

Minutes of the regularly scheduled meeting of the board of trustees of Edison State Community College, State of Ohio, held at 1973 Edison Drive, Piqua, OH 45356, April 26, 2023.

CALL TO ORDER: Chair James C. Oda, called the April meeting of the Board of Trustees to order at 2:01 PM.

ROLL CALL: Present: Tamara Baird Ganley, Tyeis L. Baker-Baumann, Philip E. Dubbs, Douglas L. Fortkamp, Elizabeth S. Gutmann, Gary V. Heitmeyer, Darryl D. Mehaffie, Thomas P. Milligan, and James C. Oda

PLEDGE OF ALLEGIANCE: Trustee Oda led the group in the pledge of allegiance.

INTRODUCTIONS: Dr. Amanda Bylczynski, Rachel Carlisle, Amy K. Crow, Dr. Richard Hanes, Dr. Paul Heintz, Macy Guillozet, Bruce Jamison, Dr. Doreen M. Larson, James E. Lehmkuhl, Bruce W. McKenzie, Justin McCulla, Kara A. Myers, Dr. Andrew Runyan, Dr. Melissa A. Wertz, all ESCC administrators; William Loudermilk, ESCC Faculty Member; Jessica Hill, ESCC employee; Christopher D. Spradlin, President; Heather M. Lanham, Secretary to the Board of Trustees; Len Larson, guest

Dr. Melissa Wertz, Provost, introduced Mr. Justin McCulla, recently hired as the new Director of Athletics.

TRUSTEE RESPONSIBILITIES: Trustee Baird Ganley read the College's mission statement. Chair Oda asked the trustees to review the commitments of the board.

Chair Oda asked if any of the items on the consent agenda presented a conflict of interest to any of the trustees. None were noted at this time.

PRESIDENT'S REPORT: President Spradlin recognized former President Dr. Doreen Larson and her husband Len Larson and welcomed them back to campus. He reminded the Trustees that there would be a Business After Hours event immediately following the board meeting in conjunction with the local chambers of commerce in order to introduce newly renovated classroom 113 to the community. The BAH will be followed by a naming ceremony with the purpose of renaming room 113 in honor of Dr. Larson and Len Larson. The room will henceforth be known as *The Doreen and Len Larson Workforce Development Classroom*.

President Spradlin updated the Trustees on enrollment numbers and campus initiatives, as well state legislation concerning higher education that is currently under review.

President Spradlin also informed the Board that the newly developed respiratory program has now been approved by the state of Ohio. He was also pleased to announce that the College will have a 4% reduction in healthcare premiums for FY24.

President Spradlin recognized Trustee Mehaffie for his recent interview on Talk of the Town, and thanked Trustee Milligan for representing Edison State during the Dayton Development Coalition's Community Leader Fly-In, which took place recently in Washington DC.

TRUSTEE COMMITTEE REPORTS:

Finance/Audit Committee Report:

Committee Chair Milligan reported:

- Costs are up, revenues are up, and COVID relief dollars are ending.

- Measures are in place to control costs, including initiating a hiring freeze as well as controlling non-essential spending through the end of FY23.

Treasurer Updates

CFO Lehmkuhl reported:

- The College is now projecting a loss and continues to have a decrease in cash.
- Statement of Net Position
 - Cash and cash equivalents have decreased since this time last year by \$2,248,617. Prior to the pandemic, our cash balance would fluctuate. In March of 2020, our balance was \$3,707,014 and in March of 2019, our cash balance was \$4,393,104. Our March 2023 balance of \$3,560,537 is consistent with those numbers but it is moving in the wrong direction.
 - Accounts and pledges receivable have increased since this time last year by \$804,975.
- Statement of Changes in Net Assets
 - Net income is down by \$1,082,470 when compared to last year like now.
 - Revenues and expenses are down when compared to last year.
 - Our projected forecast is a loss of \$252,096.
- Statement of Cash Flows
 - Our cash since the start of the fiscal year has decreased by \$794,463. We should see an improvement in this number in April, but then in both May and June we will see a continued use of cash. Because we are concerned about this trend and the continued use of cash, we are preparing a projection of cash each week that looks eight months out.
- Forecast Changes
 - We did go from a projected net loss of \$247,284 as of February to a projected net loss of \$252,096 as of March.
 - This change is mostly attributable to the following adjustments to our forecast:
 - Student tuition and fees – Our projection for this item did increase by \$185,732 since the February statements were prepared.
 - Expense categories - Each of our expense categories experienced an increase in projected costs since the February statements were prepared. The largest being the institutional support expense line which is up by \$223,682.
 - To correct this trend, we have implemented the following correcting measures:
 - A hiring freeze on all positions until next fiscal year.
 - We have cut non-essential spending off as of 4-17-23.
- SB 6 Ratio – with GASB 68 & 75
 - Based on current projections: .2
- SB 6 Ratio – without GASB 68 & 75
 - Based on current projections: 3.4
- Center For Workforce Development and Education Financial Report.
 - Net income for the year of \$809.

- YTD Comparison
 - Increase in tuition and fees of \$197,885 when comparing March of 2023 to March of 2022. This is due to the increase in spring enrollment that we had as well as the \$5 per credit hour increase in tuition cost that we implemented in Fall semester.
 - Increase in Federal Grants and Contracts – Operating Revenues of \$342,790 when comparing March of 2023 to March of 2022. This is due to additional Pell scholarships that have been awarded this year.
 - Increase in other operating revenues of \$183,053 when comparing March of 2023 to March of 2022. This is due to the insurance reimbursement.
 - Decrease in Federal Grants and Contracts – Nonoperating Revenues of \$4,244,033. The decrease is due to the HEERF funding no longer being in our statements.
 - Increase in state appropriations of \$686,263 when comparing March of 2023 to March of 2022. This is due to our increase in SSI allocation that we received.
 - Increase in instructional expense of \$268,854 when comparing March of 2023 to March of 2022 due to wages and benefits being higher than last year.
 - Increase in student services expense of \$215,488 when comparing March of 2023 to March of 2022 due to wages and benefits being higher than last year.
 - Decrease in institutional support expense of \$670,044 when comparing March of 2023 to March of 2022. Decrease is due to the HEERF funding no longer being in our statements.
 - Decrease in student aid of \$2,439,870 when comparing March of 2023 to March of 2022. This is due to the HEERF funding no longer being in our statements.

With no further discussion, Chair Oda declared that the budget reports be filed for audit.

Executive Committee Report

- Chair Oda reported that the Executive Committee of the Board of Trustees met on April 6th.
- The committee discussed the president’s annual evaluation process.
 - The Trustees will receive the evaluation in survey format in early May and will have two weeks to complete.
 - The Executive Committee will meet again in order to analyze the results.
 - The Executive Committee will then go over the results, as well as their recommendations, during an executive session at the May 24th Board meeting.
- The committee also discussed the current state legislation proposals.

APPROVAL OF CONSENT AGENDA:

Chair Oda presented the following consent agenda item for approval:

- A. Approval of February 22, 2023 Board Meeting Minutes
- B. BOARD ACTION FY 2023 042623 – Hiring of Personnel - Instructor of Medical Technology-Clinical Laboratory Scientist – Shirk
- C. BOARD ACTION FY 2023 042623 – Hiring of Personnel - Dean of Enrollment Management and Student Affairs - Carlisle
- D. BOARD ACTION FY 2023 042623 -Approval of Full-Time Faculty Promotion Recommendation AY 2023-24

Chair Oda requested that item D, BOARD ACTION FY 2023 042623 –Approval of Full-Time Faculty Promotion Recommendation AY 2023-24, be removed from the consent agenda for further discussion.

With no additional corrections, additions, or deletions to the consent agenda, Trustee Mehaffie moved, seconded by Trustee Baird Ganley, for approval of the consent agenda minus the removed item.

On roll call vote with Trustees Mehaffie, Baird Ganley, Baker-Baumann, Dubbs, Fortkamp, Gutmann, Heitmeyer, Milligan and Oda voting aye, the Chair declared the motion carried.

BOARD ACTION
FY 2023 042623 –
APPROVAL OF
FULL-TIME
FACULTY
PROMOTION
RECOMMENDATION
AY 2023-24

Dr. Wertz described the rubric used by the promotions committee. The decision is based on the proof provided by the candidates and the level to which they are committed to the students.

Trustee Gutmann moved, seconded by Trustee Dubbs, to approve Item D, BOARD ACTION FY 2023 042623 -Approval of Full-Time Faculty Promotion Recommendation AY 2023-24

On roll call vote with Trustees Gutmann, Dubbs, Baird Ganley, Baker-Baumann, Fortkamp, Heitmeyer, Mehaffie, Milligan and Oda voting aye, the Chair declared the motion carried.

MARKETING AND
PUBLIC
RELATIONS
REPORT:

Mr. Bruce McKenzie, Chief Marketing Officer & Director of Communications reported:

- The marketing department is continually doing market research in order to make sure that the correct platforms are being used for relevant audiences.
- Advertisements continue to be pushed out on social media including Facebook, Twitter and Instagram.
- Press releases, print ads, TV, radio, and direct mail are also being utilized.

MONITORING
REPORTS:

Dr. Amanda Bylczynski, Dean of Accreditation & Academic Effectiveness, reported on Core Theme I: Valuing People/Planning Continuous Improvement and Core Theme II: Helping Students Learn.

ACADEMIC
SENATE REPORT:

Mr. William Loudermilk, Academic Senate President, reported:

- Academic Senate last met on April 24th.
- This meeting had 46 members in attendance and was one of the best end-of-year meetings in years. Senate has had a more robust participation lately than in past years.
- During this meeting the members received a report from President Spradlin.
- Members also received a presentation from English faculty members who had attending a workshop on AI. ChatGPT was reviewed, which Senate is discussing how to address.
- Senate completed filling the open committee seats. Committees are well poised for the next academic year.
- The Senate asked retiring faculty member Steve Whiteman to make the final motion for adjourning for this academic year.

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TRUSTEE OPEN
FORUM:

50th Anniversary Updates

- Trustee Oda reported that the 50th Anniversary festivities will begin with a Food Truck Rally and music event on June 8th from 3:00pm – 8:00pm, which will also include campus tours.

ACCT

- Trustee Milligan reported that he fulfilled his first duty as ACCT Central Region Coordinator and participated in a Zoom Central Region meeting.
- Dr. Milligan also stated that his goal as a coordinator is to take what is happening in Ohio to ACCT and to bring back national information to the Ohio Association of Community Colleges (OACC).

OACC

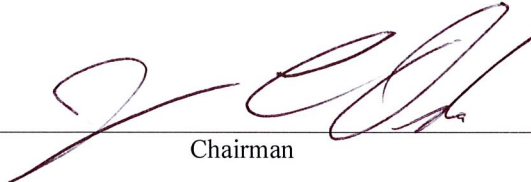
- Trustee Dubbs had nothing to report at this time.
- Trustee Milligan reported that he recently attended the Dayton Development Coalition's Community Leader Fly-In, which took place recently in Washington DC on Edison State's behalf and spent a lot of time with Congressman Carey. This event was a good way to connect with our local legislators as well as other Ohio community college cohorts.

Celebrations

- Chair Oda celebrated the Business After Hours event about to take place as well as the dedication of Room 113 to Dr. Doreen Larson and her husband Len. The room will soon be known as *The Doreen and Len Larson Workforce Development Classroom*.

ADJOURNMENT: With no further business to come before the board, Chair Oda declared the meeting adjourned at 3:35PM.

"The undersigned hereby certify that this meeting was conducted in compliance with Ohio Revised Code Section 121.22."


Chairman


Board Secretary

