

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 August 27, 2014.

CALL TO ORDER: Chairman James W. Thompson called the August meeting of the Board of Trustees to order at 2:30 PM.

ROLL CALL: Present: Marvella Fletcher, Christopher A. Grove, Robinson W. Joslin, Roger E. Luring, Darryl D. Mehaffie, Thomas P. Milligan, James W. Thompson and Tony Wendeln

Absent: Kathleen Floyd

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

INTRODUCTIONS: Nathan Cole, Scott M. Burnam, Thomas L. Fryman, David Gansz, Kimberly K. Horton, Linda M. Peltier, Patricia T. Ross and John W. Shishoff all ECC administrators; Paul Heintz, ECC faculty; Keith Martinez and Ashley Schade, representatives from Plante Moran; Dr. Karen E. Rafinski, ECC Interim President; Heather M. Lanham, board secretary.

TRUSTEE EDUCATION: Dr. Rafinski proposed to the Board that a presentation be given at most monthly meetings for Board information on a topical area identified by the college and/or Trustees, designed to increase the working knowledge of that topic. This will be referred to as "Trustee Education."

For the first such presentation, Dr. Rafinski presented an update on the SSI Funding Formula, and what this funding means for Edison.

- Dr. Rafinski relayed how community colleges are funded in Ohio, and expressed the necessity that Trustees understand how Edison will receive such funding.
- The Funding Formula was developed and signed by Governor Kasich in December of last year.
- The funding formula is based on the Completion Agenda. Ohio is the first in the nation to adopt a 100% performance based funding.
- The Completion Agenda is based on the following principals:
 - Belief in every student's potential and responsibility to succeed.
 - An engaged student is more likely to persist.
 - The "open" door must not be a "revolving" door.
 - Community Colleges are gateways to the middle class and beyond for millions of Americans.
 - Community Colleges are economic engines driving our nation to renewed and sustained economic prosperity.
 - Talented and committed faculty and staff must take on leadership roles to increase student success and drive the completion agenda.
 - Change in culture from "Access" to Access and Success."
 - Commit to acting on facts to make positive changes.
 - Every student will help one another succeed.
 - Ask our communities to support and work with us to help more students succeed.
 - Ask elected officials to create policy conditions to enable, support and reward our work.
 - Etc.

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 at this time.

APPROVAL OF
CONSENT
AGENDA:

Chairman Thompson presented the following consent agenda items for approval:

1. June 25, 2014 Board Meeting Minutes
2. July 23, 2014 Board Retreat Minutes
3. Resolution FY 2015-01 – Dr. Christopher A. Grove: Service Recognition Upon His Resignation from the Board of Trustees of Edison Community College

Chairman Thompson requested that Resolution FY 2015-01 – Dr. Christopher A. Grove: Service Recognition Upon His Resignation from the Board of Trustees of Edison Community College, 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 Joslin moved, seconded by Trustee Milligan, for approval of the consent agenda minus the removed item.

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

RESOLUTION
FY 2015-01 –
DR. CHRISTOPHER
A. GROVE: SERVICE
RECOGNITION
UPON HIS
RESIGNATION
FROM THE BOARD
OF TRUSTEES OF
EDISON
COMMUNITY
COLLEGE

Chairman Thompson stated that the Board discusses with sorrow, Resolution FY 2015-01, as it pertains to the resignation of a well-respected Trustee.

Trustee Grove informed his fellow Trustees that it was with great regret that he made the decision to resign from the Board. He made the decision due to other overwhelming responsibilities in his professional and personal life. He very much enjoyed his time with Edison Community College, and hopes to one day be able to serve on the Board again.

Chairman Thompson presented Dr. Grove with a crystal vase engraved with Edison's logo and a thank you from the Board, and thanked him for his service. The rest of the Board applauded.

Trustee Mehaffie moved, seconded by Trustee Fletcher, for approval of Resolution FY 2015-01, Dr. Christopher A. Grove: Service Recognition Upon His Resignation from the Board of Trustees of Edison Community College.

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

BUDGET REPORT:

Pre-Audit Review:

- Keith Martinez and Ashley Schade, representatives from the accounting and business advisory firm Plante Moran, gave the Trustees an overview of the process of the upcoming annual audit, which will begin soon.
- The representatives stated that the deliverables from Plante Moran will include an Opinion on FY 2014 College financial statements and the College's federal programs, as well as on Opinion on FY 2014 Foundation financial statements.
- The responsibilities of Plante Moran for the purposes of the audit include:
 - Expressing an opinion on the College's and the Foundation's financial statements
 - Expressing an opinion on the major federal programs of the College
 - Providing reasonable, not absolute, assurance of detecting material misstatement
 - Gaining an understanding of internal controls, policies, and procedures to design an effective audit
- Once the audit is completed, the representatives from Plante Moran will return to present the findings to the Board.

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

- The budget report ending July 31, 2014 relays the changes in assets and financial activity for the first month of FY 2015, and was reported in relation to the forecast for the next eleven months of the academic year.
- The July budget and the July actuals reflect very little difference.
- The financial statements for July reflect that cash and investments are up, receivables are down, net position for unrestricted is up slightly from last year, and net position for restricted expendable is up slightly as well. This is all very positive.
- The cash position and cash flow are in very good shape.
- The projected viability score for the 2015 forecast is currently 4.0.
- Business and Industry is expected to be positive at \$35,916.
- The June 30th financial statements were also made available for the Trustees, as they were not reported at the July Board retreat.
- Chairman Thompson asked Trustee Wendeln and Mr. John Shishoff, Vice President of Administration and Finance, to comment on a previous statement made by Dr. Rafinski at the annual Board Retreat in July that the Board had approved a deficit budget.
 - Trustee Wendeln stated that he did not believe the Board approved a deficit budget.
 - Mr. Shishoff stated that the College is balanced on both the general fund and the operational budget. If you look at the depreciation expense as an operational aspect, the budget would appear as if it's not exactly balanced.
 - Mr. Wendeln stated that if the capital revenue was removed, and only the depreciation remained, it would appear unbalanced, which is not the case.
 - Mr. Shishoff also pointed out that the business office will be looking at the budget again in September, after Fall enrollment is calculated, and will take whatever measures needed to ensure it remains balanced.
 - Dr. Rafinski stated that she would like to resend her previous comment concerning the Board passing a deficit budget. She would like for the Board to reexamine the Policy Governance document, however, which tells what the President can and cannot do. The capital money should not be co-mingled with operational dollars. Dr. Rafinski believes that the Board Governance document should be adjusted to include the broader perspective looking at fund balance.

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

Updates from the Treasurer to the Board of Trustees, John Shishoff:

- Mr. Shishoff gave the Trustees an update on the bond refunding process. The College went to market earlier this week. Over the life of the bonds, the college will save \$158,875.
- There was a question at the July retreat as to whether or not someone in the business should be bonded. The Ohio Code only requires that state community college treasurers be bonded or have liability insurance. Edison does in fact have liability insurance.
- Mr. Shishoff informed the Trustees that there will be an Active Shooter training and exercise on campus at the end of September. Piqua Police will conduct both the training and the exercise. The Trustees are invited to attend.
- The College's school nurse, Darlene Francis, researched how many defibrillators

Edison is required to carry on campus. She found out that a defibrillator must be located 90 seconds from any location. Extra defibrillators have been purchased and installed around campus in the appropriate locations.

- The new parking lots are almost completed.
- Dr. Rafinski has requested that a new campus sign be purchased and placed in front of the building, and that the current sign be moved to the rear of the building. Facilities is currently looking into that request.

TRUSTEE
COMMITTEE
REPORT:

As Chairman of the Trustee Self-Evaluation Committee, Trustee Milligan reported that the Committee, which also includes Trustees Grove, Joslin and Luring, convened in order to discuss the results of the annual Board Self-Evaluation survey, which was distributed to the trustees earlier in August. The Committee recommends that the Board as a whole discuss the results of the survey at a future board meeting or work session in order to have a more in depth conversation.

BOARD POLICY
GOVERNANCE:

Dr. Karen Rafinski has been in the process of reviewing the College's existing Ends Statements and Monitoring Reports schedule, and feels that the Ends Statements could be improved to align more with the College's goals. In reviewing the Strategic Guide (SG) portion of the Board's current Policy Governance Manual, she feels that these statements would work well as Ends Statements also. She would like the opportunity to work with the President's Cabinet in order to develop more concise Ends Statements based on existing College documents.

She would also like to revise the Monitoring Reports schedule to align more with the Ends Statements. Dr. Rafinski proposes that the Trustees receive six written Monitoring Reports throughout the year based on the six Ends Statements. The reports would be authored by various members of the President's executive team, and would be distributed to the Trustees prior to the Board meetings. Trustees would then have the opportunity to ask any questions pertaining to the Monitoring Reports during the meeting.

The Board agreed that Dr. Rafinski should begin working on a new document, and thanked her for all of her hard work thus far. It's anticipated that the new document will be presented at the September Board meeting.

PRESIDENT'S
REPORT:

Dr. Rafinski reported that the faculty met to discuss their results from the Employee Satisfaction Inventory. This group of employees had the lowest satisfaction scores of all employee groups. The session was led by two faculty members and Dr. Rafinski was able to address the group briefly to let them know that she will be working on their concerns.

Dr. Rafinski also reported that on June 17, 2014 Governor Kasich signed a bill effective September 17, 2014 which requires all Ohio colleges and universities to officially file their policies with the Rules Committee. Heather Lanham attended a one day training last week to learn state software, and will attend another session in September on the process for filing the rules. Edison Community College has been out-of-compliance for several years in regard to this requirement.

Dr. Rafinski will be reporting monthly on the progress of the "Interim President's Focus Areas," Strategic Master Plan, Completion Plan/Student Success, Capital Plan/Fundraising/Advancement, Community Outreach, Partnership/Collaborations, Presidential Search, Policies/Procedures, Policy Governance Alignment (KPIs), Other (as assigned by the Board).

Dr. Rafinski informed the Board and guests that former Edison Board of Trustees member Ernest "Bud" Cooper passed away recently. Bud served on the Edison Board of Trustees from 1987 – 1993, and was a solid supporter of the college. This information has been forwarded to

ACCT for recognition at the 2014 Annual Leadership Congress for his service to community colleges. Dr. Rafinski expressed condolences to the Bud Cooper family on his passing.

Dr. Patti Ross, Sr. Vice President of Academic Affairs, and faculty members Alisa Van Overstraeten and Rebecca Schinaman attended the ribbon cutting for the Workforce Academy initiative at Sidney High School (SHS). SHS and the Western Ohio Development Council (WODC) have worked together to raise the funds to design and develop a state-of-the-art classroom and an Airstream mobile classroom that will be used to help introduce SHS students to the world of work. Workforce Academy classes are designed to enable students to experience real-world, hands-on projects provided by business leaders in Shelby County, explore first-hand career options in Shelby County through guest speakers, field trips, and job shadowing, and develop career plans for their future success. Academic Deans will be meeting with Curriculum developers from SHS and Sharon Maurice, education liaison hired by WODC to develop a CC+ plan for next year that incorporates Workforce Academy classes.

Dr. Rafinski informed the Trustees that Edison's Business and Industry Center is currently using the college engineering lab and equipment to provide training to over 100 Honda employees. Each employee will participate in approximately 800 hours of training over the next 4 years. Each must complete the TFP (Technical Fundamentals Program 150+ hours of training) and the TDP (Technical Development Program 650+ hours) in order to be in the Equipment Maintenance group. In addition, the College is conducting additional welding training beginning this month. Edison will be conducting 40 hours of training a week for 20 weeks, as Honda has 80 people they want to put through the training at a rate of 4 people per week.

Dr. Rafinski also reminded the Trustees of some important upcoming events:

- On August 28th there will be a focus group with the College's Business and Industry groups. The Trustees are invited to attend.
- The Tri-Organizational Board meeting, which is the joint meeting of Edison's Board and the Boards of Piqua City Schools and the Upper Valley Career Center, will meet on Monday, September 29th at Edison. Details will follow at a later date.
- The Annual Alumni Scholarship Dinner will be held on campus on October 2nd.
- The Chancellor's Trustee Conference will be held November 17th and 18th in Columbus.

TRUSTEE OPEN FORUM:

OACC/ACCT Update

- Trustee Mehaffie reminded the Board that the 2014 ACCT Leadership Congress will be held in Chicago the week of October 20th. Mr. Mehaffie will be attending along with Trustees Fletcher and Thompson, as well as Interim President Rafinski and board secretary Heather Lanham.
- The OACC will hold a networking reception during the ACCT Annual Congress, which will be an important reception to attend.

Celebrations

- Trustee Joslin shared the happy fact that he and his wife will be celebrating their 32nd wedding anniversary soon.
- The Trustees congratulated Trustee Milligan for his recent appointment as Chair of the 2014 Holiday Evening, which will take place on December 4th.

Trustee Comments

- Trustee Mehaffie commented that Trustee Floyd, as Chair of the Nomination

Committee, will need to call a meeting soon in order to begin the discussion of the nomination of the next Chair. Chairman Thompson's term as Chair will end at the end of this year.

- Trustee Luring mentioned that it's his assumption that the trend of a tuition guarantee would be more prevalent in Ohio schools in the near future, and asked if this would be a good selling point. Scott Burnam, Vice President of Student Affairs, said that it would, as it would help with both access and success.
- Chairman Thompson commented on the quality of the T.V. commercials he's seen recently featuring Edison. Kim Horton, Vice President of Institutional Advancement, gave the credit to Bruce McKenzie, Director of Marketing and Communications.
- Trustee Joslin informed his fellow Trustees that at the beginning of August he attended the Governance Leadership Institute in Washington D.C., which was sponsored by ACCT. At the Institute he learned that over 600 colleges in the nation were currently searching for a president. Edison is definitely not alone in the quest for new leadership.

OTHER BUSINESS: During the April 2014 Board meeting the Trustees passed Resolution FY 2014-22, In Recognition of Senator Sherrod Brown's Support of Higher Education and Workforce Development. Senator Brown was the keynote speaker at the College's 2014 Commencement ceremony. Just prior to the ceremony the Trustees presented Senator Brown with a framed copy of this resolution, and asked that he sign the original copy, which had also been signed by each Trustee when it was initially passed. Heather Lanham informed the Trustees that there was a framed copy of this signed resolution now available for each of the Trustees to keep if they so desired.

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 4:43 PM for the purposes stated.

PUBLIC SESSION: Chairman Thompson resumed the public session of the work session at 5:05 PM.

RESOLUTION
FY 2015-02 –
AUTHORIZING THE
PRESIDENTIAL
SEARCH COMMITTEE
OF THE BOARD OF
TRUSTEES OF EDISON
COMMUNITY
COLLEGE TO FINALIZE
THE SELECTION OF
THE SEARCH FIRM
USED IN THE
PRESIDENTIAL
SEARCH

The Board of Trustees had previously agreed to utilize a professional presidential search firm to assist and provide guidance in the upcoming search for a new president for the College. The Board's Presidential Search Committee will convene soon to begin evaluating potential search firm candidates, and interviews with the search firm candidates will follow.

Resolution FY 2015-02 was created and added during the Board meeting in order to give the Board's Presidential Search Committee the authority to decide which search firm to hire. The Presidential Search Committee of the Board of Trustees is comprised of Trustees Fletcher, Mehaffie, Milligan and Thompson. Trustee Thompson is the Chair of this committee.

Trustee Wendeln moved, seconded by Trustee Luring, for approval of Resolution FY 2015-02, Authorizing the Presidential Search Committee of the Board of Trustees of Edison Community College to Finalize the Selection of the Search Firm Used in the Presidential Search.

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

ADJOURNMENT: With no further business to come before the board, Chairman Thompson declared the meeting adjourned at 5:07 PM.

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

Chairman

Board Secretary