

MINUTES

COTC BOARD OF TRUSTEES

August 18, 2020

8:30 a.m.

Skype Meeting

Present from Fiduciary Board: Mr. Steven Cohen, Mr. Andy Crawford, Mr. Bruce Hawkins, Mr. Robert Montagnese, Mr. J. Park Shai, Ms. Cheryl Snyder, Ms. Marion Sutton, Mr. Paul Thompson, Mr. Gordy Yance, Barry Riley, Board Emeritus and Ms. Sarah Wallace, Board Emeritus

Present from the OSUN board: Mr. Chris Meyer

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 JUNE 16 BOARD MEETING

Mr. Hawkins made a motion to approve the minutes of the June 16 board meeting. Ms. Snyder seconded the motion. Motion passed.

BE IT RESOLVED: The Central Ohio Technical College Board of Trustees approves the minutes from the June 16 board meeting.

ACCEPTANCE OF GIFTS

Mr. Crawford made a motion to accept the gifts with appreciation. Ms. Sutton 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 – June & July

The COTC Diversity Scholarship	\$ 4,000.00
The Walter C. and Iona Kuhn Beroth Scholarship	1,000.00
Community Intercultural Relations Conference (CIRC)	970.30
The Science and Technology Building	758.85
The Judy Ratliff Stansbury Scholarship	550.00
The Lawrence E. and Nancy R. Vail Scholarship	500.00
The Officer Thomas W. Cottrell, Jr. Award	355.00
The Radiologic Science Technology Alumni & Friends Scholarship	230.00
The Elizabeth Barnhart Award for Nursing Excellence	65.00
The COTC Alumni Scholarship	60.00
The TrueCore Emergency Grant	35.00
The COTC Presidential Scholarship	25.00

The Faculty & Staff Premier Scholarship	15.00
The Laverne A. Messimer Memorial Scholarship	6.25

Gift in Kind donation:

(2) – Midmark 404 Model exam tables from Licking Memorial Health Systems
Value = \$ 1,000.00 (\$500 each)

CERTIFICATE OF PAYMENT VOUCHERS

Mr. Yance made a motion to approve the following payment voucher. Ms. Sutton 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
Unique Synergies LLC	V0197061	07/16/2020	\$ 3,882.67	Social Distancing Stickers
ACEN	V0196951	07/06/2020	\$ 7,425.00	ACEN Virtual Site Visit

COMMITTEE REPORTS:

AUDIT/FINANCE

Mr. Thompson, Finance Committee Chair shared that the board finance committee met last week to discuss the budget correction plan. Mr. Thompson called on David Brillhart and John Berry who shared comments about the FY21 budget correction plan which is needed due to the COVID-19 pandemic and as a result from the subsidy cuts and enrollment declines (PowerPoint included with board minutes). David discussed the general framework and planning assumptions over a two-year period, covering revenues, operating budget savings, and reserves in detail. John Berry went into further detail of the budgetary actions in specific areas across campus which resulted in a total budget corrections of \$1,385k. Clarification was provided regarding travel reimbursement which has been reduced because of COVID-19 and most meetings, conferences, and any professional development are currently being held virtually. This summer has been a very busy time on the campus with regard to capital projects. We have paused on some of these projects just to give us a little bit of flexibility, but we have not de-funded these projects.

Mr. Thompson made a motion that the board endorse this budget correction plan for FY21 fiscal year which would include a pause in the annual merit compensation process for FY21 for all COTC faculty and staff. This should also include the approval of the Memorandum of Agreement between COTC and the United Faculty/COTC, AFT/OFT regarding the EMS Technology program director, and the approval of the Engineering Technology restructuring plan that includes the reduction in force of two full FTE Engineering faculty members. Mr. Hawkins seconded this motion. Motion passed.

BE IT RESOLVED: The Central Ohio Technical College Board of Trustees has reviewed and endorsed a budget correction plan for the FY21 Fiscal Year due to the COVID-19 pandemic and resulting subsidy cuts and enrollment declines. The plan includes implementing a pause in the annual merit compensation process for FY21 which applies to all COTC faculty and staff, the approval of a Memorandum of Understanding between Central Ohio Technical College and The United Faculty/Central Ohio Technical College, AFT/OFT regarding

the EMS Technology program director, and approval of the Engineering Technology restructuring plan that includes the reduction in force of two full FTE faculty positions from the department.

OSUN BOARD REPORT

Chris Meyer, OSUN Advisory Board member provided the following report:

- Ohio State continues to adapt to the challenges brought about by COVID-19, and preparations for a return to campus for autumn semester are continuing.
- The first day of autumn semester is August 25. Courses will be delivered fully in person on campus, fully online, and also offered through a blended approach of in-person and remote.
- Prior to the start of autumn semester, all Ohio State students, faculty and staff, including cost-shared staff paid by Ohio State, are required to complete an online training course which details health and safety guidelines to prevent the spread of COVID-19 as well as read and sign the Together as Buckeyes Pledge. All Buckeyes will sign the pledge, which acknowledges an understanding of and commitment to the safety guidelines and behaviors described in the training.
- Ohio State's summer commencement was held virtually on August 9.
- Ohio State Newark enrollment for autumn semester is trending about 12% down from autumn 2019. Several of Ohio State's other regional campuses are seeing slightly larger downward trends in enrollment for autumn.
- Students will be moving into the Newark campus residence halls on August 19, 20, 21 and 22. To maintain physical distancing and adherence to small-group guidelines, only about 60-70 residents will move in on any one day between the hours of 8 a.m. to 6 p.m. Also, this year housing will set aside one six-person apartment and two two-person studios for use as quarantine spaces, should they be needed for that purpose. This will slightly drop the total number of on-campus residents this year to 300. Campus staff will be available to greet students and provide carts during move in but will not touch any belongings. Carts will be sanitized after each use.
- The Table of Contents will open for residence hall students on August 19. Self-serve food will not be available. All food will be ordered through the Grubhub app or at an ordering kiosk. The Table of Contents gates will remain closed and customers will be notified when food is ready for pick up at a contactless location in the Warner Center. No self-serve condiments or utensils will be available. These procedures will also apply to all other customers.
- Ohio State Newark's annual convocation welcoming new students to the university will be held on August 24, the day before classes begin. The planning committee has adapted this year's event to be held over Zoom. The keynote speaker will be Ohio State Newark Associate Professor of History Mitch Lerner. Dr. Lerner also serves as the director for Ohio State's Institute for Korean Studies.
- In light of the pandemic, the Black Box Theater will not stage a live show this fall but will offer a reader's theater production of Shakespeare's Macbeth over Zoom in November. Auditions will be held in early September.

OLD BUSINESS

Dr. Berry provided an update on the John and Mary Alford Center for Science and Technology Building

- Construction is now approximately 50% complete and is generally proceeding well
- List of completed work and current construction activities were shared
- We are approximately 29 days behind schedule but are working on a plan to catch up
- To date, we have had a very safe jobsite with 22,083 hours, 174 safety inspections and 0 recordable incidents

An update was also provided on the Pataskala Campus Renovation:

- Demolition is going very well.
- Shared a list of completed projects and projected work to be done
- The construction sign has been submitted for approval. The sign will be placed along Broad Street.
- Robertson has submitted a preliminary project schedule for review by COTC and OFCC. Robertson is incorporating comments and preparing to submit approved construction schedule.

NEW BUSINESS

Board Rules: Fiscal

Jackie Parrill presented recommendations for the Fiscal board rules and the following action was taken:

Mr. Hawkins made a motion to approve the amended rules, Mr. Cohen seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the amended Fiscal Rules as presented:

- 3357:3-3-01 Annual Budget
- 3357:3-3-02 Depository Bank Account
- 3357:3-3-03 Campus Safety
- 3357:3-3-06 Facilities Use
- 3357:3-3-07 Financial Reports
- 3357:3-3-08 Grant Proposals and Grant Administration
- 3357:3-3-10 Payroll
- 3357:3-3-12 Surplus Property
- 3357:3-3-13 Suspected or known fraud, abuse, or other illegal acts; identity theft prevention
- 3357:3-3-15 Tuition, fees, refunds; Financial Aid

Mr. Thompson made a motion to approve the deletion of the Employee Travel rule as presented, Ms. Sutton seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the deletion of the following Fiscal Rule as presented:

- 3357:3-3-14 Employee Travel

Mr. Hawkins made a motion to add the following new rule as presented, Mr. Thompson seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the addition of the following Fiscal Rule as presented:

- 3357:3-3-16 Insurance

Mr. Hawkins made a motion to maintain the following rules with no changes, Mr. Thompson seconded the motion. Motion passed.

BE IT RESOLVED: the Central Ohio Technical College Board of Trustees approves the following Fiscal Rules be maintained with no changes as presented:

- 3357:3-3-04 College's Board Designated Account
- 3357:3-3-05 Donations
- 3357:3-3-09 Investments
- 3357:3-3-11 Purchasing and Procurement

President's Report

COVID-19 re-engagement plans. Dr. Berry shared plans for sanitizing the campus and required use for PPE's. Signage throughout the campus and buildings have been installed. Digital touchless wall-mounted thermometers have been installed on each of our extended campuses and the security office. Face masks will be required on campus (inside and outside). All furniture has been re-configured to allow for social distancing. New high-density air filters have been installed. All employees must follow health checks daily and report in with their supervisors.

Frequent communications have been shared with staff, faculty, and students. There will be no walk-in appointments that take place, appointments will be required for any face-to-face meeting requests.

Faculty Development Days begin tomorrow. This will be a three-day training session for our faculty starting tomorrow morning and through Friday.

OTHER BUSINESS – No other business

The meeting adjourned at 9:34 a.m.

Rob Montagnese
Chairman

Steve Cohen
Vice-Chairman

MISSION STATEMENT

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