



**HOCKING COLLEGE
BOARD OF TRUSTEES MEETING**

**Tuesday, October 23, 2012
6:00 P.M.**

**Inn at Hocking College
Regular Meeting**

- **Call to Order** Chairman Troxel
- **Roll Call** Ms. McDonald
- **Approval of Minutes** Chairman Troxel
 - September 25, 2012 Regular Meeting
- **Executive Session** Chairman Troxel
- **Academic and Student Affairs Committee Report** Trustee Tucker/Dr. Bridges
- **Budget Committee Report** Trustee Brooks/Ms. Fetty
- **Facilities Committee Report** Trustee Budzik/Dr. Short
- **Personnel Committee Report** Trustee Taulbee/Mr. Sanders
- **Foundation Report** Ms. Villavicencio
- **President's Report** Dr. Erickson
- **Chairman's Report** Chairman Troxel
- **Old Business** Chairman Troxel
- **New Business** Chairman Troxel
 - Date of Next Meeting: November 27, 2012 at the Main Campus
- **Adjournment** Chairman Troxel

*Board Action Required

October 23, 2012

The Regular Meeting of the Hocking College Board of Trustees was held Tuesday, October 23, 2012, at the Inn at Hocking College, Nelsonville, Ohio.

Administrators attending: Dr. Ron Erickson, President; Dr. Carl Bridges, Vice President of Academic and Student Affairs/Provost; Gina Fetty, Vice President of Financial Services; Dr. Myriah Short, Vice President of Administrative Services; Laura Alloway, Director of Marketing and Public Relations; Neil Hinton, Dean; Tammy Keith, Interim Dean of Nursing; Dr. Bonnie Allen-Smith, Interim Dean of Allied Health; Libby Villavicencio, Foundation Executive Director; and Al Matthews, Hocking College Chief of Police.

Additional attendees: Rebecca Albers, Attorney, 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: Trustee Brooks, Trustee Budzik, Trustee Edwards, Trustee Rentschler, Trustee Stone, Trustee Taulbee, Trustee Troxel, and Trustee Tucker.

Board members absent: Trustee Wells.

Members present constitute quorum: Yes

APPROVAL OF MINUTES

There being no additions or corrections, Trustee Rentschler moved, seconded by Trustee Taulbee, that the minutes of the September 25, 2012 Regular Meeting be approved as submitted. The motion carried unanimously.

EXECUTIVE SESSION

Trustee Budzik moved, seconded by Trustee Taulbee, for the Board of Trustees to enter into Executive Session to prepare for, conduct, or review a collective bargaining strategy; to consider the purchase of property; to consider the sale of property by competitive bid; and to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

On a roll call vote:

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

Voting No: None

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

The Board adjourned to Executive session at 6:10 pm.

REGULAR SESSION

Chairman Troxel announced the return to the Regular Session at 7:22 pm.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Tucker invited Dr. Bridges to present the report. Dr. Bridges introduced the new organizational chart that has been developed for the Academic and Student Affairs Department (Addendum 1). He explained that the department has been reorganized into three areas: 1) Academic Support, led by Joe Wakeman, Associate Provost. This area focuses on support areas for the entire college including scheduling, online learning, and other areas that provide support to the institution. 2) Academic Operations, led by the Deans and Commanders. This area includes all of the schools as well as the fire and police academies. The position for Dean of Arts, Business, and Information has been posted and a search committee is in place. The goal is to fill the position by mid-November. 3) Student Affairs. This area is the one most impacted by the reduction in force and there have been significant changes made to this area. The area is subdivided into two parts: a) Student Affairs Coordinators (SAC), who are assigned to each school as support for that school. The SAC will be housed within the schools and will work on student population management including drops, follow up, student organizations, recruitment, career services efforts, etc. The SAC's will begin working on November 5, and training will begin on November 6. Dr. Bridges stated that he feels the SAC will add a lot of value to the schools and to the deans. b) Student Services is the other half for the Student Affairs area. This division includes enrollment services, which is responsible for enrollment and the strategic plan, counseling, financial aid, and residence life.

Dr. Bridges reported that he is also moving forward with the Hocking College committee structure in response to HLC as well as faculty & staff request. He is working to create a structure that will allow faculty and staff to serve and share in the decision making of the institution. A curriculum committee is already in place to focus on review, evaluation, and updating of curricula.

Lastly, Dr. Bridges stated that at the beginning of October, the College had a visit from the State Nursing Board that went very well. He offered congratulations Tammy Keith, Interim Dean, on her work in pulling together the team and support materials. The visit was

very positive and he hopes to hear back from the Nursing Board in January and will further report then.

BUDGET COMMITTEE REPORT

Trustee Brooks invited Ms. Fetty to present the report. Ms. Fetty stated that the September report (Addendum 2) includes the budget revisions approved at the last meeting. Everything is trending as expected.

FACILITIES COMMITTEE

Trustee Budzik invited Dr. Short to make the report. Dr. Short indicated that the performance contract with Brewer Garret Company has actively started. The Company has been on campus for the last couple of weeks conducting audits. The contract includes lighting replacement and a gas well retrofit. All work is slated to be complete in May 2013 and she expects that everything should go on according to schedule. The Company started work at Perry Campus yesterday.

Dr. Short further reported that the College is considering conducting a renovation cost study for the Inn. Administrators have been talking about contracting with a group to design three possible tiers of renovation - basic, intermediate, and extensive. Each of these tiers would involve a different price point for consideration by the Board. Once the Board decides on a direction, the College would put the project out for bid. The company being used is off of the State Architects Office short list so she feels pretty comfortable with their abilities. Once contracted, the cost study could be completed in 45 days.

Trustee Rentschler asked if the expense for the cost study was in the existing budget. Dr. Short confirmed that it will be funded from the current operating budget and that the Hocking College Foundation will provide some help with funding as well.

Lastly, Dr. Short reported that a task force is being formed to look at land management in relation to timber owned by the College. The task force will be looking at what our resources could mean in terms of academics as well as a funding stream to the College. Once a proposal is completed, it will come before the Board for approval.

PERSONNEL COMMITTEE REPORT

Trustee Taulbee asked Dr. Short to make the report. Dr. Short stated that there have been some changes in terms of staffing in the College's personnel office recently. The assistant director has left the College for another position and the director is on leave. In light of this, Dr. Short will be acting as director for the department.

Dr. Short stated that the Ohio Patrolmen's Benevolent Association (OPBA) has ratified its contract and the implemented terms will be put in place beginning July 1, 2012. Trustee Taulbee followed with the reading of the resolution to accept the terms of the OPBA contract.

RESOLUTION 2013-07

WHEREAS, Hocking College and the Ohio Patrolmen's Benevolent Association have negotiated an agreement, and

WHEREAS, the Ohio Patrolmen's Benevolent Association has ratified such agreement,

THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees that the proposed agreement between Hocking College and the Ohio Patrolmen's Benevolent Association be approved retroactive to July 1, 2012, unless otherwise stated in the contract, and will remain in full force and effect through June 30, 2015.

Trustee Budzik, seconded by Trustee Brooks, moved to accept the resolution as presented. The motion passed unanimously.

Trustee Brooks asked if the position for assistant director of HR, which was recently vacated, needed filled at this time. Dr. Short responded that the position would be left as a vacancy at this time with no plans to fill it this fiscal year due to the current budget constraints. Current staff will continue with the operation of the unit.

FOUNDATION REPORT

Dr. Erickson invited Ms. Villavicencio to report on Foundation activities. Ms. Villavicencio stated that for the first time ever, the Foundation has a donor database that is being used to collect information and track donations. She is excited to be able to have this system. Ms. Villavicencio stated that she is hoping to finalize each Board member's annual gift soon. Her goal is to have 100% participation from the Board.

Ms. Villavicencio reported on the activities of the Foundation recently including the first college-sponsored Homecoming in early October. Ms. Villavicencio thanked Trustee Tucker for attending the breakfast and representing the Board during that event. The Foundation will also be hosting the next retiree breakfast on November 28 and Board members will be receiving invitations to that.

Ms. Villavicencio explained that the Foundation will also be forming an internal advisory committee made up of faculty and staff from the College.

PRESIDENT'S REPORT

Dr. Erickson offered thanks to Dean Hinton for a presentation made yesterday at the Energy Institute by Mr. Jim Lemon of Washington, D.C. on his multi-alternative fueled vehicle.

Dr. Erickson reported that in light of the recent enrollment decline, the College is rolling out an aggressive enrollment campaign new starts as well as retention for spring

2013 semester. The official launch date for the campaign is November 5, with a major push throughout November and the first part of December. In studying information on the types of students that we missed in autumn, the numbers show that we need to focus on non-traditionals – working adults, and older students - that may need alternative programming such as online courses. The College plans to have that alternative programming available in January.

Dr. Erickson stated that in regards to the reformat for SSI funding, there is no final report yet, but one is expect by Thanksgiving. Preliminary information shows more attention will be placed on what we have traditionally focused on and less on enrollment rates.

Dr. Erickson reminded the Board of the November 13 statewide Trustee Conference. Six of the current trustees are planning to attend and this is the largest group that the College has ever had participate.

Dr. Erickson stated that Friday, November 16 is the date of the autumn board retreat. The day will begin at 9 am with an orientation for new members at the main campus and then will move to the Inn at lunchtime for meeting with the rest of the members. The retreat will include presentations from all of the College cabinet members.

CHAIRMAN'S REPORT

Chairman Troxel stated that the November Board meeting will include ethics training for Board members. There will be a notification sent out with time and date information for that training.

Chairman Troxel presented the new Board committee structure (Addendum 3). He explained that Trustee Wells has agreed to serve as IT liaison since that is such an important component and an HLC recommendation.

Chairman Troxel then presented a plaque to Trustee Brooks in appreciation of his serving as chair the past year and working to get the trustees organized.

OLD BUSINESS

None

NEW BUSINESS

Trustee Budzik stated that while he has had some discussions with Dr. Short on bringing closure to expansion of the Logan Campus. While Roger Shaw, the owner of the facility and the one completing the renovations, has been a great partner and much of the work has been completed, there are still some loose ends that need tied up. The facility needs to be up and running at 100 percent. Trustee Budzik stated that he would take an opportunity to sit down with Dr. Short and Mr. Shaw and try to set a closure date that will be final. Chairman Troxel asked that Chairman Budzik bring any recommendations or report to the next regular meeting.

The next regular board meeting is scheduled for November 27, 2012 at the Inn at Hocking College.

ADJOURNMENT

There being no further business, Trustee Taulbee moved, seconded by Trustee Edwards that the meeting be adjourned at 7:55 pm.



Robert Troxel, Chairman



Jestinah McDonald, Board Secretary