARP Plan restatement (Enclosure B) and amendments (Enclosure C & D) to align with the language of the ARP volume submitter (The Ohio State University), in compliance and alignment with the approved volume submitter IRS determination letter.

## **Online and Competency-Based Education Course Stipends MOA – Dr. Eric Heiser, Provost**

Dr. Berry acknowledged that enrollment management and enrollment engagement are critical for us. Online delivery is important and has been a game changer. Dr. Heiser said this is a way for us to have our course offerings made in different modalities. We need to ensure we are offering a mix of options for our students. This MOA will recognize the efforts the faculty are putting forward which is outside the norm.

Mr. Hawkins made a motion to accept the Online and CBE Course Stipends MOA with the United Faculty/COTC, AFT/OFT to continue to enhance the delivery options afforded to COTC's students. Ms. Snyder seconded the motion. Motion passed.

**BE IT RESOLVED:** the Central Ohio Technical College Board of Trustees accepts the Online and CBE Course Stipends MOA with The United Faculty/Central Ohio Technical College, AFT/OFT in an effort to continue to enhance the delivery options afforded to COTC's students.

## **Academic Program Evaluation – Dr. Eric Heiser, Provost**

We are constantly evaluating and re-evaluating our programs with the hopes to meet market demand. Both programs listed on today's agenda have been previously approved by the board. We are asking for discontinuation of these programs today. There is demand for the AAS in Anesthesiology Technology program, but due to the cost, we are not able to pay a faculty member to teach this program. The AAS in Engineering Technology: Ceramic Materials Engineering, there are courses we will still offer but this program is very specific and hard to place graduates in. This is a specialize field that would require a bachelor's degree.

Mr. Cohen made a motion to approve the inactivation of the Associate of Applied Science in Anesthesiology Technology and the Associate of Applied Science in Engineering Technology - Ceramic Materials Engineering Technology effective immediately and does authorize the college to submit notification to the Ohio Department of Education and to the Higher Learning Commission. Mr. Thompson seconded the motion. Motion passed.

**BE IT RESOLVED:** In accordance with Ohio Revised Code 3357.09, the COTC Board of Trustees is entrusted to develop and adopt, pursuant to the official plan, technical college curricular programs. Based upon the recommendation of administration, the COTC Board of Trustees approves the inactivation of the Associate of Applied Science in Anesthesiology Technology and the Associate of Applied Science in Engineering Technology - Ceramic Materials Engineering Technology effective immediately and does authorize the college to submit notification to the Ohio Department of Education and to the Higher Learning Commission. No students are currently enrolled in either program.

## **President's Annual Performance Evaluation and Compensation**

Mr. Montagnese stated the board discussed the president's annual performance evaluation and compensation in executive session this morning and called for a motion to authorize the discussed salary increase, performance bonus and goals for Academic Year 2021-2022. Mr. Cohen made a motion to Authorizes a 2.0% increase to his base salary effective with the beginning of the pay period that includes September 1, 2021; to also authorize the payment of a one-time performance bonus of \$11,250 to Dr. Berry for goals attained during the 2020-2021 academic year payable the first payday following this approval; and approve the identified performance goals and objectives for Academic Year 2021-2022. Ms. Sutton seconded. Motion passed.

**BE IT RESOLVED:** In accordance with Board Rules, the COTC Board of Trustees met in Executive Session on June 2, 2021, and June 22, 2021, to evaluate the performance of President John M. Berry, Ph.D. on

the goals and objectives established for Academic Year 2020-2021 and to identify the key goals and objectives for Academic Year 2021-2022. The COTC Board of Trustees hereby:

1. Authorizes a 2.0% increase to his base salary effective with the beginning of the pay period that includes September 1, 2021;
2. Authorizes the payment of a one-time performance bonus of \$11,250 to Dr. Berry for goals attained during the 2020-2021 academic year payable the first payday following this approval; and
3. Approves the identified performance goals and objectives for Academic Year 2021-2022.

## **PRESIDENTS REPORT**

Brian Boehmer is on vacation so Dr. Berry shared comments and updates on the continuation of the Alford Center. He reported that faculty and labs are being moved in. Pataskala received final occupancy permit, and they continue to work the punch list and cleaning. Faculty and staff are moving in now. Kim Manno shared upcoming dates for ribbon cuttings in Newark and Pataskala as well as a donor recognition luncheon in Newark.

Senate Bill 135 focus to allow two-year colleges to provide BSN, looks like it could happen.

We continue to have a deeper conversations with leadership from Newark High School and great partnership with A Call to College as well as C-Tec.

August 16 designated as our return date on campus. Many have already moved back in.

We anticipate opening campus for outside events and bookings soon. Watch for a communication.

## **OTHER BUSINESS**

Mr. Montagnese reminded everyone there is no meeting in July. We plan to meet on campus in August. The meeting adjourned at 9:30 a.m.

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Rob Montagnese  
*Chairman*

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Steve Cohen  
*Vice-Chairman*

## **MISSION STATEMENT**

*To meet the technical education and training needs of students and employers in the area.*