

Marion Technical College  
**Board of Trustees**  
Regular Board Meeting  
Tuesday, August 15, 2017  
Health Technologies Center, Room 103

**Call to Order**

Chairman Plotts called the meeting to order at 5:30 p.m.

**Roll Call**

The Recording Secretary called the roll. Trustees present were Mr. Plotts, Mr. Danner, Dr. Hamper, Mr. Young, Mr. Parrott, and Mrs. Somerlot. Mr. Anderson and Mr. Russell were absent. A quorum was declared present.

Staff present included President McCall, Dr. Amy Adams, Teresa Parker, Cheryl Kellogg, Chris Gase, Mike Stuckey, Dr. Chad Schneider, Debbie Stark, Kathy Rice, Justin Dean, and Brenda Feasel.

**Major Discussion Topic**

President McCall introduced Dr. Amy Adams and Justin Dean, Director of Marketing, who provided an update on the new marketing campaign and website. MTC used funds from the EASE project to hire an advertising/marketing consultant to develop a new marketing campaign that would refresh the MTC brand and establish a consistent message. As part of the campaign, a new search piece for high school students; view book for all audiences; and a series of postcards were designed and are being used by the Admission Office to recruit new students. The second phase of the campaign is underway with the creation of additional materials, such as campus banners, table-top displays, billboards, etc.

Dr. Adams and Mr. Dean also presented the new, mobile-friendly MTC website that was launched in early July, noting it is a work in progress. Mr. Young asked about tracking hits on the website; Dr. Adams responded that the College uses Google Analytics to track hits but it has not been activated on the new site yet. It was suggested the College investigate trademarking the slogan *Get to Next*.

**Consent Agenda**

1. Approval of Preceding Meeting Minutes
2. 2017-18 Meeting Schedule
3. Board of Trustees Bylaws

Chair Plotts presented the consent agenda and asked if anyone wished to remove any of the items for discussion. With no changes requested, Chair Plotts called for a motion to approve the consent agenda. Motion was made by Mr. Parrott and seconded by Mr. Young. The motion carried.

**President's Report**

President McCall highlighted the following items from his written report:

- The overall trend on course completion is increasing from 83% in 2012-13 to 89% in 2016.17.
- A new College Credit Plus (CCP) Handbook has been developed by Director Tiffany Wade and the CCP staff. The handbook will be distributed to school counselors, families, advisors, and others who work with early college students. Approximately 1,000 CCP students are enrolled at MTC.

- MTC representatives are working with The Forge, an initiative related to the Marion Chamber of Commerce Leadership Marion! program.
- MTC's collaboration with Marion City Schools and Marion General Hospital to promote and expand the GPS program is ongoing. MTC will join Marion City Schools in presenting at the Governor's Office of Workforce Transformation executive board meeting on September 12.
- Staff updated the CIP codes and subsidy levels for all MTC courses, which should have a positive impact on subsidy this coming year.
- Through the efforts of Brenda Feasel, a new employee onboarding process was launched this fall for 16 new employees.

### **Monitoring Reports**

The Board received, read, and evaluated the following monitoring reports prior to the meeting.

- EL 4.5 Financial Condition
- EL 4.1 - Communication and Counsel to the Board
- EL 4.3 - Organizational Structure
- EL 4.4 - Services
- EL 4.11 - President Vacancy Contingency Plan

Treasurer Jeff Nutter presented the Finance Report as of June 30, 2017, as evidence of compliance with Executive Limitation *Policy 4.5 - Financial Conditions*. He referred the Board to the following items in his written report:

- Statement of Net Position (p2) – Under current assets, the cash and cash equivalents amount for fiscal year 2017 is up \$625,411 from the previous fiscal year. Accounts receivable is also up from the previous year, primarily due to the inclusion of summer semester 2017 in this fiscal year. Liabilities are significantly less than last year, primarily due to a reduction in deferred income.
- Revenue Detail (p4) – Actual tuition received was greater than projected for the budget across all student categories (general, College Credit Plus, and prison).
- Projected Income Statement (p6) – A surplus of \$798,831 is being projected for fiscal year 2017. This will change some after year-end reconciliations are complete.

Mr. Nutter reported 47% of the College's total revenue is from state subsidy and 45% is from student tuition and fees. He also reported that 77% of the College's total expenditures are for salaries and benefits. In closing his presentation, he announced the College has contracted with a new audit firm, Clark Shaffer out of Springfield, Ohio. Holbrook and Manter's five-year contract was up. Clark Shaffer audits several other two-year colleges.

Chair Plotts called for a motion to approve the finance report. Motion was made by Mrs. Somerlot and seconded by Mr. Danner. The motion carried.

President McCall presented his interpretation and evidence of compliance with Executive Limitation *Policies 4.1 - Communication and Counsel to the Board; 4.3 – Organizational Structure; 4.4 – Services; and 4.11 - President Vacancy Contingency Plan*.

Question was raised regarding the President's vacancy contingency plan. With technology communication can occur anytime, is the chain of command needed. President McCall explained staff frequently contact him via phone call, text, or email while he is away; the process is intended to provide coverage when he will be off-campus for several days. It is also intended to document a succession plan in the event the President is incapacitated and unable to work for a long period of time. Question was raised as to whether or not someone has signatory authority in his absence. President McCall indicated he notifies the Executive Team when he intends to be out of the office for several days so they can obtain any needed signatures before he leaves. If a need arises while he is gone, Ms. Parker contacts him to get his approval to use his signature stamp on the document(s). Mr. Young suggested a date be added to the document to ensure the most current document is being referenced.

The Board deemed the President's interpretation to be reasonable and accepted the evidence provided as showing compliance with the Board's policies.

### **Policy Review/Governance Issues**

Policy Review Calendar – Chair Plotts presented the proposed policy review calendar for discussion.

Under policy governance, the Board needs to periodically review its policies. He provided two options for how the review could be accomplished; the President could present the policy(ies) to the Board or a Trustee could volunteer to do so. The Board approved the policy review calendar with the President presenting the policy(ies) to the Board for review.

President's Evaluation – Chair Plotts brought forward the need to develop a new performance appraisal form tailored to policy governance. He asked for volunteers to work with him on an ad hoc committee to develop the appraisal. Mr. Parrott and Mrs. Somerlot volunteered. Ms. Parker was asked to obtain examples from other institutions for the committee to review. The goal is to have the evaluation process developed by December.

### **Informational Items**

President McCall shared the following informational items:

- The first of a three-day strategic visioning process is scheduled for Friday, August 18, 8:30 a.m. to noon in the Guthery Room (Maynard Hall). Trustees were invited to attend. All College offices will be closed during this time to allow all employees to participate in the process. The second and third days are scheduled for September 22 and October 20; these will be all day sessions (8 a.m. to 5 p.m.); College offices will remain open on these days as class will be in session.
- The College received a certificate of good standing from the Association of Community College Trustees (ACCT). The ACCT Legislative Summit will be held in February in Washington, D.C.
- OACC has worked with the Chancellor of the Ohio Department of Higher Education to establish parameters for a new "career advantage fee" for community colleges. President McCall will talk with the Board at the September meeting about the opportunity to implement this fee.

### **Executive Session**

In accordance with section 121.22G5 of the Revised Code, Chair Plotts called for a motion to enter executive session to discuss a matter required to be kept confidential by the federal law "Family Educational Rights and Privacy Act of 1974" (FERPA). Motion was made by Dr. Hamper and seconded by Mr. Young to adjourn to executive session. Roll call vote was taken to approve the motion to adjourn to

executive session: Mr. Danner – aye; Dr. Hamper – aye; Mr. Parrott – aye; Mr. Plotts – aye; Mrs. Somerlot – aye; and Mr. Young – aye. The Board adjourned to executive session at 6:35 p.m.

The Board returned to open session at 7:00 p.m. Roll call was taken with all Trustees present.

**Adjournment**

There being no further business to come before the Board, Chair Plotts asked for a motion to adjourn. Motion was made by Dr. Hamper and seconded by Mrs. Somerlot. The motion carried. The meeting adjourned at 7: 05 p.m.