

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 January 15, 2020.

CALL TO ORDER: Chair Tami Baird Ganley called the January meeting of the Board of Trustees to order at 2:00 PM.

ROLL CALL: Present: Tamara Baird Ganley, Gary J. Bensman, Philip E. Dubbs, Marvella Fletcher, Elizabeth S. Gutmann, Darryl D. Mehaffie, Thomas P. Milligan and James C. Oda

Absent: Gary V. Heitmeyer

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

INTRODUCTIONS: Chad A. Beanblossom, Dr. Jessica A. Chambers, James E. Lehmkuhl, Dr. Paul R. Heintz, Dr. Tracey A. Human, Bruce A. Jamison, Bruce W. McKenzie, Linda M. Peltier, John W. Shishoff, Christopher D. Spradlin, Mona R. Walters, all ESCC administrators; Greg A. Clem, Kerry L. Dowling, Levi J. Smith, Eileen M. Thompson, Rich F. Valerio, all ESCC faculty members; Adam J. DeBrosse, Jordan R. Keith, Ragan M. Williams, all ESCC staff members; Leah E. Pistone, ESCC student; Dr. Doreen M. Larson, President; Heather M. Lanham, Secretary to the Board; Guests Kyle Overly and Larry Weeks with Clark Schaefer Hackett, and Robert Doyle with ZHF Consulting

Dr. Jessica Chambers, Dean of Student Affairs, introduced new employee Jordan Keith, Enrollment Manager. Mr. Bruce Jamison, Director of Campus Safety and Security, introduced current Security Guards Adam DeBrosse and Ragan Williams.

SPECIAL RECOGNITIONS: Provost Chris Spradlin introduced Eileen Thompson, Associate Professor of English, and Kerry Dowling, Instructor of Nursing, both recipients of the Southwestern Ohio Council for Higher Education (SOCHE) Faculty Excellence Award.

TRUSTEE RESPONSIBILITIES: Dr. Larson introduced student Leah Pistone. Ms. Pistone was a recent essay winner for her essay titled *Religious Rejections*. Ms. Pistone read a portion of her piece for the Trustees.

Chair Baird Ganley asked Trustee Bensman to read the College's mission statement and asked the trustees to review the commitment of the board.

Chair Baird Ganley 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.

PRESENTATION: Clark Schaefer Hackett Engagement Partner Larry Weeks and Manager Kyle Overly presented the 2019 audit report to the Edison State Board of Trustees:

- Clark Schaefer Hackett completed their fourth year of a five year contract with Edison State Community College.
- As part of their required communications with the College, Clark Schaefer Hackett provided an opinion on FY College financial statements and the College's federal programs.
- The College was issued an "unmodified" opinion on the financial statements.

- Reported for the Government Auditing Standards:
  - There were no material weaknesses identified in internal control noted.
  - There were no significant deficiencies in internal control noted.
  - There were no material instances of noncompliance noted.
- Reported for the Single Audit:
  - There were no material weaknesses identified in internal control over compliance of federal programs noted.
  - There were no significant deficiencies in internal control of federal programs noted.
  - There were no material instances of noncompliance for federal programs noted.
  - Issued an “unmodified” opinion on major program.
- There were no significant difficulties in dealing with management in performing and completing the audit.
- There were no audit adjustments for FY2019 which exceeded the predetermined trivial amount.
- There were three management letter recommendations, which involved:
  - Segregation of Payroll Access
  - Segregation of Duties in IT Access
- The auditors noted it was a very clean audit.

APPROVAL OF  
CONSENT  
AGENDA:

Chair Baird Ganley presented the following consent agenda item for approval:

- A. Approval of November 20, 2019 Board Meeting Minutes
- B. Board Action FY 2020 011519 - Hiring of Personnel - Director of the Physical Therapist Assistant Program-Assistant Professor - Young
- C. Board Action FY 2020 011519 - Approval to Create the Edison State Community College Police Department

Trustee Mehaffie requested that Item C be removed from the consent agenda for further discussion.

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

On roll call vote with Trustees Fletcher, Bensman, Baird Ganley, Dubbs, Gutmann, Mehaffie, Milligan and Oda voting aye, the Chair declared the motion carried.

APPROVAL TO  
CREATE THE  
EDISON STATE  
COMMUNITY  
COLLEGE POLICE  
DEPARTMENT

Dr. Larson explained that this action item is the first step in forming a campus police department. Edison State is very fortunate to have a credentialed staff member in Bruce Jamison, Director of Campus Safety and Security, helping the campus through the process. Mr. Jamison added that he believes the department will have one full-time police officer. He explained that the employees will be referred to as university police officers.

With no additional corrections, additions, or deletions, Trustee Oda moved, seconded by Trustee Bensman, for approval of consent agenda Item C, Approval to Create the Edison State Community College Police Department.

On roll call vote with Trustees Oda, Bensman, Baird Ganley, Dubbs, Fletcher, Gutmann, Mehaffie and Milligan voting aye, the Chair declared the motion carried.

PRESIDENT'S  
REPORT:

President Larson directed the Trustees' attention to two documents; The new Employee Resource Manual and the Glimmer newsletter. She explained that the Employee Resource Manual came about at the request of Staff Senate. She thanked the HR department for putting this document together. The Glimmer newsletter gives the perspective from the President's office, sharing her insights with the campus.

Dr. Larson also updated the Trustees on current initiatives relating to personnel, enrollment, student success, facilities, the Edison State Foundation, workforce and the College's budget.

REGIONAL  
CAMPUSES  
REPORT:

Mr. Chad Beanblossom, Vice President of Regional Campuses, reported:

Eaton Campus

- There are currently seven students enrolled in the Intro to Ag course.
- The intent is to grow the Ag program in Eaton in the future.

Greenville Campus

- During a previous board meeting, the suggestion was made that Edison State should offer a brewing program.
- Mr. Beanblossom sent the word out and received several positive responses.
- The Greenville Campus is looking into offering a workshop at first, which might result in a credit or certificate program in the future.

Troy Campus

- The increase in enrollment from fall to spring semester was 85 to 119.
- The Troy Campus has recently received approval from the state to offer nurse's aid training at this site.
- The campus will be working with Premiere Health on this endeavor.

TRUSTEE  
EDUCATION:

Provost Chris Spradlin introduced faculty members who presented on the Information Technology Career Pathways:

- Rich Valeriao, Director of Cybersecurity Program, gave an overview of what the program entails.
- Levi Smith, Instructor of Computer Information Technology, gave an overview of the different programs and certificates offered in the CIS program.

MONITORING  
REPORT:

Ms. Mona Walters, Associate Provost, Institutional Planning, Effectiveness & Accreditation, previously distributed an update on Core Theme II: Helping Students Learn, to the trustees in written format, and was available to them for any questions.

TRUSTEE  
COMMITTEE  
REPORTS:

Finance/Audit Committee Report:

Finance Committee Chair Bensman reported:

- Trustee Bensman congratulated the business office for another great audit report.
- Mr. Bensman requested that CFO Shishoff give the financials report.

Treasurer Updates

CFO John Shishoff reported:

- The SB6 score remains strong at 3.9.
- The Statement of Changes in Net Assets reports a net income of \$54,000.
- Hardly any changes have been made to the projected forecast.

- The Net Position reports at \$453,000 more this year than this same time last year.
- Cash flow is less than this same time last year, which is being monitored.
- The Center for Workforce Development and Education has over \$100,000 in net income.

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

Trustee Nominations/Awards Committee Report:

Trustee Elizabeth Gutmann, on behalf of Trustee Nominations/Awards Committee Chair Gary Heitmeyer, reported:

- According to the Ohio Revised Code, it is necessary for the Board of Trustees to hold leadership elections each year.
- It was the recommendation of the Nominations and Awards Committee at the November 20, 2019 board meeting that Trustee Baird Ganley be considered to continue her role as Board Chair, and that Trustee Fletcher be considered to continue her role of Board Vice Chairman.
- The vote by trustees to confirm each position will take place during today's meeting.

APPOINTMENT OF VICE CHAIRMAN FOR 2020:

Trustee Gutmann moved, seconded by Trustee Mehaffie to re-appoint Trustee Marvella Fletcher as Vice Chairman of the Board of Trustees of Edison State Community College for a one-year term; January 2020 through January 2021.

On roll call vote with Trustees Gutmann, Mehaffie, Baird Ganley, Bensman, Dubbs, Milligan and Oda voting aye, Immediate Past Chairman Milligan declared the motion carried. Trustee Fletcher abstained from the vote.

APPOINTMENT OF CHAIRMAN FOR 2020:

Trustee Oda moved, seconded by Trustee Dubbs to re-appoint Trustee Tami Baird Ganley as Chairman of the Board of Trustees of Edison State Community College for a one-year term; January 2020 through January 2021.

On roll call vote with Trustees Oda, Dubbs, Bensman, Fletcher, Gutmann, Mehaffie and Milligan voting aye, Immediate Past Chairman Milligan declared the motion carried. Trustee Baird Ganley abstained from the vote

TRUSTEE OPEN FORUM:

ACCT

- Trustee Mehaffie reported that he will be re-appointed as Edison State's ACCT Coordinator.

OACC

- Trustee Dubbs reported that Representative Manchester has introduced a house bill to allow trustees at higher educational institutes to tele-conference in to a board meeting without being physically present. Trustees assisted with the language of the proposed house bill.
- This conversation will assist in spelling out the language in the Higher Revised Code.

Celebrations

- Trustee Oda informed the board that veterans have been invited to a screening of the movie *The Last Full Measure* at the Piqua Cinemark Movie Theater on

January 23<sup>rd</sup>. The movie depicts the story of Piqua native and Vietnam War hero William Pitsenbarger. There will be a reception before the screening which is open to the public.

OTHER BUSINESS: Trustee Milligan gave the Trustees a brief presentation on a program called CobraVenture utilized by Parkland College in Champaign, IL:

- Trustee Milligan learned of the program at a session he attended during the 2019 ACCT Annual Congress.
- CobraVenture is a student entrepreneur program using a cohort model for students who want to start their own business while still enrolled in college.
- Trustee Milligan brought it before the board for consideration.

After the adjournment of the board meeting, the trustees were offered a tour of Edison State's recently acquired flight simulator, demonstrated by the aviation instructor.

ADJOURNMENT: With no further business to come before the board, Chair Baird Ganley declared the meeting adjourned at 3:54 PM.

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

  
Chairman

  
Board Secretary