

Minutes of the regularly scheduled meeting of the board of trustees of Edison Community College, State of Ohio, held at 1973 Edison Drive, Piqua, OH 45356 on June 26, 2013.

CALL TO ORDER: Chairman James W. Thompson called the June meeting of the Board of Trustees to order at 3:24 PM.

ROLL CALL: Present: Marvella Fletcher, Kathleen Floyd, Christopher A. Grove, Roger R. Luring, Darryl D. Mehaffie, Thomas P. Milligan, James W. Thompson, Tony Wendeln and Leadership Troy Intern Zachary Risner

Absent: Robinson W. Joslin

PLEDGE OF ALLEGIANCE: Vice Chairman Mehaffie led the group in the pledge of allegiance.

INTRODUCTIONS: Sharon S. Brown, Scott M. Burnam, Amy K. Crow, Edward "Chip" Hare, Linda M. Peltier, Patricia T. Ross, and John Shishoff, all ECC administrators; Dr. Cristobal O. Valdez, President; Heather M. Lanham, board secretary;

APPROVAL OF CONSENT AGENDA: Chairman Thompson presented the following consent agenda items for approval:

1. May 22, 2013 Board Meeting Minutes
2. Resolution FY 2013-30 - Appointment of Vice President of Student Affairs
3. Resolution FY 2013-31 - Appointment of Interim Senior Vice President of Academic Affairs
4. Resolution FY 2013-32 - Appointment of Interim Vice President of Institutional Advancement
5. Resolution FY 2013-33 - Appointment of Vice President of Administration and Finance
6. Resolution FY 2013-34 - Adoption of Revised Policy Manual
7. Resolution FY 2013-35 - Approval of Operating Budget for FY 2013-2014

Trustee Wendeln requested that Resolution FY 2013-35, Approval of Operating Budget for FY 2013-2014, be removed from the consent agenda.

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

On roll call vote with Trustees Mehaffie, Floyd, Fletcher, Grove, Luring, Milligan, Thompson and Wendeln voting aye, the Chairman declared the motion carried.

RESOLUTION FY 2013-35 – APPROVAL OF OPERATING BUDGET FOR FY 2013-2014

Trustee Wendeln advised his fellow board members on a number of items which are currently affecting the budget, including the fact that legislature has not yet finalized the state budget for FY2014. It is not yet known what impact the state budget will have on the college's FY 2013-2014 budget.

Trustee Wendeln made the recommendation that the Board of Trustees not yet approve the operating budget for FY 2013-2014, but instead approve a continuation of the operation budget for FY 2012-2013 in order for the college to maintain full operations without interruption. The FY 2013-2014 budget will then be reviewed again and approved during the July board meeting.

Chairman Thompson asked for a motion to approve the revised Resolution FY 2013-35, Approval of a Continuation Operating Budget for FY 2012-2013.

Trustee Wendeln moved, seconded by Trustee Fletcher, for approval of Resolution FY 2013-35,

Approval of a Continuation Operating Budget for FY 2013-2014.

On roll call vote with Trustees Wendeln, Fletcher, Floyd, Grove, Luring, Mehaffie, Milligan and Thompson voting aye, the Chairman declared the motion carried.

BUDGET REPORT: As Chairman of the Finance and Audit Committee, Trustee Wendeln reported:

- Due to changes in personnel in the past month, there was no change in the forecast from April 2013 to May 2013. There will be more concrete numbers to present at the July board meeting. It remains to be seen as to whether or not the college ends the year at a deficit or a surplus.

With no further discussion, Chairman Thompson declared that the budget reports be filed for audit.

TRUSTEE  
COMMITTEE  
REPORTS:

As a member of the Executive Committee, Trustee Milligan gave his fellow trustees an update on the recommended salary modifications to President Valdez's employment contract:

- The Executive Committee has completed the assessment of the annual presidential evaluation survey results, and previously met with Dr. Valdez in order to review the results. The outcome was discussed with the remaining trustees at an executive session during the May work session.
- As a result of the board-wide evaluation of the President, the Executive Committee recommends modifications to the existing employment contract and salary of Dr. Valdez. Trustee Milligan read proposed Resolution FY 2013-36 outlining these suggested modifications.
- One aspect of the modifications involves removing the Piqua Country Club contract portion from the President's contract in order to move it to another division of the college.

RESOLUTION FY  
2013-36 –  
CONTRACT AND  
SALARY  
COMPENSATION  
FOR PRESIDENT  
VALDEZ

Chairman Thompson asked for a motion to approve Resolution FY 2013-36, Contract and Salary Compensation for President Valdez.

Trustee Milligan moved, seconded by Trustee Fletcher, for approval of Resolution FY 2013-36, Contract and Salary Compensation for President Valdez.

On roll call vote with Trustees Milligan, Fletcher, Floyd, Grove, Luring, Mehaffie, Thompson and Wendeln voting aye, the Chairman declared the motion carried.

PRESIDENT'S  
REPORT:

President Valdez reported that Edison has been accepted to present at the 2013 ACCT Annual Leadership Congress, which is to be held at the beginning of October. The title of Edison's presentation is "*Moving Manufacturing Forward in West Central Ohio*." The presenters representing the college will be Dr. Valdez, Dr. Patti Ross, Sr. Vice President of Academic Affairs, Trustee Tom Milligan, Mr. John Spoltman, Anna Engine Plant Manager from Honda of America Mfg., and Mr. Ken Monnier, Vice President of Engineering at Emerson Climate Technologies. Dr. Valdez feels that this presentation will be a good representation of the work Edison is currently doing with local industry.

Dr. Valdez also informed the trustees that the college continues to search for someone to fill the vacant Controller position, and indicated that there is an individual currently being considered. He will inform the trustees when someone is hired.

PRESENTATION: Ms. Sharon Brown, Sr. Vice President of Academic Affairs, and Ms. Amy Crow, IT Instructor, presented on the processes involved in faculty evaluations by both supervisors and students.

Ms. Brown discussed the processes by which faculty members are evaluated by supervisors:

- Each faculty member meets annually with his or her respective departmental dean. The deans conduct a year-end evaluation on each full-time faculty member. Part of the focus is on the faculty member's teaching and service goals.
- The faculty evaluation procedures were written by faculty members several years ago, and the document remains very solid. Ms. Brown handed out an example of the document to the trustees.
- When a new full-time faculty member is hired, a thorough annual assessment is performed for two years. If, after the first two years, the person is deemed satisfactory, they will then be evaluated thoroughly in the third year, which will include classroom evaluations. Faculty members receive a new contract every four years as per collective bargaining.
- The collective bargaining agreement states that all annual evaluations must be completed by May 15<sup>th</sup> of each year, prior to the faculty coming back for the fall semester.

Ms. Crow discussed the processes by which faculty members are evaluated by students:

- Student evaluations of instructors, both full-time faculty and adjuncts, are now completed through a software called *Blue eXplorance*, and are distributed through students' email.
- The surveys are outlined in the "strongly agree to strongly disagree" format. The students are also able to add additional comments. Ms. Crow showed the trustees an example of what a survey question might look like.
- The survey results remain anonymous.
- Edison administration has the ability to look at the survey results by course, instructor, or by the sum of all of one instructor's courses.
- Students are also able to give feedback on any faculty member or adjunct instructor at any time by requesting to speak directly with the instructor, or by going to the dean of the instructor's department.

Trustee Luring asked what is done when an instructor receives poor evaluation results. Ms. Brown explained that the instructor is given every opportunity to improve. If the instructor does not make the required changes, after going through all of the proper channels, they are asked to leave.

OTHER  
BUSINESS:

Dr. Valdez asked Dr. Patti Ross to give the trustees an update on current initiatives, including the regular quarterly meeting with Emerson Climate Technologies, training with Honda provided by the Business and Industry department, as well as the upcoming STEM Academy.

- Dr. Ross explained that for the past two years Edison's engineering staff has been going out into industry to gauge how the college can better accommodate local business needs, and have been working closely with Emerson Climate Technologies and Honda of American, Mfg. The college is developing curriculum specific to the needs of each company.
- Edison representatives meet with Emerson representatives every six months in order to share updates, and had one such meeting recently; the fourth of its kind. Emerson is

currently assisting Edison in the marketing endeavors to promote their program of study.

- Honda of America's Marysville plant has requested that Edison provide specific training for a certain number of their employees. They have requested that an initial 50 employees receive 750 hours of training by next February. These 50 employees will be receiving the training through B&I. Following the initial 750 hours of training, the employees will receive another 600 hours towards an associates degree of college level articulated credit. Honda would like to continue this type of training for additional employees over the next four years.
- Edison Community College will be holding a week long STEM academy on Edison's Piqua campus on July 22<sup>nd</sup> through 25<sup>th</sup>. The target audience is students entering grades 8-10. Students can choose from the following breakout sessions: Photo Editing and Web Site Design, Robotics, Crime Scene Investigation, Computer Security, Open Source Computing, Human Patient Simulators and Exploring Computer Hardware. The marketing efforts involved with this event is "Learn Here, Earn Here."

TRUSTEE  
REPORTS:

Trustee Mehaffie informed the board that Dr. Valdez has been elected Vice Chair Elect of the OACC, which will allow him to become Chair in the next two years.

Chairman Thompson reminded the trustees that Dr. Valdez has also recently been appointed to the American Association of Community College (AACC) Committee of Academic and Student Development. Dr. Valdez explained that this will be a three year appointment, and it will allow him to lend the college's voice to what's happening nationally.

CELEBRATIONS:

Dr. Valdez informed the trustees that this would be Ms. Sharon Brown's last meeting, as she will be retiring at the end of the month after twenty-two of service to Edison Community College. Everyone in attendance gave Ms. Brown a standing ovation.

Trustee Milligan encouraged his fellow trustees to celebrate the life of former trustee Lewis Blackford. Mr. Blackford, who served on Edison's board from 1997 – 2007, passed away on June 20<sup>th</sup> after a long battle with cancer. Mr. Milligan relayed the Mr. Blackford had contributed greatly to the success of the Ohio Association of Community Colleges (OACC). Heather Lanham informed the board that Edison will be making a donation in Mr. Blackford's name to the Sidney City School's Hall of Honor. The family requested the donations in lieu of flowers.

Mr. Scott Burnam, Dean of Enrollment, gave each trustee a lapel pin displaying the new logo for Edison's 40<sup>th</sup> anniversary celebration. Mr. Burnam informed the trustees that the college will begin displaying 40<sup>th</sup> anniversary signage soon, which will include banners outside on campus grounds. Edison will begin celebrating its 40<sup>th</sup> anniversary in July. Dr. Valdez will ask Mr. Burnam to give the trustees an update on the activities surrounding the anniversary celebration at a future board meeting.

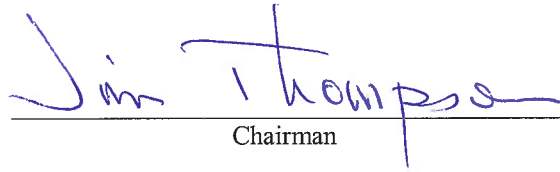
Chairman Thompson commended Dr. Ross on her efforts with the STEM Academy, and expressed that it is an excellent program and worthy of celebration.

Trustee Luring congratulated Chip Hare, Director of Student Activities and Athletics, on the results of the Chargers 400 event.

ADJOURNMENT:

With no further business to come before the board, Chairman Thompson declared the meeting adjourned at 4:29 PM.

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

  
Chairman

  
Board Secretary