



## BOARD OF TRUSTEES MEETING

Tuesday, February 9, 2016

6:00 p.m.

University Career Center JL 193

Regular Meeting

- **Call to Order** Chairman Johnson
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from December 8, 2015** Chairman Johnson
- **Academic and Student Affairs Committee Report** Trustee Tucker/Dr. Davis
  - Enrollment Report
  - Noel Levitz Project – Christine Woodgeard
  - Low Enrollment Course Resolution Report – Myriah Davis
- **Budget Committee Report** Trustee Brooks/Ms. Fetty
- **Facilities Committee Report** Trustee Budzik/Ms. Hagerott
  - Recommendation Regular Board Meeting be moved  
From April 14 to April 26, 2016 to avoid the need  
for a special meeting
- **Personnel Committee Report** Trustee Stone/Mr. White/  
Ms. Hagerott
- **President's Report** Dr. Young
  - Resolution, Policy Adoption Board Governance Section
- **Chairman's Report** Chairman Johnson
- **Executive Session** Chairman Johnson
- **New Business** Chairman Johnson
- **Adjournment** Chairman Johnson
  - **Event Schedule:** 5:00 pm – 6:00 pm – Committee Meetings  
6:00 pm – 7:00 pm – Board Meeting

February 29, 2016 New President Reception at Logan–5:00 pm to 7:00 pm

Financial Disclosures due May 16, 2016

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**February 9, 2016**

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The regular Meeting of the Hocking College Board of Trustees was held Tuesday, February 9, 2016, in the University Center JL 193, on the Hocking College Main Campus, Nelsonville, Ohio.

Administrators attending: Dr. Betty Young, President; Dr. Myriah Davis, Vice President of Academic and Student Affairs; Ms. Gina Fetty, Vice President/Chief Financial Officer; Dr. Jacqueline Hagerott, Vice President/Chief Operating Officer/Associate Chief Financial Officer; Mr. Jeff Daubenmire, Chief-of-Staff; Ms. Nicolette Dioguardi, General Counsel; Ms. Patricia Lavy, Vice President of Advancement, Marketing, and Community Relations; Dr. Bonnie Allen-Smith, Dean of the School of Health and Safety; Ms. Kimberly Mullen, Dean of the School of Natural Resources; Ms. Sarah Parker-Clever, Dean, Arts, Business and Sciences; and Ms. Christine Woodgeard, Director of Enrollment Management.

Additional attendees: Staff, Bargaining Units Representatives, and media.

**CALL TO ORDER**

Chairman Johnson called the meeting to order at 6:00 P.M.

**ROLL CALL**

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Mike Brooks, Ben Mitchell, Keith Taulbee, Paula Tucker, and Chairman Tom Johnson.

Board members absent: Trustees Mike Budzik and Andrew Stone

Members present constitute quorum: Yes

**APPROVAL OF MINUTES**

Chairman Johnson asked if there were any changes to the minutes from the December 8, 2015 regular meeting. There being none, Trustee Brooks moved, seconded by Trustee Mitchell, that the minutes be approved as written. The motion was passed unanimously.

**EXECUTIVE SESSION**

Chairman Johnson requested a motion to adjourn into Executive Session: In pursuant to Ohio Revised Code 121.22 (G) (1) to consider the employment, demotion, or compensation of a public employee, and to consider the investigation of charges or complaints against a public employee.

Executive Session.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Ben Mitchell, Keith Taulbee, Paula Tucker and Chairman Tom Johnson.

Voting No: None.

The Board adjourned to Executive Session at 6:07 P.M. Additional Attendee included: Dr. Betty Young and Dr. Myriah Davis.

### **RETURN TO REGULAR SESSION**

Chairman Johnson announced the return to regular session at 6:54 PM.

Chairman Johnson reported that he received an email complaint involving a public employee from the OEA informing him that the OEA had taken a vote of no confidence against Dr. Betty Young and Dr. Myriah Davis. Chairman Johnson reported that they reviewed in detail the documentation. He stated that the Board takes the allegations seriously and will report back on the specific issues at the next Board meeting. Chairman Johnson stated that the Board has full confidence in Dr. Young and Dr. Davis.

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT**

Trustee Tucker asked that Dr. Davis give the Enrollment Report, and update on the Noel Levitz Project and the Low Enrollment Course Resolution.

Dr. Davis reported that as of the 15<sup>th</sup> day of the semester there was an 11% in new student enrollment. Currently, there are 3003 students which is down 9% from last spring. Dr. Davis also reported that there were graduates for the Winter Commencement up 62 from Winter 2014.

Dr. Davis introduced Christine Woodgeard to the Board. Christine is the Director of Enrollment Management. Christine gave an update on the partnership with Noel-Levitz (see attached.).

Low Enrollment Course Resolution Report – Dr. Davis reported that there is new legislation that requires they adopt a “Low Enrollment Course Resolution” report and present this to the Board each January. She stated that low enrollment course reports are analyzed to optimize academic efficiency.

Trustee Tucker read the following resolution:

### **RESOLUTION 2016-11 Spring 2015 and Autumn 2015 Low Enrollment Report**

**WHEREAS**, Section 3345.35. of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance. Based on the Chancellor's request, the first level of analysis focuses only on low course enrollment. Low enrollment academic programs will be the focus of analysis and future reports.

**WHEREAS**, The Hocking College Board of Trustees is required by Section 3345.35. of the Ohio Revised Code to approve the Spring 15 & Autumn 2015 Low Enrollment Report.

**NOW THEREFORE BE IT RESOLVED** that the Hocking College Board of Trustees has reviewed the Spring 15 & Autumn Low Enrollment Report submitted by the Office of Academic Affairs and finds it to be appropriate, as reflected in Exhibit A, attached to this resolution

**BE IT FURTHER RESOLVED**, that the Hocking College Board of Trustees, hereby approves and accepts the Spring 2015 & Autumn 2015 Low Enrollment Report as submitted at this time (Low Enrollment attached).

A motion was made by Trustee Tucker to approve the above resolution, was seconded by Trustee Mitchell and unanimously approved.

#### **BUDGET COMMITTEE REPORT**

Trustee Brooks reported on the following from the Budget Committee:

The College's FY 2015 audit have been completed and accepted by the Auditor of State's Office with no recommended changes.

He also presented the December, 2015 Financial Report (attached). A projected review decline from enrollment has been managed by a projected reduction in payroll expense. It was asked if a decline in enrollment will impact the revenue. Dr. Young stated that yes it will, but the College has managed the budget to remain balanced.

Trustee Taulbee made a motion to approve the December, 2015 Financial Report. Trustee Mitchell seconded and the motion was unanimously approved.

#### **FACILITIES COMMITTEE REPORT**

Ms. Hagerott presented the "Higher Education 2017-2018 Capital Request" to the Board and reviewed the highlights (see attached).

Ms. Hagerott also reported that they are accepting bids for the capital project for sidewalks and lighting project and would have recommendations for the Board of Trustees in April. She is requesting that the April 14 Board of Trustees meeting be changed to April 26 to avoid having an additional meeting. There was consensus from the board to move the April meeting date. Sheree will send out notices.

## **PERSONNEL COMMITTEE REPORT**

Ms. Hagerott reported that the College has hired Jeff White as the new Executive Director of Human Resources, Diversity and Campus Relations.

## **PRESIDENT'S REPORT**

Dr. Young reported on the following:

- Hocking College Catalogue – Dr. Young related a story to the Board about a 1994 Hocking College that a neighbor of hers had received in Houston, Texas in 1994. When the individual was going through his office recently he found the catalogue and he sent the catalogue back to Dr. Young with a note. It took over 20 years for the catalogue to make it back to Hocking College. This is a good example of the reach Hocking College has throughout the country.
- Diversity Initiatives – Jeff White will be working on diversity initiatives with Dr. Davis. Dr. Davis has her degree in cultural studies and has a personal interest in this initiative. The mission will be to promote diversity at Hocking College. Dr. Young commented that Hocking College has increased enrollment by 5% for students of color and have made a similar improvement in employees.
- PTK Award – Jeff Daubenmire has received the “Phi Theta Kappa Distinguished Award.” Students write in on the employee’s behalf. James Jordan, who is an accounting major, submitted Jeff’s name for the award. The College is proud of Jeff receiving this recognition.
- Program to Address Students with Autism – Dr. Young stated that Hocking College is hoping to model a program similar to Marshall University to provide relevant services to students on the Autism spectrum. Dr. Young commented that we have provided some training to faculty this year on how students with autism learn differently. Dr. Young commented that when we have a proposal it will be presented to the Board.
- Sean Terrell – Sean is our Director of Special Programs and will be focusing on “Leisure Learning” classes. There is a new page on the website devoted to leisure learning. He will also be launching the Appalachian Heritage School and other projects.
- 2/14/16 Hocking College Goal Sunday – Staff will be in attendance for anyone wanting to learn about federal financial aid.

- Full-Court Press – Hocking College will be at each of the area high schools. This will give faculty an opportunity, with students, to do a “show and tell” and speak about the opportunities at Hocking College.
- Digital Works – Dr. Young gave an update on the Digital Works program. The program allows students to work while they are attending school. All work is done online. The goal is to help students stay in school with part-time employment.
- College Scorecards – Dr. Young distributed “the Obama Administration’s College Scorecard: A Community College Perspective.” She commented that the data is somewhat questionable as an example earnings data include students who did not earn a degree or certificate from the College, but stated that this is a new program and the data should get better over time.
- Hocking Herald – Community members will now be able to subscribe to the “Hocking Herald.” The Herald is a weekly publication that is sent to all staff and students at Hocking College.
- Retention – Dr. Young stated that retention continues to be a concern. She stated that the general retention is 60%. She stated that the Athletes are doing well with retention as follows: Archery – 100%; Cheerleading – 100%; Football – 68%; Men’s Basketball – 89%; and Women’s Basketball – 93%.
- HLC – Dr. Young reported her request for HLC Liaison visit to Hocking College in December. The purpose included review of compliance and academic integrity in accordance with HLC standards. As a result of this initial visit the College will host a focused visit in April to further review compliance with HLC standards and to offer guidance as the College prepares for the re-affirmation report and Spring 2017 HLC site review.

## **GOVERNANCE POLICIES**

The College is reviewing, updating, and revising all policies to assure compliance and best practices at Hocking College. Dr. Young presented the following Governance Policies to the Board of Trustees: (Governance policies attached)

- Board Policy Governance
- Mission
- Trustee, Organization Meetings and Conduct
- Board Duties
- Conflict of Interest Policy
- Planning and Achievement
- Rulemaking Policy Governance
- Delegation of Authority
- Authority Delegation to the President/Chief Executive Officer
- Contractual Authority
- Signatory Authority of the President



- Honorary Degree
- Audits

### **RESOLUTION 2016-12 Board Governance Policies**

**WHEREAS**, the Board of Trustees using Policy Governance establishes policies for Hocking College operations and,

**WHEREAS**, best practice in Board Governance recommends a periodic review and update and,

**WHEREAS**, the College is preparing for the HLC reaffirmation campus visit,

**NOW THEREFORE BE IT RESOLVED**, that the Hocking College Board of Trustees has reviewed the Board Governance Policies attached to this resolution,

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of revised Board Governance Policies.

A motion was made by Trustee Brooks to approve the above resolution, was seconded by Trustee Taulbee and unanimously approved.

### **CHAIRMAN'S REPORT**

Chairman Johnson reported that he did not have anything specific to report, but wanted to reflect on workforce development. If this institution can lead individuals to jobs, it would be tremendous for our communities. He stated that with his time on the board he has had an intense interest in workforce development and he commends Dr. Young and her team for their work in this area.

### **EXECUTIVE SESSION**

Chairman Johnson requested a motion to adjourn into Executive Session:

In pursuant to Ohio Revised Code 121.22 (G) (1) to consider the employment, demotion, or compensation of a public employee, and to consider the investigation of charges or complaints against a public employee;

In pursuant to Ohio Revised Code 121.22 (G) (3) to discuss a pending or imminent court action; and

In pursuant to Ohio Revised Code 121.22 (G) (4) to prepare for and conduct a collective bargaining strategy.

Executive Session.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Ben Mitchell, Keith Taulbee, Paula Tucker and Chairman Tom Johnson.

Voting No: None.

The Board adjourned to Executive Session at 7:32 P.M. Additional Attendee included: Dr. Betty Young and Dr. Myriah Davis.

### **RETURN TO REGULAR SESSION**

Chairman Johnson announced the return to regular session at 8:15 P.M.

### **NEW BUSINESS**


- None

### **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Brooks and seconded by Trustee Tucker. The Board adjourned at 8:17 P.M.



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Tom Johnson, Chairman



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Sheree Cunningham, Board Secretary