



## HOCKING COLLEGE BOARD OF TRUSTEES MEETING

Tuesday, December 14, 2010  
5:00 P.M.  
Inn at Hocking College

### AGENDA

- |  |                                  |
|--|----------------------------------|
| ○ Call to Order  | Trustee Murtha                   |
| ○ Roll Call  | Trustee Sherburne                |
| ○ Approval of Minutes: November 2, 2010 Meeting  | Trustee Murtha                   |
| ○ Enrollment Report  | Mr. Bobo                         |
| ○ Academic Program Committee Report  | Trustee Light/Dr. Weiland        |
| ○ Budget Committee Report  | Trustee Willard/Ms. Fetty        |
| ○ Facilities Committee Report  | Trustee Starner/Dr. Short        |
| ○ Personnel Committee Report/Action  | Trustee Cardaras/<br>Mr. Sanders |
| • Amend Bylaws: Article V, Section 1, Standing Committee<br>Name Change: Academic and Student Affairs Program<br>Committee |                                  |
| ○ President's Report   | Dr. Erickson                     |
| • January 7, 2010 Board Orientation Agenda   |                                  |
| ○ Chairman's Report  | Trustee Murtha                   |
| ○ Executive Session  | Trustee Murtha                   |
| ○ Old Business   | Trustee Murtha                   |
| ○ New Business   | Trustee Murtha                   |
| • Date of Next Meeting: January 25, 2011   |                                  |
| ○ Adjournment  | Trustee Murtha                   |

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**December 14, 2010**

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The regular meeting of the Hocking College Board of Trustees was held Tuesday, December 14, 2010, at the Inn at Hocking College, Nelsonville, OH.

Administrators attending: Dr. Ron Erickson, President; Dr. Molly Weiland, Provost; Gina Fetty, Vice President of Financial Services; Dr. Myriah Short, Interim Vice President of Administrative Services; Sue Chiki, Associate Provost; Neil Hinton, Dean, School of Engineering and Technology; Judy Sinnott, Director, College and Community Relations; John Sanders, Director of Human Resources, and Derek Bobo, Chief Informational Officer.

Additional attendees: Members of faculty and staff; and Ms. Rebecca Albers, Chief, Education Section, Office of the Ohio Attorney General.

**CALL TO ORDER**

Trustee Murtha, Chairman, called the meeting to order at 5:00 P.M.

**ROLL CALL**

Nancy Vandeman, Board Recording Secretary, called the roll:

Board members present: Trustee Cardaras, Trustee Geiger, Trustee Light, Chairman Murtha, Trustee Newlon, Trustee Starner, and Trustee Willard.

Board members absent: Trustee Sherburne.

Members present constitute quorum: Yes.

**APPROVAL OF MINUTES**

Trustee Starner moved, seconded by Trustee Light, to approve the minutes of the November 2, 2010 Board of Trustees meeting.

Voting Yes: Trustees Cardaras, Light, Newlon, Starner, Willard, and Murtha.

Voting No: None.

Abstained: Trustee Geiger.

## **ENROLLMENT REPORT**

Mr. Bobo, CIO, reported that as of December 14, 2010 the headcount for Winter Quarter 2011 is 4,275; up approximately 10% over the Same Day Headcount for Winter Quarter 2010, (Addendum 1).

## **ACADEMIC PROGRAM COMMITTEE REPORT**

Committee Chair, Trustee Light, deferred to Dr. Weiland the presentation of the proposed Value Statements as part of the Hocking College Mission Statement, which was approved by the Board at the September 28, 2010 meeting, (Addendum 2).

Trustee Cardaras moved, seconded by Trustee Newlon, to approve the Values Statements as part of the Hocking College Mission Statement. Discussion followed, and Dr. Weiland explained the importance of the values statement in directing the college's actions, identifying who we are, and making decisions predicated on these values.

Voting Yes: Trustees Cardaras, Geiger, Light, Newlon, Starner, Willard, and Murtha.

Voting No: None.

## **BUDGET COMMITTEE REPORT**

Committee Chair, Trustee Willard, introduced the distribution of the financial statements, *Review of October 31, 2010 Unaudited Financial Statements*, (Addendum 3), and acknowledged the outstanding work performed by Ms. Fetty in developing the explanation of the key components. Ms. Fetty briefly reviewed the data and stated that the next report will include the parking services revenues and expenditures, which begin winter quarter 2011.

Trustee Willard reported that the committee had asked for and received an employee roster that identifies the full-time equivalency associated with the positions, and salaries by departments. The information will facilitate the hiring process. The Budget committee also reports that it is closely monitoring the new capital budget, continuing to examine operational efficiencies, and anticipates receiving updated fiscal policies being compiled by the college's policy committee. In preparation for the January board meeting, Trustee Willard advised that the committee has asked Ms. Fetty to provide a list of the college's depository accounts for review.

## **FACILITIES COMMITTEE REPORT/ACTION**

Committee Chair, Trustee Starner, provided a brief overview of Hocking College's 15-year energy conservation plan in response to Ohio House Bill 251. Based on the energy conservation measures contained in that report, Trustee Starner moved, seconded by Trustee Geiger, that the Board approves the entering into a contract with Aleron to oversee the engineering work.

Voting Yes: Trustees Cardaras, Geiger, Light, Newlon, Starner, Willard, and Murtha.

Voting No: None.

Dr. Short presented the detailed information contained in the *Leased Property/November 2010* and *Property Inventory/June 30, 2010* handouts (Addendum 4 and 5), and she spoke to an energy cost savings of \$380,000.00 as a result of switching electrical providers. Dr. Short then presented the *Classroom Usage Reports/Fall 2010* handouts, (Addendum 6 and 7), and explained that the research would assist in capital funding decisions. The data contained in the reports are divided into day and evening division timeframes and indicate how many hours each classroom is utilized for instructional purposes. The *Summary of Findings*, (Addendum 8), provides a basic chart for data comparison. Dr. Short and her staff will continue to update and refine the usage data on a quarterly basis.

## **PERSONNEL COMMITTEE REPORT/ACTION**

### **Amendment to the Bylaws: Article V, Section 1, Standing Committee Name Change**

Previously distributed to members of the board, Committee Chair, Trustee Cardaras, summarized the request to change the name of the *Academic Program Committee* to reflect the broader scope of responsibilities.

Trustee Cardaras moved, seconded by Trustee Geiger, to amend the bylaws as read. On a roll call vote:

Voting Yes: Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Newlon, Trustee Starner, Trustee Willard, and Chairman Murtha.

Voting No: None

## RESOLUTION 2011-03

**Whereas**, the College desires to operate within the realm of established policies, and

**Whereas**, the College finds it necessary to make changes that allow flexibility within its operations, and

**Whereas**, departments have been realigned and responsibilities redefined,

**THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees** that the name of the Standing Committee, known as the *Academic Program Committee*, is hereby approved to be known as the *Academic and Student Affairs Committee*.

### PRESIDENT'S REPORT

President Erickson presented information about the Hocking College Foundation fundraiser and thanked Laura Alloway, Director of Marketing, for the design of the new Foundation letterhead and the leadership she provided in launching the campaign. On behalf of the Foundation Board of Directors, President Erickson invited the Board of Trustees to support the Foundation fundraiser with a monetary donation at their discretion. (A letter of invitation and pledge card has been distributed to each board member.) President Erickson was also pleased to advise that the number of Foundation directors has doubled in membership, and that the directors recently honored a former foundation member, Frank Downhour, for his years of service with the title of *Director Emeritus*.

President Erickson announced that the college is planning to host an *Orientation* program for the trustees on January 7, 2011. The following is a tentative agenda:

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|----------|--|
| 8:30 AM  | Continental breakfast; brief meeting with the President; and PowerPoint presentation on the history of the college |
| 9:15 AM  | Meet with Dr. Weiland: Quarter to Semester and Accreditation presentations   |
| 10:30 AM | Meet with Dr. Short: Organization structure presentation   |
| 12:00 PM | Lunch  |
| 1:30 PM  | Ms. Fetty: Budget review presentation  |
| 2:45 PM  | Tour of the campus   |
| 4:00 PM  | Debriefing with the President  |

President Erickson concluded his report with highlights of a recent discussion with State Representative Deb Phillips: the college may see further reductions in state funding of 10 – 20%, and she suggested that the college create “what if” scenarios to prepare for potential reductions. The state may allow higher education institutions to lift tuition caps.

### **CHAIRMAN’S REPORT**

No report presented this month.

### **EXECUTIVE SESSION:**

Trustee Starner moved, seconded by Trustee Newlon, that the Board of Trustees enter into Executive Session: to review negotiations with public employees concerning their compensation and other items, and conditions of their employment; to discuss an issue required to be kept confidential by state statutes; and to consider the compensation, discipline, and the investigation of complaints against a public employee. On a roll call vote:

Voting Yes: Trustee Starner, Trustee Newlon, Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Willard, and Chairman Murtha

Voting No: None

Other than the Board of Trustees, the following were requested to attend a portion of the Executive Session: President Erickson, Dr. Short, Ms. Fetty, Mr. Sanders, Dr. Weiland, and Attorney Albers.

The Board adjourned into Executive Session at 5:30 P.M.

### **REGULAR SESSION**

Trustee Starner moved, seconded by Trustee Light, to return to Regular Session. On a roll call vote:

Voting Yes: Trustee Starner, Trustee Light, Trustee Cardaras, Trustee Geiger, Trustee Newlon, Trustee Willard, and Chairman Murtha.

Voting No: None.

The Executive Session concluded at 7:30 P.M.

### **OLD BUSINESS**

None.

## NEW BUSINESS

Trustee Cardaras moved, seconded by Trustee Willard, to ratify the collective bargaining contract with the *Ohio Patrolmen's Benevolent Association*, (OPBA). On a roll call vote:

Voting Yes: Trustee Cardaras, Trustee Willard, Trustee Geiger, Trustee Light, Trustee Newlon, Trustee Starner, and Chairman Murtha.

Voting No: None.

Chairman Murtha announced the next Board of Trustees meeting is scheduled for January 25, 2011.

## ADJOURNMENT

There being no further business, Trustee Starner moved that the meeting be adjourned at 7:35 P.M.

  
Trustee Murtha, Chairperson

  
Nancy Vandeman, Recording Secretary