

<b>MINUTES</b>	<b>REGULAR</b>	<b>MEETING</b>
<b>HELD</b>	<b>August 25</b>	<b>2009</b>

The regular meeting of the Hocking College Board of Trustees was held Tuesday, August 25, 2009, at the Inn at Hocking College. Prior to the Board meeting, Board members held a welcoming reception for incoming Board member Tonya Sherburne.

Board members present were: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Administrators attending were: Dr. Ron Erickson, President; Sue Chiki, Dean, School of Business; Larry Coon, Dean, School of Natural Resources; Dr. Roxanne DuVivier, Senior Vice President; Dr. J. William Hill, Senior Vice President; Neil Hinton, Dean, School of Industry; Jerry Hutton, Dean, Alternative Energy Institute; Laura Kreider, Director, Human Resources; Dr. Roy Palmer, Senior Vice President; Steve Roley, Manager, Hocking Hills Travel; Dr. Myriah Short, Director of Institutional Planning; Judy Sinnott, Public Information Director; Joe Wakeman, Assistant Dean, School of Natural Resources; Dr. Molly Weiland, Interim Vice President of Academic Affairs; and Cindy Baden, Board Secretary.

Also attending was Bonnie Allen-Smith, Student Academic Achievement Office; Linda Deeds, Staff Development Coordinator; Kim Forbes-Powell, Access Center Coordinator; Linda Howard, Tech-Prep Coordinator; Kinsey Kessler Jones, University Center Director; Jane Lyons, The Learning Connection Coordinator; Nancy Vandeman, Executive Assistant to the President; Cindy Wasson, HCEA staff support representative; and Mark Yancko, faculty member and HCEA representative.

#### **CALL TO ORDER**

Mr. Willard, chair, called the meeting to order.

#### **OATH OF OFFICE**

Mr. Willard administered the Oath of Office to Mr. Frank Newlon and Tonya Sherburne. Mr. Willard welcomed Mrs. Sherburne to the Board. Mrs. Sherburne was appointed to the Board by a caucus of school board presidents for the term August 24, 2009-August 24, 2012.

## **APPROVAL OF MINUTES**

Dr. Geiger moved, seconded by Dr. Cline, that the minutes of the June Board meeting be approved as submitted.

Voting Yes: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mrs. Tonya Sherburne.

Voting No: None.

## **FACILITIES COMMITTEE**

Mr. Murtha reported the Energy Institute in Logan will be available for occupation September 24. The goal of Platinum LEEDS status still being sought for the building. The committee feels the college will reach this goal.

## **BUDGET COMMITTEE REPORT**

Mr. Swart arrived.

Dr. Hill noted the committee is recommending a 3.5% increase in tuition and fees for fall quarter 2009. This is a \$41/per quarter increase for students. The surcharge for students carrying 13-14 hours was also eliminated. The increase has been implemented for students currently registering for fall quarter.

Dr. Hill indicated the college will not see an increase in subsidy, but will receive a guarantee of 99% of what was received last year. Preliminary information for 2011 does not look good for funds from the State. \$737,000 will be withheld from the State until next year. This has already begun to be withheld.

Dr. Hill distributed comparative data for technical college full time tuition and general service fees. Hocking College is the lowest of the technical colleges in full time tuition and general service fees.

A three year budget forecast was distributed by Dr. Hill. The fee increase has been factored in. It was noted it was going to be a tough year for the college.

Geiger noted the college should be proud of the programs and services it has and suggested that

Mr. Swart, seconded by Mr. Murtha affirmed the tuition increase.

Voting Yes: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, and Mr. Swart.

Voting No: None.

**RESOLUTION 2010-01**

**WHEREAS**, the college is able to raise tuition and fees for Fall Quarter 2009; and

Whereas, the budget committee has recommended and approved a 3.5% increase in tuition and fees to be effective Fall Quarter 2009;

**THEREFORE, BE IT RESOLVED**, by the Hocking College Board of Trustees, that the following tuition and fee schedule be implemented effective Fall 2009:

<b>CREDIT</b>	<b>TUITION</b>	<b>FEE</b>	<b>TOTAL</b>
1	\$ 70.00	\$ 32.00	\$ 102.00
2	\$ 140.00	\$ 64.00	\$ 204.00
3	\$ 210.00	\$ 96.00	\$ 306.00
4	\$ 280.00	\$ 128.00	\$ 408.00
5	\$ 350.00	\$ 160.00	\$ 510.00
6	\$ 420.00	\$ 192.00	\$ 612.00
7	\$ 490.00	\$ 224.00	\$ 714.00
8	\$ 560.00	\$ 256.00	\$ 816.00
9	\$ 630.00	\$ 288.00	\$ 918.00
10	\$ 700.00	\$ 320.00	\$ 1,020.00
11	\$ 770.00	\$ 352.00	\$ 1,122.00
12-18	\$ 840.00	\$ 383.00	\$ 1,223.00

**12-18 IS THE STANDARD FULL-TIME LOAD**

Out-of-State Surcharge/Non Subsidy Eligible	\$ 1,223.00
Per Credit Hour Surcharge will be Assessed non-Ohio resident part-time students	\$ 102.00

The college president and treasurer are hereby authorized to establish a "Program by Program" fee rate, and when appropriate establish course fees for the purpose of covering extra-ordinary expenses. Incarcerated fees will be established through mutual agreement with the Dept of Rehabilitation and Corrections.

**The College Board of Trustees reserves the right to alter the fee schedule when necessary without notice.**

Mr. Swart noted that the budget committee is asking for a positive affirmation of decreasing the mandatory meal plan from \$700 to \$350 effective fall quarter 2009. With the tuition increase, loss of dollars to students, elimination of OCOG (formerly OIG) which will drastically affect students, it was recommended the meal plan be decreased from \$700/quarter (2-3 meals a day) approved earlier this year to \$350/quarter (one meal a day - the same as last year). Card readers will be put on some vending machines for student use and a student store will be opened in the cafeteria area where students can use their meal card. Students are welcome to buy additional monies on the card. It is felt that the college will still be able to make a profit with the reduction in the meal plan.

Dr. Geiger moved, seconded by Mr. Cardaras that the meal plan previously approved by the Board be reduced from \$700 to \$350 effective fall quarter 2009.

Voting Yes: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, and Mr. Swart.

Voting No: None.

#### **RESOLUTION 2010-02**

**WHEREAS**, the college is concerned about the loss of dollars to students with the elimination of OCOG; and

Whereas, the budget committee has recommended the mandatory meal plan for residence hall students be reduced to be effective Fall Quarter 2009;

**THEREFORE, BE IT RESOLVED**, by the Hocking College Board of Trustees, that the mandatory meal plan for residence hall students be decreased fro \$700 to \$350 per quarter, effective Fall Quarter 2009.

#### **PRESIDENT'S REPORT**

Dr. Erickson noted that his first ten weeks has been overwhelming, both realizing in the talent in the organization and the work to be done. He noted he will be announcing new initiatives, new programs, and procedures next week.

Dr. Erickson noted his vision of Board and President's work together. He indicated the Board and President were partners. The success of one depends on the other. Dr. Erickson suggested three steps:

1. ACCT and AACC to provide professional development opportunities and asked Board to participate and attend conferences
2. New structure of subcommittee process and suggested Cabinet members and Board members meet in pre-meetings prior to the Board meetings each month.
3. In the spirit of transparency, Dr. Erickson asked the Board to join him in a forum during staff development week to give the Board's vision for the college. Staff would be asking questions of the Board. Dr. Erickson would act as facilitator. This would be held Thursday or Friday of week of September 21st. Board members were asked to contact Dr. Erickson's office regarding their attendance

Dr. Erickson distributed Sinclair Community College's records management/ records retention policy and asked the Board to view as a template; Dr. Erickson will be bringing a draft of Hocking College's record's retention policy to the September board meeting.

#### At Will Employee Resolution Revision

After discussion, the Board suggested the following changes:

Next to last paragraph: at the end of multi-year contract, these employees will become at will employees (*take out last sentence*)

Therefore be it resolved... delete with the exception of the President; add The President's contract will be an exception to the at will employment and will have a multi-year contract, .... staff as needed.

Cindy will bring back to the Board with the additional changes for their approval at the September meeting.

#### **INTERIM VICE PRESIDENT OF ACADEMIC AFFAIRS REPORT**

Dr. Weiland discussed staff development week and distributed a draft agenda. Board members were invited to attend any sessions they wished.

Pandemic flu information from pandemic.gov website was distributed to the Board. Dr. Weiland noted the college is "preparing for the flu".

## **EMPLOYMENT OF RELATIVES POLICY AND PROCEDURE**

Dr. Erickson noted that the college does not have an employment of relatives (nepotism) policy;

Dr. Geiger asked if #2 under procedure has been vetted across the campus. Kreider noted that currently there are not issues.

Dr. Geiger moved, seconded by Mrs. Light, that the recommended policy regarding employment of relatives be approved.

Voting Yes: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, and Mr. Swart.

Voting No: None.

### **RESOLUTION 2010-03**

**WHEREAS**, the college does not have a policy regarding employment of relatives (nepotism); and

Whereas, the college needs a policy regarding employment of relatives;

**THEREFORE, BE IT RESOLVED**, by the Hocking College Board of Trustees, that the following policy be approved effective immediately.

#### Policy

Real or perceived conflicts of interest may arise when related persons work together at the College. The following guidelines are established to avoid these conflicts and related risks that could arise when related persons work at the College.

1. Consistent with the terms of this policy, related persons may work at the College. In the hiring process, however, a related person will not receive any preferential treatment. All hiring decisions will be based on an applicant's qualifications for the position.

2. A faculty or staff member may not have a recommending or decision-making role on a personnel action regarding a related person. For purposes of this policy, a "personnel action" includes, but is not limited to, hiring, firing, appointment, promotion, tenure, evaluation, salary increase or decrease, and discipline.

3. A faculty or staff member may not supervise a related person. For purposes of this policy, "supervise" means a direct reporting relationship or a situation where the related person works in the same line of supervisory or managerial control as a faculty or staff member holding a supervisory, managerial, or executive role.

4. For purposes of this policy, "related person(s)" includes, but is not limited to, spouse, domestic partner, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and any other persons, whether or not related by blood or marriage, who live together in the same household or as a spousal or family unit.

#### Procedure

1. In circumstances in which a faculty or staff member has a recommending or decision-making role on a personnel action regarding a related person, the faculty or staff member who is normally in the decision-making or recommending role will relinquish that role. The immediate supervisor to the faculty or staff member who has relinquished the role will take on the decision-making or recommending role. Alternatively, the Human Resources Department may identify another non-related person who will take on the decision-making or recommending role.

2. Where situations inconsistent with this policy exist as of the date it is adopted, or are identified or developed in the future through promotion, transfer, or marriage, the College will take action to transfer or reassign one of the employees, consistent with any obligations it may have under any applicable collective bargaining agreement. Typically, the employee with the shortest length of service will be the person transferred or reassigned. The employee with the longest length of service, however, will have the option of volunteering for transfer or reassignment. Alternatively, the College may choose to utilize the procedure identified in the preceding paragraph to resolve the situations discussed in this paragraph.

3. It is each faculty or staff member's responsibility to report to the Human Resources Department if he or she supervises a related person or is in a recommending or decision-making role for a related person. Failure to report any such relationship will subject the faculty or staff member to discipline, up to and including termination.

4. Notwithstanding any other policy of the College to the contrary, this policy also applies whenever a committee is formed to make recommendations regarding any employment-related issue (e.g.,

Grievance Review Board or the policy on Faculty/Staff Relationships with, and Sexual Harassment of, Students).

## **MONTHLY BUDGET**

Dr. Hill noted the budget information sent to the Board was for June 30, 2009. The year end reporting cycle is being done in July and August. Budget commitments were 99.12% as of June 30, 2009. Spending was kept in check. Revenue reached expectations and the college ended the year with a positive increase in the fund balance of \$170,000.

Dr. Geiger asked Dr. Erickson if the auxiliaries were being monitored because of the budget report. Dr. Erickson noted that all auxiliaries were being evaluated and he hoped to have recommendations for the Board at the next meeting.

Mr. Newlon moved, seconded by Mr. Swart to accept the monthly budget report for June 2009.

Voting Yes: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, and Mr. Swart.

Voting No: None.

## **CHAIR REPORT**

### Recognition of Mr. Tom Hill

Mr. Willard asked Dr. Erickson to look into what has been done in the past for Board members who have served.

### Election of Officers

Mr. Willard reminded the Board of the election of officers of the Board to be held at the September meeting.

## **ADMINISTRATIVE REPORTS**

Dr. Erickson is recommending that instead of administrative reports, each of the standing committees report at the Board meeting. The administrators in charge of subcommittee areas would meet with the subcommittee prior to the board meetings, briefing the Board committee members who would then report



out at the Board meeting. Dr Geiger noted that efficiency would be developed and would increase communication. Dr. Geiger recommended that on a weekly or bi-weekly basis, the Board secretary and/or President brief the Board on standing issues via email. Mr. Willard suggested a subcommittee meeting possibly a week prior to the Board meeting. The Board will take this under advisement.

## **SENIOR VP OF STUDENT AFFAIRS REPORT**

### **Enrollment**

Dr. DuVivier noted that numbers are looking good for fall quarter. The college has a 15% increase in enrollment over the same day last year. Information was distributed to the Board indicating comparisons on the same date and comparison to the 15<sup>th</sup> day of fall quarter.

### **Residence Halls**

DuVivier noted that the new residence halls are full for fall quarter. It is felt that Hocking Heights will be full also.

## **EXECUTIVE SESSION**

M. Murtha moved, seconded by Dr. Geiger, that the Board go into executive session for the purpose of discussing personnel contracts and contract negotiations. Cindy Baden, Bill Hill, Laura Kreider, and Dr. Erickson were asked to remain.

Roll call vote.

Voting Yes: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Swart, and Mr. Willard.

Voting No: None.

The Board adjourned into Executive session at 6:25 p.m.

Mr. Swart left at 6:55 p.m.

## **REGULAR SESSION**

Dr. Geiger, seconded by Mr. Murtha moved that the Board return to regular session.

Roll call vote.

Voting Yes: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, and Mr. Willard.

Voting No: None.

The Board returned to regular session at 7:02 p.m.

## **ADJOURNMENT**

There being no further business, Mr. Willard adjourned the meeting.

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Cynthia Baden  
Board Secretary

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Larry Willard  
Board Chair