

Marion Technical College
Board of Trustees
Regular Board Meeting
Tuesday, June 19, 2018
Health Technologies Center, Room 103

Call to Order

Chair Plotts called the meeting to order at 5:31 p.m.

Roll Call

The Recording Secretary called the roll. Trustees present were Chair Plotts, Mr. Anderson, Dr. Hamper, Mrs. Foulk, Mrs. Somerlot, Mr. Russell, and Mr. Young

Mr. Danner and Mr. Parrott was absent.

Staff present included Dr. McCall, Jeff Nutter, Dr. Bob Haas, Dr. Amy Adams, Dr. Richard Prystowsky, Brenda Feasel, Dr. Chad Schneider, Debbie Stark, Mike Stuckey, and Laura Woughter. Marissa Palumbo and Liz Chavez, MTC's representation from the Attorney General's office, were also present for the meeting.

Consent Agenda

1. Approval of preceding meeting minutes
2. MTC Completion Plan

Chair Plotts presented the consent agenda and called for a motion to approve the agenda. Motion was made by Mr. Anderson and seconded by Mr. Young. The motion carried.

Executive Session

Chair Plotts called for a motion to adjourn to executive session. Motion was made by Mr. Russell and seconded by Mr. Young to adjourn to executive session to discuss personnel issues.

Roll call was taken to approve the motion to adjourn to executive session: Mr. Anderson - aye, Dr. Hamper - aye, Mrs. Foulk - aye, Chair Plotts - aye, Mrs. Somerlot - aye, Mr. Russell - aye, Mr. Young - aye. The Board adjourned to executive session at 5:33 p.m. After a motion to return to open session by Mrs. Foulk and a second by Dr. Hamper, the Board returned to open session at 5:40 p.m. Roll call was take and the Trustees were present.

President's Contract

Chair Plotts called for a motion to approve Dr. McCall's contract. Motion was made by Dr. Hamper motioned and seconded by Mr. Russell. The motion carried.

Monitoring Reports

EL 4.5 - Financial Condition

Chief Financial Officer Jeff Nutter presented the finance report as of May 31, 2018, as evidence of compliance with Executive Limitation Policy 4.5 - Financial Conditions. He referred the Board to the following items in his written report:

- MTC is awaiting an invoice from OSU for FY16, FY17, and FY18 after reconciliations to the campus cost share agreement.
- Tuition revenue was consistent with budgeted estimates.
- Summer enrollment saw increases that helped offset general enrollment declines in fall and spring terms.
- Equipment purchases were made before the end of the fiscal year.
- Funds for administrative grant expenses will be unrestricted to match budget estimates in those areas.
- The year-end projection projects an estimated \$300,000 surplus.

Mr. Young asked why CCP estimates were falling below target, and Dr. McCall explained the college had predicted more growth than was realized, as enrollment statewide has plateaued. Mr. Young asked if the college was concerned about a downward trend, and Dr. McCall explained statewide trends don't suggest a decrease in overall enrollment, and while credentialing changes may impact enrollment, he did not expect that change to account for the entire the decrease. Chair Plotts also noted discrepancies between K-12 and higher education institutions may add to some issues statewide. Chair Plotts called for a motion to approve the finance report. Motion was made by Mr. Anderson and seconded by Dr. Hamper. The motion carried.

EL 4.6 - Financial Planning

Mr. Nutter presented the budget to the Board. Mr. Nutter noted the college chose to increase tuition by \$10 per credit hour beginning in fall 2018. With the additional revenue, the college estimates a 3% decline in general enrollment, and no changes in enrollment for CCP and prison programs. Additional revenue will be realized as the career services fee will be assessed for each term. State share of instruction (SSI) will increase by approximately \$135,000. Mr. Nutter

explained the open positions being filled in the upcoming fiscal year, with two additional faculty being hired. Mr. Nutter shared a comparison between budgets for FY18 and FY19, as well as budgeted expenditures by natural class and functional area. Mr. Young asked what the rationale was for significant changes for supply costs and Mr. Nutter noted some programs require more expensive supplies and additional locations to offer those services. Mr. Nutter provided a breakdown for capital requests, which are not funded out of the operating budget, and are prioritized by specific committees with representation across the college. Mr. Nutter requested the Board transfer \$300,000 from operating reserves to capital reserves to fund capital requests for FY19.

Chair Plotts called for a motion to approve the budget for FY19 and transfer of funds. Motion was made by Mrs. Somerlot and seconded by Mr. Young. The motion carried.

Major Discussion Topic

Dr. McCall shared the OACC Conference, hosted by MTC, was positively received by attendees, who were impressed with the community and the college. State Representative Dorothy Pelanda, on behalf of Mike DeWine and Jon Husted, and Richard Cordray spoke to the group.

Dr. McCall noted there are several conferences for trustees to attend in the future, including the ACCT Leadership Congress, ACCT National Legislative Summit, and AACC Annual Conference.

Dr. McCall expressed interest in having a Board retreat in the upcoming fiscal year, after the election and as the state operating budget process begins. The Board agreed to plan a retreat for the upcoming fiscal year.

President's Report

Dr. McCall highlighted the following items from his written report:

- Since its inception, the college has awarded 12,327 degrees and certificates.
- A chart was provided with a breakdown of top industries and businesses that employee MTC graduates.
- MTC was awarded an Aspire grant for FY19.
- MA certificate completers all passed the Certified Medical Assistant (CMA) exam on the first attempt. All students taking the Registered Medical Assistant (RMA) exam also passed. These students were already working MA's who were not certified, but based on experience were eligible to take the RMA.

- In the 2017-2018 Peace Officer Academy 12 out of 12 passed with a high score of 92.5, a low of 80, and an average of 87.
- A combination of 30 students received their Basic Business and/or Business Administration Certificates at Marion Correctional (MCI) and North Central Correctional Institutions (NCCC).
- MTC was awarded a CCMEP grant from Delaware County JFS for job placement services for at-risk youth.
- The college hosted its first graduate dinner immediately following graduation rehearsal.
- Three MTC employees completed Leadership Marion.

Policy Review/Governance Issues

EL 4.9 Treatment of Students

In relating to students:

(A) The President shall not deviate from local, state or federal law or regulations in the fair and equitable treatment of students.

(B) The President shall not allow students to be treated in an unfair or unethical way.

(C) The President shall not allow students to be uninformed of their rights and responsibilities.

(D) The President shall not fail to provide for a grievance procedure for students.

Dr. McCall shared the college was above the national mean trends for student satisfaction based on responses to a Noel Levitz survey sent to students. Dr. Hamper asked how students were made aware of the results. Dr. McCall was unsure if the college had shared the results with the students in the past, but noted it was something to consider, and the group agreed. No changes were made to the policy.

EL 4.10 Treatment of Staff

With respect to treatment of employees and volunteers, the President may not cause or allow conditions that are inhumane, unfair, or undignified. Accordingly:

(A) The President shall not deviate from local, state, or federal law or regulations in the fair and equitable treatment of employees.

(B) The President shall not set human resource policies that run counter to effective operations and shall not allow employees to be unaware of said policies.

(C) The President shall not allow employees to be uninformed of their responsibilities and duties.

(D) The President shall not impair employees' rights to equitable and humane treatment.

(E) The President shall not fail to ensure employees of opportunities for professional growth.

(F) The President shall not allow the organization to function without a way for employee grievances to receive a fair internal hearing.

(G) The President shall not conduct the decision-making process of administration in a secretive manner except as required for personal privacy and confidentiality of personnel records.

(H) The President shall not allow any staff positions to be undefined or not generally reflect the responsibility and tasks given to the position.

(I) The President shall not allow any staff positions to exist where resources are inadequate for that position to be successful.

(J) The President shall not fail to implement Conflict of Interest procedures with staff.

Dr. McCall shared there were improvements in responses from employees on the Noel Levitz survey and the college will be sharing the results with the employees soon. No changes were made to the policy.

EL 4.12 Conflict of Interest

The President has an obligation to identify all conflicts of interest and resolve any that are unacceptable. Therefore:

(A) The President shall not allow the Board to be uninformed of all potential conflicts of interests. This disclosure shall include membership on, a substantial financial interest in, or employment of the President or a relative of the President by any organization doing business with Marion Technical College.

(B) The President shall not accept any gifts or favors of a substantial nature from any organization doing or seeking business with Marion Technical College.

(C) The President shall not enter into activities or share information acquired in the course of service to Marion Technical College that may be detrimental to the Organization.

(D) The President shall not fail to have a plan to resolve all unacceptable conflicts of interests.

No changes were made to the policy.

Informational Items

The group watched a highlight video from the graduate dinner.

Dr. McCall presented a commemorative gavel to Chair Plotts in honor of his last meeting serving as Board chair.

Chair Plotts shared Mr. Parrott was reappointed by the Governor, and anticipated a swearing in ceremony for Mr. Parrott, Mr. Young, and Mr. Fogle in August.

Adjournment

There being no further business to come before the Board, Chair Plotts asked for a motion to adjourn the meeting at 6:33 p.m. Mr. Anderson motioned to adjourn and Mr. Young seconded the motion. The motion carried.