

**HOCKING COLLEGE
BOARD OF TRUSTEES MEETING**

**Tuesday, January 22, 2013
6:00 P.M.**

**Inn at Hocking College
Regular Meeting**

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| ▪ Call to Order | Chairman Troxel |
| ▪ Roll Call | Mrs. McDonald |
| ▪ Approval of Minutes <ul style="list-style-type: none">▪ November 27, 2012 Regular Meeting | Chairman Troxel |
| ▪ Executive Session | Chairman Troxel |
| ▪ Enrollment Update | Mrs. Love |
| ▪ Budget Committee Report | Trustee Brooks/Ms. Fetty |
| ▪ Facilities Committee Report | Trustee Budzik/Dr. Short |
| ▪ Personnel Committee Report | Trustee Taulbee/Mr. Sanders |
| ▪ Academic and Student Affairs Committee Report | Trustee Tucker/Dr. Bridges |
| ▪ IT Planning Update | Trustee Wells/Mr. Dalton |
| ▪ Foundation Report | Ms. Villavicencio |
| ▪ Chairman's Report | Chairman Troxel |
| ▪ President's Report <ul style="list-style-type: none">▪ Introduction: Dr. Ron Abrams, President, OACC | Dr. Erickson |
| ▪ Old Business | Chairman Troxel |
| ▪ New Business <ul style="list-style-type: none">▪ Date of Next Meeting: February 26, 2013 at the Inn @ HC | Chairman Troxel |
| ▪ Adjournment | Chairman Troxel |

*Board Action Required

January 22, 2013

The Regular Meeting of the Hocking College Board of Trustees was held Tuesday, January 22, 2013, at the Inn at Hocking College, Nelsonville, Ohio.

Administrators attending: Dr. Bonnie Allen-Smith, Interim Dean of Health; Laura Alloway, Director of Marketing and Public Relations; Ken Bowald, Dean of Natural Resources; Dr. Carl Bridges, Vice President of Academic and Student Affairs/Provost; Ben Dalton, CIO; Dr. Ron Erickson, President; Gina Fetty, Vice President of Fiscal Services/Treasurer; Neil Hinton, Dean of Engineering Technologies; Tammy Keith, Interim Dean of Nursing; Kensey Love, Director of Institutional Research; John Sanders, Director of Human Resources; Dr. Myriah Short, Vice President of Administrative Services; and Libby Villavicencio, Foundation Executive Director.

Additional attendees: Rebecca Albers and Jeff Greenly, Ohio Office of the Attorney General; staff, and media.

CALL TO ORDER

Chairman Troxel called the meeting to order at 6:00 pm.

ROLL CALL

Jestinah McDonald, Board Secretary, called the roll:

Board members present: Mike Brooks, Mike Budzik, Gary Edwards, Larry Rentschler, Andy Stone, Keith Taulbee, Bob Troxel, Paula Tucker, and Darlene Wells.

Board members absent: None

Members present constitute quorum: Yes

APPROVAL OF MINUTES

Chairman Troxel asked if there were any changes or corrections to the minutes from the November 27, 2012 Regular Meeting. There being none, Trustee Rentschler moved, seconded by Trustee Brooks, that the minutes be approved as presented. Motion approved unanimously.

EXECUTIVE SESSION

Trustee Budzik moved, seconded by Trustee Edwards, that the Board adjourn into Executive Session in order to consider the sale of real or personal property.

On a roll call vote:

Voting Yes: Trustee Brooks, Trustee Budzik, Trustee Edwards, Trustee Rentschler, Trustee Stone, Trustee Taulbee, Trustee Troxel, Trustee Tucker, and Trustee Wells.

Voting No: None

In addition to the Board of Trustees, President Erickson, Dr. Bridges, Ms. Fetty, Dr. Short, Attorney Albers, and Attorney Greenly were invited to attend the session.

The Board adjourned to Executive session at 6:07 pm.

REGULAR SESSION

Chairman Troxel announced the return to the Regular Session at 6:24 pm.

PERRY COUNTY MUSEUM PROPERTY

Trustee Stone moved, seconded by Trustee Edwards that three Trustees be appointed to meet with the Perry County Commissioners regarding the Museum (Pottery Campus) property owned by the college. Trustees Wells, Brooks and Rentschler agreed to meet with the Commissioners. Motion passed unanimously.

ENROLLMENT UPDATE

Mrs. Love presented an update on the college's spring semester enrollment. She explained that based on the 15th day data, total enrollment stands at 4,144 students. This represents a decrease of 437 students, or 9.5%, from the autumn term. Of the total enrollment, 744 are new students and 3,400 are returning students from autumn. Mrs. Love indicated that it is typical for the college to experience a decrease from autumn to spring terms. When asked how the numbers compared to last year, she stated that an accurate comparison is hard to define since the college was operating on academic quarters then instead of semesters. On average, the college retention rate has been around 74%. This year shows 71%. She further explained that a final analysis is not complete yet since graduation applications from autumn term are still being processed.

Mrs. Love explained that the college had budgeted for a 12% decrease so with only showing 9.5%, we are well within what was budgeted for. She explained that the "80's" marketing campaign showed success and that it met or exceeded most all of the targets that were set within it:

- New students – Target 604/Actual 744
- Applications – Target 800/Actual 1,200
- Retention of Students – Target 4,300/ Actual 4,144

Trustee Brooks asked about future targets and what the college was doing in terms of looking forward to autumn 2013. Dr. Bridges explained that he is implementing a strategic enrollment plan that requires more involvement from the academic deans and coordinating instructors who will be looking at trends and taking more responsibility in achieving their program enrollment goals. He is also creating a full year plan for 2013/2014 with goals and will be using it as a guideline. Dr. Bridges' staff is also working to identify why students are withdrawing so that more focus can be put on retention efforts. Trustee Brooks stated that the Board would like to see what is being projecting by period so that it can measure how close we are coming to those goals. A report on that will be available at the next Board meeting.

BUDGET COMMITTEE REPORT

Trustee Brooks invited Ms. Fetty to present the monthly financial report (Addendum 1). Ms. Fetty explained that in comparing the actuals to the budget, everything appears to be trending as anticipated. The approved budget projected a steeper decline in spring enrollment than was actual so we will see more revenue than projected. However, she is still getting data on payroll so there may still be some adjustment, but she does not anticipate asking for an additional budget revision.

Ms. Fetty reported that the annual financial audit is completed and available online. Trustees will be receiving their official bound copies before the next Regular Meeting. Ms. Fetty reported that the college received an overall Good opinion in the audit and only one area of suggested improvement in terms of access to data through passwords. The same comment was received last year and there is work internally to address that suggestion.

FACILITIES COMMITTEE

Trustee Budzik invited Dr. Short to present the report.

Fire Alarm Upgrade

Dr. Short explained that the college is working with a firm to complete a detailed engineering report of the college's fire alarm system. She expects a plan for an overall upgrade of the system across campus to be forthcoming. The plan will include a mass communication system and increased security that will all be tied to the college's IT infrastructure.

Performance Contract/Energy Reduction

Dr. Short explained that the performance contract with Brewer-Garrett is progressing. All of the college gas wells have been reconditioned according to their report and three quarters of the lighting retrofit has been completed. The college recently received its first rebate check from AEP and will see further revenue in terms of an energy reduction in future. The Ohio Facilities Commission will oversee the performance of the project in terms of energy saving and the college will receive a report from the Commission periodically over the 10 years of the project.

Hocking Heights Roof Replacement

Dr. Short reported that the roof of Hocking Heights dormitory needs replacement. This is a project that was not anticipated and her office is working to identify a funding source for the project.

Inn at Hocking College Renovation

Dr. Short presented the final report on the Inn renovation (Addendum 2). She stated that she has been very pleased with Feinknopf, Macioce, and Schappa, the company who completed the report. The report is focused on renovating the banquet

and sleeping areas of the building, and does not include the current McClenaghan Center academic areas.

Dr. Short explained that in order to determine the best use for the Inn, the college reached out to Feinknopf with the idea that we wanted to revitalize the facility and create a conference center. It was essential that we tie in the academic mission of the facility, but we also wanted to bring in business. The college provided the basic elements of an upgrade, and then Feinknopf provided ideas for a full upgrade. Trustee Brooks reminded the board that the college had hired a consultant to conduct a feasibility study that showed we could not operate in a profit margin as a full-service hotel with such small and so few rooms. Dr. Short further explained that it is not in the college's core mission to own and operate a hotel. The concept behind the business training center includes a possible partnership with Tri-County Career Center. With Tri-County's experience in business training and the college's facility, it would be a good partnership. Furniture and loose equipment is not included in the budget. The Tri-County partnership includes grant funding that would cover those items.

PERSONNEL COMMITTEE REPORT

Trustee Taulbee asked Mr. Sanders to present the Employment Status Report (Addendum 3). Mr. Sanders explained that 17 changes were experienced during the October 1 - December 31, 2012 period. He explained that changes in the state retirement plan prompted some retirements. Mr. Sanders reported that the 13 positions labeled as resigned or retired were not part of the college's recent reduction in force. Some faculty positions have been replaced due to spring semester teaching needs. The staff positions have not been filled. The college is currently in the position review process to determine if they will be. This process is implemented for every open position and it is part of the college's normal operating practice. The trustees indicated that the Status Report needs to be reflective of the position review process and that they want to see when an open position will be filled or not.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Tucker invited Dr. Bridges to provide the report.

Revised Academic Calendar (Addendum 4)

Dr. Bridges explained that the college had originally presented its academic calendar with an eight week summer. The calendar has been revised to show a 12 week summer. This decision was made after consideration of the students who take full loads in the summer and concern that it would be difficult to complete a full load in eight weeks. The expanded summer provides an advantage to students and faculty who will be more comfortable in terms of course load.

Dr. Bridges further explained that the college's enrollment strategy includes further partnership with Ohio University and the revised calendar includes starting autumn semester the week after OU starts. Students who cannot attend OU may be able to come to Hocking if we start later. In the revised calendar spring semester will

start the same week as OU since there is not as much of an opportunity to reach students who couldn't attend OU. Dr. Bridges expects that there will be some additional budget cost in going to a 12 week summer. However, the increased enrollment of students full time should offset that cost.

Dr. Bridges stated that the revised calendar is extended for the next four years and that some information (internal enrollment events) was removed from the calendar in order to simplify it.

Trustee Tucker moved to approve the revised calendar as presented. Trustee Stone seconded the motion. Motion approved unanimously.

Online registration

Dr. Bridges explained that the college had experienced some issues with online registration. With the transition to semesters, some quarter prerequisites were not listed in the system as applying to semester courses. That issue has been resolved and all requirements have been loaded into the system.

Program Review

Dr. Bridges reported that the program reviews are moving forward. His team has developed a modified strategy with a less aggressive schedule. The strategy involves coordinating instructors with the deans leading the effort.

IT PLANNING UPDATE

Trustee Wells invited Mr. Dalton to give the report. Trustee Wells thanked the Chairman for adding an IT report to the agenda. She stated that the college needs to look at risk associated with IT and gain a better understanding of how IT can help mitigate risks.

Mr. Dalton reported that an IT Roadmap (Addendum 5) has been developed for planning. He will use the roadmap for project planning and to look at staffing needs. The roadmap is not a prioritized list; he expects to look to a committee and others to do that. It does include projects that are awaiting funding. Some have been waiting for years. Health and safety is an important issue but our aging infrastructure may not support IT upgrades, so improving our infrastructure is a major priority. The trustees thanked Mr. Dalton for his report and indicated that they will be looking to him to provide periodic updates and to notify the Board of priority projects.

Trustee Wells commented on the recent annual audit regarding access controls. Mr. Dalton explained that three areas were identified as recommended improvements: 1) Password aging, 2) Password minimum length, and 3) system log-out after three attempts. The college is currently hard-setting passwords every 90 days and is also addressing the minimum length with the 90 day reset. Mr. Dalton's office just became aware that the automatic log-out after three attempts is not working and is addressing that now.

FOUNDATION REPORT

Ms. Villavicencio presented an update on the Hocking College Foundation. She stated that at the beginning of her employment, she set a series of goals for the Foundation. She indicated that the Foundation has exceeded all of the goals.

Ms. Villavicencio stated that the Foundation will be leading the fundraising effort for the Inn renovation. She is formulating a campaign plan and will be approaching the first company who she hopes will provide a lead gift soon.

The Foundation Board is reviewing a draft MOU between the Foundation and the College and will work with a committee of the Trustees to work out details. Ms. Villavicencio provided sample data (Addendums 6 & 7) on how to establish what the Foundation can be expected to deliver. She pointed out that it is common for foundations to get operating support from their host institutions.

Ms. Villavicencio reported that an internal advisory committee of faculty and staff has been established for the Foundation and that committee has been sub-divided into Events and Investments committees. The foundation is also launching a planned giving program and a website is being developed that will allow visitors to create their wills and access resources on planned giving.

The Foundation board suggested that the college complete an internal risk assessment to verify business operations are done without error and to mitigate risk. The Foundation may help fund this effort. The Foundation is looking at an external organization that could come in and complete the assessment. An assessment would be good to periodically conduct, and it would send a good message to the public. Don Wood, Foundation board chair, offered to complete the assessment, but it was suggested that the college have an outside, third party. It is estimated that the assessment could cost \$25,000 but the Director will get additional information.

Trustee Taulbee asked who decides where Foundation funds go. Ms. Villavicencio explained that the Foundation is following recommendations from the college's Budget Advisory Council in terms of prioritizing projects and that she regularly confers with the college cabinet. The Inn renovation has become a priority project. She explained that the interplay between the College board and the Foundation board will be spelled out in the MOU and that the Foundation's strategic plan mirrors the college's.

Chairman Troxel questioned the hierarchy of the Foundation and what the chairperson's duties are versus the executive director's. Ms. Villavicencio indicated that the Foundation does have bylaws in place and that she and the Chair talk prior to all meetings and talk regularly. The Trustees asked that the Foundation provide a copy of its existing bylaws.

Chairman Troxel asked about a possible transfer of assets from the Foundation to the College. Ms. Villavicencio explained that there is discussion about transferring Foundation owned properties to the College. The College's on-campus dormitories are

owned by the Foundation; however, the College is responsible for the payments on the debt and for maintenance of the facilities. State law formerly made it illegal for the College to own dorms but the laws have changed, so it does not make sense for the Foundation to retain ownership any longer.

CHAIRMAN'S REPORT

None. Chairman Troxel relinquished his comments for Dr. Abrams.

PRESIDENT'S REPORT

Dr. Erickson introduced Dr. Ron Abrams, President of the Ohio Association of Community Colleges. Dr. Abrams presented the board with a report (Addendum 8) on several changes that have come about over the last several years including a new policy agenda for the upcoming legislative cycle as well as other initiatives, which all have a focus on increasing student success.

OLD BUSINESS

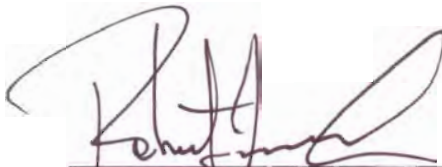
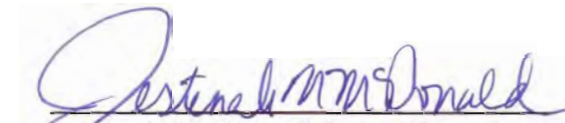
None.

NEW BUSINESS

The next regular board meeting is scheduled for February 26, 2013 at the Inn at Hocking College.

ADJOURNMENT

There being no further business, Trustee Tucker moved, seconded by Trustee Brooks that the meeting be adjourned at 8:20 pm.


Robert Troxel, Chairman
Jestinah McDonald, Board Secretary