

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 April 23, 2014.

- CALL TO ORDER: Chairman James W. Thompson called the April meeting of the Board of Trustees to order at 2:29 PM.
- ROLL CALL: Present: Marvella Fletcher, Kathleen Floyd, Christopher A. Grove, Robinson W. Joslin, Roger E. Luring, Darryl D. Mehaffie, James W. Thompson and Tony Wendeln
Absent: Thomas P. Milligan
- PLEDGE OF ALLEGIANCE: Vice Chairman Mehaffie led the group in the pledge of allegiance.
- INTRODUCTIONS: Thomas L. Fryman, David Gansz, Kimberly K. Horton, Linda M. Peltier, Patricia T. Ross, John W. Shishoff and Mona R. Walters, all ECC administrators; Kara Myers, Kaillee Peters and Natalie Rindler, ECC employees; Dr. Cristobal O. Valdez, President; Heather M. Lanham, board secretary
- EXECUTIVE SESSION: Chairman Thompson asked for a motion for the board to go into executive session for the purpose of discussing personnel matters.

Trustee Mehaffie moved, seconded by Trustee Grove to go into executive session in compliance with the Ohio Revised Code. On roll call vote with all Trustees voting aye, the chairman declared the motion carried.

Chairman Thompson adjourned to an executive session at 2:32 PM for the purposes stated. The guests in attendance excused themselves from the meeting.
- PUBLIC SESSION: Chairman Thompson resumed the public session of the work session at 2:38 PM. The guests rejoined the meeting.
- CONFLICT OF INTEREST REVIEW: Chairman Thompson asked if any of the items on the consent agenda presented a conflict of interest to any of the trustees. None were noted.
- APPROVAL OF CONSENT AGENDA: Chairman Thompson presented the following consent agenda items for approval:
1. March 26, 2014 Board Meeting Minutes
 2. Resolution FY 2014-22 - In Recognition of Senator Sherrod Brown's Support of Higher Education and Workforce Development
 3. Resolution FY 2014-23 – In Recognition of Local Business and Industry Partners for Their Continued Support of Edison Community College's Students and Academic Programs
 4. Resolution FY 2014-24 - Amendment to Revised Monitoring Reports Schedule
 5. Resolution FY 2014-25 - Continuing Contracts for Full-Time Faculty, Academic Year 2014-2015
 6. Resolution FY 2014-26 – Amendment to the Child Development Center Fee Schedule
- Chairman Thompson requested that Resolution FY 2014-22, In Recognition of Senator Sherrod Brown's Support of Higher Education and Workforce Development, be removed from the consent agenda in order to further discuss the resolution before a vote is taken.

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

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

RESOLUTION FY
2014-22 – IN
RECOGNITION OF
SENATOR SHERROD
BROWN’S SUPPORT
OF HIGHER
EDUCATION &
WORKFORCE
DEVELOPMENT:

Chairman Thompson felt that it was necessary to remove this resolution from the consent agenda so that the Trustees could understand its purpose, and to give the opportunity for further discussion.

Dr. Valdez explained that the College would like to recognize the relationship it has with Senator Brown, and his ongoing support of Ohio’s schools. If approved, a framed copy of the resolution will be presented to the Senator prior to Edison’s 2014 Commencement ceremony, at which Mr. Brown will be the keynote speaker.

Trustee Fletcher moved, seconded by Trustee Joslin, for approval of Resolution FY 2014-22, In Recognition of Senator Sherrod Brown’s Support of Higher Education and Workforce Development.

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

BUDGET REPORT:

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

- The budget report ending March 31, 2014 relays the changes in assets and financial activity for the nine month period of July 2013 through March 2014, and was reported in relation to the forecast for the final three months of the academic year.
- The financial statements did not change significantly from February to March.
- It is projected that the college will end the year in the black.
- The forecast for the viability score is still strong at 3.8.
- The net positions forecast has not changed significantly.

Mr. John Shishoff, Vice President of Administration and Finance, informed the Trustees of an upcoming refinancing, or refunding, of the College’s bonds.

- Fifth Third Bank has provided a proposal to refund the bonds. The proposal will change the current interest rates of 4-5% to 3.5%. This will save the College approximately \$100,000 net over the life of the bonds.
- This will require approval by the board.
- Mr. Shishoff wanted to inform the Board at this time that a resolution will appear on a future consent agenda. There is no action to be taken at this time.

Mr. Shishoff also gave the Trustees an update on the FY 2015 budget preparations.

- The process will begin conservatively using the FY 2014 budget as the baseline. This budget was approved in June of 2013.
- The baseline budget will be adjusted slightly to account for any necessary changes.
- Budget managers will be asked to submit any requests they might have for funding in addition to the baseline budget. These requests might be considered later in the summer after it is determined what the College will

receive in SSI funding.

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

MONITORING
REPORT:

Ms. Mona Walters, Dean of Institutional Planning and Effectiveness, gave the semi-annual Strategy Map monitoring report.

Ms. Walters had previously given the Trustees a history of the Strategy Map in December of 2013. Today she gave an update of where the Strategy Map stands today.

- The Strategy Map is updated each fourth Monday of the month. Ms. Walters showed the Trustees how to find the Strategy Map on Edison's website.
- There are 31 Edison employees who update this map every month.
- Each initiative is identified by core theme and key result. The department is identified, as well as the person responsible for each initiative. The map also shows what percentage of the initiative is completed.
- There are currently 71 initiatives.
 - 16 have been completed this year
 - 17 are between 50-90% completed
 - Some initiatives are listed as "multi-year"
- The Strategy Map also includes a risk analysis.
- At the end of the year, the intent is that each initiative will be summarized with achievements and results.

HUMAN
RESOURCES
SEMI-ANNUAL
REPORT:

Ms. Linda Peltier, Vice President of Strategic Human Resources, gave the semi-annual human resources monitoring report.

- Ms. Peltier relayed to the Trustees how the HR department is accomplishing the College's Master Plan.
- The HR department recently went through a reorganization after the retirement of Becky Mann at the end of March. Ms. Mann was an employee at Edison for 29 years.
- Two employees were promoted in the department; Ms. Natalie Rindler was promoted to Coordinator of Benefits and Compensation, and Ms. Kara Myers was promoted to Coordinator of Employee Engagement and Talent Acquisition. Ms. Kailee Peters was hired as Administrative Assistant to the Vice President.
- The HR department also recently conducted their annual Strategic Planning Retreat, which included professional development and team building pieces.
- The HR department also created an HR mission statement, which can be found on the HR webpage of Edison's website.
- The HR department created its own Strategic Plan which Ms. Peltier handed out to the Trustees. This plan aligns with the College's Master Strategic Plan Document.
- Ms. Peltier also relayed to the Trustees initiatives currently being undertaken by the HR department.

PRESIDENT'S
REPORT:

President Valdez reported that the College has made an application to the Academy for Student Persistence and Completion. This academy was developed by the Higher Learning Commission. The intent is to develop teams within each institution in order to analyze data and to make decisions, policy and otherwise, regarding how to best forward the completion and persistence agenda. Edison has been accepted into this pilot program. It will give the College a

much clearer picture of student demographics and how they are persisting, and which strategies we can employ to increase that persistence and completion. Thirty institutions out of 1200 will be participating in this academy over the next four years.

Dr. Valdez also relayed that on April 2nd through April 4th Edison received its accreditation site visit by AQIP representatives. Prior to this visit, a systems portfolio had been submitted for review. The AQIP reviewers reported back with “opportunities for improvement.” Several participants from both campuses took part in this site visit, as well as some corporate and community members and ECC board members. Following this visit the College received very good reviews and had no accreditation issues. It was stated that the College was exemplary in federal compliance and do very well with assessment.

Dr. Valdez also reported that the Ohio Board of Regents has requested that each Ohio institution submit a College Completion Plan. This plan must be submitted to the OBR by June 30, 2014. It will require Board approval prior to submission, so this item will come before the Board during the June meeting. Edison’s College Completion Plan is closely aligned with the College’s strategy map, core themes, key results and strategic plan.

On Monday, April 28th the College will hold its final All-College meeting of the academic year. This meeting will focus on all of the accomplishments of the year, and the theme is “Celebrations.” Each department will announce accomplishments throughout the year; there are 20 bullet points at this point that will be celebrated. Dr. Valdez invited all of the board members who are available to attend. The meeting will be followed by a cook-out as a thank you to the employees for all of their hard work throughout the year.

Dr. Valdez distributed the fifth iteration of the President’s Scorecard Work Plan in order to keep the Trustees abreast of his results. There have been improvements in each area, and many of the 29 initiatives have been completed. This document is the companion to the Presidential Work Plan.

President Valdez also handed out a list of all major initiatives currently on campus. This sheet gives the details of the strategies and the individuals responsible for each of the 74 initiatives. The next step will be to begin to annotate this list.

EXECUTIVE
SESSION:

Chairman Thompson asked for a motion for the board to go into executive session for the purpose of discussing personnel matters.

Trustee Mehaffie moved, seconded by Trustee Fletcher to go into executive session in compliance with the Ohio Revised Code. On roll call vote with all Trustees voting aye, the chairman declared the motion carried.

Chairman Thompson adjourned to an executive session at 4:05 PM for the purposes stated.

PUBLIC SESSION:

Chairman Thompson resumed the public session of the work session at 4:45 PM.

OTHER BUSINESS:

Heather Lanham informed the Trustees that the 2014 ACCT Annual Leadership Congress would be held in Chicago, IL the week of October 20th, and asked all those interested in attending to let her know soon.

Dr. Valdez announced that Leah Dickinson, the OACC Director of Office Operations, has accepted a position with the Ohio Board of Regents with a job title of Assistant Director for Articulation and Transfer, New Initiatives and Special Projects. Leah has been of great assistance to Edison’s Board of Trustees and many Edison employees over the last few years and will be greatly missed.

Dr. Valdez also announced that the 2014 OACC Annual Conference will be held May 28th and 29th, and encouraged all trustees to attend. He also pointed out that this conference conflicts with the May board meeting, which is to be held at 2:30PM on Wednesday, May 28th. Dr. Valdez recommended changing either the meeting date or time.

Trustee Luring moved, seconded by Trustee Thompson to change the meeting time of the May 28th Board of Trustees meeting to 8:00 AM, with the meeting date and location remaining the same. On roll call vote with all Trustees voting aye, the chairman declared the motion carried.

CELEBRATIONS:

Chairman Thompson commented that the Edison Baseball Team has been very successful this season. President Valdez remarked that they are currently ranked number one in their division, and are doing extremely well.

Dr. Valdez relayed to the trustees that Edison hosted an administrative professionals event on campus earlier that day in honor of national Administrative Professional's Day. There were over 120 in attendance, including Edison employees, community members and Edison students. President Valdez commented that it was very fun day.

Trustee Fletcher commented how well the Board's portion of the AQIP evaluation process went, and what a great job Mona Walters did in coordinating the entire assessment. Ms. Fletcher stated it was a very interesting process.

ADJOURNMENT:

With no further business to come before the board, Chairman Thompson declared the meeting adjourned at 4:56 PM.

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



Chairman



Board Secretary