

Marion Technical College
Board of Trustees
Regular Board Meeting
Tuesday, June 21, 2022
Health Technologies Center Auditorium

Call to Order

Chair Anderson called the meeting to order at 5:30 p.m.

Roll Call

The Recording Secretary called the roll. Trustees present were Chair Tim Anderson, Mr. Kit Fogle, Ms. Jude Foulk, Ms. Vidya Iyengar, Mr. Don Plotts, Vice Chair Roxane Somerlot, and Ms. Nicolle Wampler.

Mr. Greg Moon was absent.

Introduction of Guests

Guests present included MTC employees Dr. Ryan McCall, Dr. Amy Adams, Dr. Bob Haas, Ms. Christy Culver, Mr. Mike White, Mr. Mike Stuckey, Ms. Rhonda Ward and Ms. Kelly Flinchbaugh.

Major Discussion Topic

Dr. McCall reported that the public had 10 days to make comments about the college being permitted to offer a baccalaureate degree in nursing and there were no negative comments until the end of the comment period, at which time Dr. McCall and Dr. Haas were unable to respond because the comment period closed at 12:30 a.m., and they were locked out of the system. A couple of negative comments from a couple four-year institutions were submitted at the last minute. Dr. McCall reported that the Ohio Department of Higher Education (ODHE) has given approval and is sending a revised proposal on to the Higher Learning Commission (HLC). The HLC will schedule an on-site visit in the near future. We are planning to begin offering the BSN program spring 2023. He reported that nursing department staff and Dr. Haas did a great job responding to ODHE during this process. Trustee Folk asked if courses have been added to the BSN program and Dr. McCall responded that a few courses have been added. The BSN curriculum consists of ten nursing and some arts and sciences courses. This program can be completed in three years if the right courses are taken. Chair Tim Anderson stated that this is great news.

Consent Agenda

1. Approval of preceding meeting minutes
2. 2022 Completion Plan to the Ohio Department of Higher Education

Ms. Iyengar motioned to approve the consent agenda, and Ms. Wampler seconded the motion. By a roll call vote, the consent agenda was unanimously approved.

President's Report

Dr. McCall highlighted the following from his President's Report:

- We received comments from alumni and a nursing manager at OhioHealth related to the RN to BSN program.
- Mr. Plotts was recognized at a trustee conference as receiving the Maureen O'Grady award. Mr. Plotts thanked Dr. McCall and the college for the award nomination.
- Over 100 golfers attended the first annual MTC Foundation Scholarships Golf Outing on May 25. We have received many positive comments and our Gold sponsor has commented for the 2023 golf outing. Dr. Adams and Mr. Stuckey were commended for all of their hard work and for raising \$20,000.
- Dr. McCall attended a conference in D.C., last week and college presidents met with Senator Sherrod Brown; he saw many colleagues and there were great presentations at the conference. Dr. Adams came up with an idea when students apply for FAFSA, that it is good for two years.

Monitoring Reports

EL 4.5 Financial Condition

Dr. McCall reviewed the following items in the written report:

- We are wrapping up FY22 and projections where we think we are going to end the fiscal year. Ms. Ward reported that the College is working with employees to make sure purchase orders are completed before invoices are received and one way to help end this is by working toward blanket purchase orders. The blanket purchase orders are contractual in nature and she reviewed each on the list and provided a description for spending.
- Vice Chair Somerlot asked if every department does their own procurement and Ms. Ward responded that each department does take care of their own purchases.

- Ms. Ward reported that the FY22 projections are better than breakeven. She stated that she is determining how to divide the HEERF funds since we have been given an extension to use them thru 2023. The overall goal is to finish FY22 from a positive standpoint and balance FY23.
- Ms. Ward stated that revenue from tuition is better than expected. She reported that salaries are up year-to-year as two positions were funded in FY22 that weren't funded last year. The College is up in spending and this is primarily related to HEERF spending and spending associated with new grants.
- The projection as presented included an initial estimate of \$300,000 in capitalized assets. Chair Anderson asked about the capitalizing of assets, and Ms. Ward responded that this is done at the end of the year. Trustee Iyengar asked about depreciation and Ms. Ward responded that we don't budget for depreciation, we figure it at the end of the year during audit work.
- At the March Board meeting, we requested to increase the HEERF budget by \$886,542. The college only loaded \$400,000 of the request into the budget as HEERF spending fell below the March estimate.
- Ms. Ward referred to the FY23 budget assumptions and stated that the projection for traditional students to be down 6.5% each term as compared to the same term in FY22. We are watching fall enrollment closely compared to target. She reported that a \$5 per credit hour increase is in effect now beginning fall term, which brings tuition to \$200 per credit hour.
- Ms. Ward reported that when budget planning began the initial projection for CCP was flat to last year. CCP is tracking strong and has reached the stretch goal. An additional \$60,000 in tuition revenue over prior year was added to the CCP budget in order to balance the overall budget. Prison is budgeted flat to prior year, and additional revenue over their FY2022 actual was added as we plan to increase the percentage of students utilizing Second Chance PELL in FY23.
- Subsidy for FY23 will be down one percent (1%), which equates to \$79,000 compared to FY22.
- Ms. Ward reported that the college is seeing an increase in indirect revenue from grants. HEERF funds for lost revenue in the amount of \$424,874 continue to help the budget with the continuing enrollment decline.
- Ms. Ward referred to expenses for the 2022-23 budget year and stated that there are no salary/wage increases in the budget. We are holding positions from retirements and resignations going into FY23. Six positions have gone unfilled and we are finding alternative ways to get the work done. Mr. Plotts asked about the teacher student ratio and Dr. McCall responded that the decline in enrollment and cuts in the budget has impacted the teacher student ratio especially in the CCP program.
- Ms. Ward reported that the College experienced a 5.1% (\$80,000) increase in health insurance premiums; it would have been as much as 9.1% had we not made some plan

design changes, she stated that approximately 15% of the premiums are paid by the employees. Ms. Ward reported that the college pays OSUM an estimated \$1.2 million for our share of the campus cost-shared expenses. Dean Rose and Dr. McCall have worked together and we are no longer charged a service fee related to processing through main campus.

- Ms. Ward referred to the operating expenses for the 2022-23 budget and noted that cost center managers were asked to develop zero-based budgets. There are some increases included that could not be avoided and were primarily contractual in nature. Nursing and Sonography lab fees have been increased. There are increased expenses associated with the RN to BSN program. A question was raised about credit card fees, and Ms. Ward responded that fees are not passed on to the students. Vice Chair Somerlot asked if a fee is charged for paying fees over the phone, and Ms. Ward responded that there is a fee charged to the college for each credit card transaction that clears the bank, and the method of payment does not impact the fee.
- Ms. Wampler asked how administration is responding to no pay increases and how morale is being maintained and Dr. McCall responded that it's not been easy to go without pay increases and having to pass on more increases to health insurance premiums on to employees. The College has provided work from home options and 4 – 10 hour days work weeks thru the summer. Mr. Plotts stated that the positive out of all of this is that employees were able to receive pay increases for several years.
- Ms. Ward reported that \$425,000 of HEERF funds have been included in the 2022-23 budget. She reported that MTC is the fiscal administrator for grants with the Marion City Schools, and they will generate indirect revenue for the college. The budget also contains \$120,000 for contingency.
- Ms. Ward reported that the college is in need of IT infrastructure upgrades, and HEERF funds are being utilized. FY 2023 CARES budgets are currently estimated at \$850,000. She stated that she will bring back a revised 2022-23 budget after fall reconciliations of HEERF funds are complete.
- Operating revenue budget (see handout) is comprised of 55% salaries and 21% benefits. Trustee Iyengar asked what the number of full-time and part-time employees is and Dr. Haas responded that the college has 115 full-time employees and 170 adjunct faculty.
- Ms. Iyengar suggested a pie graph to illustrate the cost share of security and maintenance.
- Tuition comparison – Ms. Ward's data source was ODHE. This is the best source as some of the data is challenging to obtain. Vice Chair Somerlot asked about the levy at Eastern Gateway and Dr. McCall explained the differences between state, community and technical colleges and that some can have levies depending on their institution status.
- Ms. Ward discussed the use of capital reserve funds in FY23. She provided a couple of examples of expenses that we would use reserves for which are: 1. Expenses from hiring movers to help with the Bryson Hall renovations to move furniture out and then back in once renovations are completed; 2. Converting a regular classroom into an engineering

lab and electrical work needed. She reported that there is \$168,830 left in the capital reserve budget and small things will come up and she prefers not to use construction contingency funds because we want to use those funds for the student lounge upgrade. Ms. Iyengar asked how long it took to accumulate \$168,830, and Dr. McCall or Ms. Ward responded that it was set aside 3-4 years ago.

- The total renovation budget is just over \$2 million, and the owner contingency is \$128,000. Trustee Plotts asked how much of the contingency funds have been spent and Ms. Ward responded that the college has spent \$9,000, and explained it is sometimes not possible from a time perspective on small expenses to wait to complete the work after working through the Controlling Board process as the process generally takes two months to complete.

A motion was made by Vice Chair Somerlot that the Monitoring Report be approved and was seconded by Trustee Foulk. Following a roll call vote, the motion was unanimously approved.

A motion was made by Trustee Plotts that spending out of reserves be approved as presented and was seconded by Trustee Fogle. Following a roll call vote, the motion was unanimously approved.

EL 4.9 Treatment of Students

Trustee Iyengar was asked if any additions or revisions were needed in the policy and she stated that she did not find anything lacking.

EL 4.10 Treatment of Staff

Trustees Wampler was asked if any additions or revisions were needed in the policy and she stated that she did not find anything lacking in the policy. She did ask if employees are included in the strategic planning process and Dr. McCall responded that employees are permitted to provide feedback about the strategic plan. He explained that the strategic plan is adjusted yearly and explained the process. Dr. McCall said that the college will continue to use the current process for another few years.

Mr. Plotts moved to approve the monitoring reports and Ms. Iyengar seconded the motion. By a unanimous roll call vote, the report was approved.

Policy Review/Governance Issues

There were no policy reviews scheduled for the meeting.

Informational Items

Dr. McCall stated that a few board members haven't received governance training.

Dr. McCall reported that his former boss at Southern State nominated him for a seat on the RACC Board. He's involved in two separate rural community college groups.

A new Board Chair will be appointed at the August 16, 2022 meeting. Dr. McCall presented a gavel to Chair Anderson for his service as chair on the board.

Dr. McCall, Mr. Anderson, and Ms. Somerlot will meet to determine the new Vice Chair moving forward.

Executive Session

Ms. Iyengar motioned to convene to executive session at 6:52 p.m. to discuss matters required to be kept confidential by federal law or regulations or state statutes. Ms. Wampler seconded the motion. Chair Anderson – aye, Mr. Fogle – aye, Ms. Foulk – aye, Ms. Iyengar – aye, Mr. Plotts – aye, Ms. Somerlot – aye, Ms. Wampler – aye.

Mr. Plotts motioned to return to open session and Ms. Wampler seconded the motion. The Board reconvened in open session at 7:07 p.m.

Adjournment

There being no further business to come before the Board, Ms. Somerlot motioned to adjourn. The Board adjourned at 7:08 p.m.