

HOCKING COLLEGE BOARD OF TRUSTEES MEETING

Tuesday, December 15, 2009
5:00 P.M.
Inn at Hocking College

AGENDA

- Call to Order Trustee Geiger
- Administering the Oath of Office Trustee Geiger
- Roll Call Trustee Swart
- Approval of Minutes Trustee Geiger
- Enrollment Report Dr. Short
- Academic Committee Report Trustee Light/
Dr. Weiland
 - Information
 - 1. Academic calendars for 2010-11 and 2011-12
- Budget Committee Report Trustee Willard/
Dr. Hill
 - Information
 - 1. Monthly Finance Report
- Facilities Committee Report Trustee Murtha/
Dr. Palmer
 - Information
 - 1. Aleron 15 Year Energy Conservation Plan
- Personnel Committee Trustee Swart/
Ms. Kreider
 - Information
 - 1. Records Retention Policy
 - Action
 - 1. Approval of the New 403(b) Resolution
 - 2. Adoption of the 403(b) Plan Document
- President's Report Dr. Erickson
 - Consideration of Student Trustee
- Meetings and Dates Trustee Swart
 - Date of Next BOT Meetings: January 26, 2010
February 23, 2010
March 23, 2010
- Old Business
- New Business
- Executive Session Trustee Geiger
- Adjournment Trustee Geiger

MINUTES**REGULAR****MEETING****HELD****December 15****2009**

The regular meeting of the Hocking College Board of Trustees was held Tuesday, December 15, 2009, at the Inn at Hocking College.

Administrators attending: Dr. Ron Erickson, President; Sue Chiki, Dean, School of Business; Larry Coon, Dean, School of Natural Resources; Dr. J. William Hill, Senior Vice President; Neil Hinton, Dean, School of Industry; Dr. Jerry Hutton, Dean, Alternative Energy Institute; Laura Kreider, Director, Human Resources; Dr. Roy Palmer, Senior Vice President; Dr. Myriah Short, Senior Director of Institutional Planning; Judy Sinnott, Director of Campus and Community Relations; Chuck Taylor, Dean of Perry Campus; Joe Wakeman, Director of Sustainability, Dr. Molly Weiland, Interim Vice President of Academic Affairs.

Additional attendees: Members of faculty and staff, and invited guest, Ms. Cheryl Hacker, Ohio Attorney General's Office, Education Section, and her assistant, and members of the Hocking College Student Advocacy Association, Ms. Alicia Dicken and Mr. Tim Davis.

CALL TO ORDER

Dr. Alan Geiger, Chair, called the meeting to order at 5:00 PM.

OATH OF OFFICE

Trustee Geiger administered the Oath of Office and welcomed Mr. Gary Starner to the Board. Mr. Starner was appointed by Governor Strickland for the term August 27, 2009 until August 26, 2012.

ROLL CALL

Mr. Steve Swart, Board Secretary, called the roll:

Board members present: Mr. Van Cardaras, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mrs. Tonya Sherburne, Mr. Gary Starner, Mr. Steve Swart, and Mr. Larry Willard

Board members absent: Mr. Frank Newlon

Members present constitute quorum: Yes

APPROVAL OF MINUTES

Trustee Swart moved, seconded by Trustee Light, that the Minutes of the November 10, 2009 Board of Trustee meeting be approved as submitted.

Voting Yes: Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Murtha, Trustee Sherburne, Trustee Starner, Trustee Swart, and Trustee Willard.

Voting No: None.

ENROLLMENT REPORT

Dr. Myriah Short reported that the college is processing student registration for winter quarter 2010. As of December 14, 2010, student enrollment is 4,061 with *Same Day Comparison* showing a 17.4% increase. A handout titled, *Winter 2010 Enrollment Report*, with detailed enrollment data was distributed to Board members.

Trustee Geiger congratulated the college for the continuing increase in student enrollment.

ACADEMIC AFFAIRS COMMITTEE REPORT

Co-Chair Trustee Light deferred to Dr. Molly Weiland for the committee report. Dr. Weiland, Interim Vice President of Academic Affairs, reported that the Higher Learning Commission (HLC) Criterion 4 Committee will hold a retreat on December 21, 2009 to discuss and review questions. Dr. Weiland also reported that the North Central Association accreditation site visit is scheduled for November 7-9, 2011, and Hocking College will send five staff members to the HLC Annual Meeting, to be held in Chicago in April 2010.

Dr. Weiland asked to table the presentation of the 2010-11 and 2011-12 Academic Calendars until next month's Board meeting pending further discussion with faculty.

Trustee Geiger congratulated Dr. Weiland on being selected the new Vice President of Academic and Student Affairs, effective January 4, 2010.

BUDGET COMMITTEE REPORT

Co-Chair Trustee Willard deferred to Dr. Bill Hill for the budget report.

Dr. Hill provided Board members with copies of the *Monthly Financial Statements For The Period Ending 10/31/09 and the Three Year Budget Forecast* (refer to handouts previously distributed) and summarized the following items.

- Dr. Hill stated that the November and December 2009 budgets will be presented at the January 2010 board meeting.
- Revenue projections remain strong based upon an increase in student enrollment.
- Revenue from residence halls, dining services, and the college bookstore has increased.
- Inn at Hocking College revenue showed a slight improvement while Lake Snowden showed continued weakness due to the decline in the travel industry.
- Dr. Hill commented that income from investments is the lowest he recalls in his tenure at the college due to low interest rates.

Trustee Geiger thanked Dr. Hill for the budget report and commented that he attended the December 1, 2009 Audit Exit conference.

FACILITIES COMMITTEE REPORT

Co-chair Trustee Murtha stated that the committee met November 24, 2009 and discussed the Capital Project Process (refer to handout previously distributed). Trustee Geiger commented that the board should be prepared to adopt the project process at the next meeting.

Dr. Roy Palmer briefly spoke to the *Fifteen-Year Energy Conservation Plan* prepared by Aleron, Inc. (refer to handout previously distributed). Trustee Murtha requested that the Board members review the plan and be prepared to take action in early 2010. Discussion followed.

Trustee Murtha questioned how the Nelsonville Bypass intersecting at State Routes 691 and 33 will impact the entrance to the college and suggested further research and a report prepared for Board review.

Trustee Murtha announced an upcoming meeting at the Logan campus to accept an initial design proposal for residential housing prepared by a private developer.

PERSONNEL COMMITTEE REPORT

Co-chair Trustee Swart reported that the committee continues the discussion and development of the records retention policy.

Trustee Swart presented the resolution to rescind the **2008 Board of Trustee Resolution 2009-04** and to adopt the new Hocking Technical College 403(b) Plan document. Discussion followed. Trustee Swart moved, seconded by Trustee Cardaras, that the resolution for the plan be approved as presented.

Voting Yes: Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Murtha, Trustee Sherburne, Trustee Starner, Trustee Swart, and Trustee Willard.

Voting No: None.

RESOLUTION 2010-05

A RESOLUTION TO RESCIND THE 2008 BOARD OF TRUSTEE RESOLUTIONS TO ADOPT THE HOCKING TECHNICAL COLLEGE 403(b) PLAN AND TO AUTHORIZE THE FISCAL OFFICER/TREASURER TO ADOPT THE PLAN IN 2009 AND TO EFFECTUATE FULL COMPLIANCE THEREOF

December 15, 2009

Synopsis:

Hocking Technical College (the "College") currently offers employees an opportunity to voluntarily contribute to a tax deferred 403(b) plan.

The Internal Revenue Service ("IRS") issued final regulations under the Internal Revenue Code Section 403(b) on July 26, 2007 (the "Final Regulations"). Under the Final Regulations, the College was required to adopt a 403(b) plan document (the "403(b) Plan") by December 31, 2008.

Accordingly, on October 28, 2008 by Resolution No. 2009-04, (the "2008 Resolution"), the Board of Trustees of Hocking Technical College delegated the authority to the College's Fiscal Officer/Treasurer to adopt a 403(b) Plan document.

Whereas, the 2008 Resolution indicated that the written 403(b) Plan document must be adopted on or before January 1, 2009 in order to comply with the Final Regulations.

The IRS did not complete its 403(b) plan guidance on the Final Regulations by year end 2008 and extended the deadline for adoption of a final 403(b) Plan document until December 31, 2009.

Therefore, the College did not comply with the terms of the 2008 Resolution, which required adoption of a 403(b) Plan document on or before January 1, 2009.

The 2008 Resolution is rescinded and this Resolution re-authorizes the Fiscal Officer/Treasurer to adopt the 403(b) Plan document in compliance with the Final Regulations, and to sign the 403(b) Plan document on behalf of the Board on or before December 31, 2009.

Adoption of 403(b) Plan Document Board Resolution:

Now, therefore, it is resolved by the Board of Trustees of Hocking Technical College that:

- (A) The 2008 Resolution to adopt a 403(b) Plan document is rescinded in its entirety.
- (B) The College's Fiscal Officer/Treasurer is authorized and empowered by the Board to adopt the 403(b) Plan document and is further empowered to make such administrative changes to the 403(b) Plan document as are required to effect compliance with the Final Regulations.
- (C) The College's Fiscal Officer/Treasurer has the authority to sign the final 403(b) Plan document on behalf of this Board at any time on or before December 31, 2009, such 403(b) Plan document to be retroactively effective to January 1, 2009, with the corresponding full weight and effect.
- (D) All formal actions of this Board of Trustees relating to the enactment of this Resolution were taken and adopted in open meetings, and all deliberations of this Board or any of its committees, which resulted in such formal actions, were in full compliance with the law.

PRESIDENT'S REPORT

Dr. Erickson welcomed Student Advocacy Association ("SAA") members, Mr. Tim Davis and Ms. Alicia Dicken, to address the Board. The SAA representatives previously provided the Board members with copies of their packet, *Hocking College SAA and Phi Theta Kappa ("PTK") Honor Society's Proposal Request*, with supporting documentation from other four-year institutions, for "the addition of the position of student liaison to the Board of Trustees, as a non-voting member." Discussion followed.

Trustee Geiger thanked the students for their desire to serve on behalf of Hocking College students; however, he declined to accept the proposal for formal student participation on the Board at the two-year institutional level. Trustee Geiger did offer to meet with the SAA and PTK organizations to discuss potential leadership opportunities and to report back to the Board. Adding a concluding comment to the discussion, Trustee Willard emphasized the importance of a "student voice" at the board level.

MEETINGS AND DATES

Trustee Geiger announced the date of January 26, 2010 for the next board meeting. He also proposed continuing to schedule the meetings on the fourth Tuesday of each month with starting times alternating to accommodate trustees' prior commitments.

OLD BUSINESS

None.

NEW BUSINESS

None.

EXECUTIVE SESSION

Trustee Willard moved, seconded by Trustee Swart, that the Board of Trustees adjourn into Executive Session to discuss each of the following matters:

- to consider the discipline of, performance of, and the investigation of complaints against a public employee or employees
- to discuss pending or imminent litigation
- to review the status of collective bargaining matters

Trustee Geiger asked Dr. Ron Erickson, Dr. J. William Hill, Ms. Laura Kreider, and Attorney Cheryl Hacker and her assistant, to adjourn with the Board into Executive Session.

Roll call vote:

Voting Yes: Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Murtha, Trustee Sherburne, Trustee Starner, Trustee Swart, and Trustee Willard

Voting No: None.

The Board adjourned into Executive Session at 5:55 PM.

(The following discussion reported by Trustee Swart):

1. To consider the discipline of, performance of, and the investigation of complaints against a public employee or employees: The Board of Trustees was updated by College President Dr. Ron Erickson, of his progress pertaining to his

administrative reorganization plan, the consolidation of senior management positions, and the expiration dates of senior level employment contracts.

2. To discuss pending or imminent litigation: The Board of Trustees was updated by its Chairman, Trustee Geiger, that the public records case relating to the presidential search conducted in 2009 will be heard in June 2010.

3. To review the status of collective bargaining matters: The Board of Trustees was updated on the agreement that was reached between the college and its professional collective bargaining unit for the contract that will be retroactive to July 2009 and that will continue through June 2010. Laura Kreider, HR Director, and Bill Hill, VP of Finance, provided this update.

Upon conclusion of these briefings the Executive Session ended.

REGULAR SESSION

Trustee Murtha moved, seconded by Trustee Swart, that the Board return to Regular Session at 6:50 PM.

Trustee Swart, Board Secretary, announced the Roll call vote:

Voting Yes: Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Murtha, Trustee Sherburne, Trustee Starner, Trustee Swart, and Trustee Willard.

Voting No: None.

APPROVAL OF HOCKING COLLEGE EDUCATION ASSOCIATION PROFESSIONAL BARGAINING UNIT AGREEMENT

Trustee Swart moved, seconded by Trustee Willard, that the Hocking College Education Association Professional Bargaining Unit agreement be approved as submitted.

Voting Yes: Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Murtha, Trustee Sherburne, Trustee Starner, Trustee Swart, and Trustee Willard.

Voting No: None.

RESOLUTION 2010-06


WHEREAS, Hocking College and the Hocking College Education Association Professional Bargaining Unit have negotiated an agreement, and

WHEREAS, the Hocking College Education Association Professional Bargaining Unit has ratified such agreement,

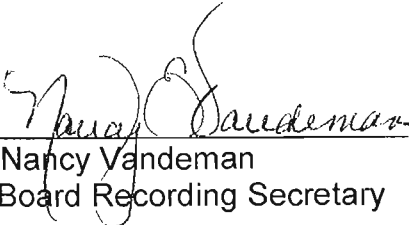
THEREFORE, BE IT RESOLVED, by the Hocking College Board of Trustees, that the proposed agreement between Hocking College and the Hocking College Education Association Professional Bargaining Unit be approved retroactive to July 1, 2009 and will remain in full force and effect through June 30, 2010.

ADJOURNMENT

There being no further business, Trustee Geiger adjourned the meeting at 7:05 PM.



Trustee Geiger
Chairperson



Nancy Vandeman
Board Recording Secretary