



HOCKING COLLEGE BOARD OF TRUSTEES MEETING

Tuesday, February 22, 2011
5:00 P.M.
Inn at Hocking College

AGENDA

- Call to Order Chairman Murtha
- Roll Call Trustee Sherburne
- Approval of Minutes: Chairman Murtha
 - January 25, 2011 Regular Meeting
- Enrollment Report Mr. Bobo
- Academic and Student Affairs Committee Report Trustee Light/Dr. Weiland
- Budget Committee Report/Action Trustee Willard/Ms. Fetty
- Facilities Committee Report Trustee Starner/Dr. Short
- Personnel Committee Report Trustee Cardaras/
Mr. Sanders

- President's Report Dr. Erickson
- Chairman's Report Chairman Murtha
- Executive Session Chairman Murtha
- Old Business Chairman Murtha
- New Business Chairman Murtha
 - Date of Next Meeting: March 22, 2011
- Adjournment Chairman Murtha

February 22, 2011

The Regular meeting of the Hocking College Board of Trustees was held Tuesday, February 22, 2011, at the Inn at Hocking College, Nelsonville, OH.

Administrators attending: 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, Business, and Computer Information Technology; School of Engineering, Business & Computer Information Technology; Dr. Jerry Hutton, Dean, Hocking College Energy Institute; Larry Coon, Dean, School of Natural Resources; Chuck Taylor, Dean, Perry Campus; Laura Alloway, Director, Marketing and Public Relations; Al Matthews, HC Chief of Police; and John Sanders, Director of Human Resources.

Additional attendees: Members of faculty and staff; and media.

CALL TO ORDER

In the absence of Chairman Murtha, Vice-Chairman Cardaras called the meeting to order at 5:00 P.M.

ROLL CALL

Trustee Sherburne, Secretary, called the roll:

Board members present: Trustee Cardaras, Trustee Geiger, Trustee Light, Trustee Sherburne, and Trustee Starner.

Board members absent: Chairman Murtha, and Trustee Willard. (Trustee Newlon arrived at 5:05 P.M.)

Members present constitute quorum: Yes.

APPROVAL OF MINUTES

Trustee Geiger moved, seconded by Trustee Light, to approve the minutes of the January 25, 2011 Regular meeting of the Board of Trustees.

Voting Yes: Trustees Cardaras, Geiger, Light, and Starner.

Voting No: None.

Abstain: Trustees Newlon and Sherburne.

ENROLLMENT REPORT

In the absence of Mr. Bobo, CIO, Dr. Weiland reported that the registration for Spring Quarter 2011 started yesterday, and enrollment information is too early to assess.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Committee Chair, Trustee Light, deferred to Dr. Weiland for presentation of this month's report. Dr. Weiland reported on the following topics:

- 1) Each Unit is reviewing their curriculum and materials relevant to the mission and goals identified in the Strategic Plan. Completion of the review process is expected in early March.
- 2) The Program review will be completed during the month of March.
- 3) Quarters to Semester (Q2S) conversion teams have developed the curriculum for ten programs and a "live simulation" is scheduled for March 21, 2011.
- 4) Dr. Weiland explained the series of staff meetings being conducted campus-wide to address potential cuts in the state budget. The meetings are voluntary, and administrators are encouraging staff to attend and contribute cost-cutting suggestions and ideas. The IT Department has developed a temporary repository site on the web for employees to submit their ideas.

BUDGET COMMITTEE REPORT

In the absence of Committee Chair Trustee Willard, Trustee Geiger invited Ms. Fetty to present this month's budget reports. Ms. Fetty briefly reviewed the financial statements as of January 31, 2011 (Addendums 1-4), and the *Review of January 31, 2011 Unaudited Internal Financial Statements*, (Addendum 5).

Ms. Alloway, Director of Marketing and Public Relations, commented that a hard copy of the press release dated February 22, 2011, addressing the college's preparation for state budget cuts, has been distributed to each trustee at tonight's meeting (Addendum 6).

In accordance with the Board of Trustees Bylaws, Trustee Geiger presented the *Listing of Cash and Investment Accounts as of January 31, 2011*.

Trustee Geiger moved, seconded by Trustee Sherburne, that the Board approve the list of depository accounts:

RESOLUTION 2011-06

WHEREAS, revised bylaws of the Hocking Technical College Board of Trustees were adopted December 16, 2008, and

WHEREAS, Section 3 titled, *Powers and Duties*, subsection (j) states that "The Board shall designate as official depository or depositories of the College, from a list of acceptable institutions provided by the chief financial officer of the College, one or more banks, savings and loans associations and/or trust companies," and

WHEREAS, the Board desires to review and affirm the current listing of depository relationships,

THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees that the following current listing of depository accounts of the Hocking Technical College be affirmed.

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

Voting No: None.

(Refer to Addendum 7 for *Listing of Cash and Investment Accounts as of January 31, 2011.*)

Based on an unanticipated reduction in student revenue from student tuition, fees, and other related sources of income, Ms. Fetty presented the *Hocking College Unrestricted Educational and General Budget FY 2011*.

Trustee Geiger moved, seconded by Trustee Newlon, that the Board adopt the proposed revised budget for Fiscal Year 2011:

RESOLUTION 2011-07

WHEREAS, a mid-year review of the *Unrestricted Educational and General Budget (E&G)* of the Hocking Technical College indicates some revenue adjustments are warranted, and

WHEREAS, in order to maintain a balanced budget the College has identified expense adjustments to offset the net revenue decrease,

THEREFORE BE IT RESOLVED by the **Hocking College Board of Trustees** that the following revised FY 2011 *Unrestricted Education and General Budget (E&G)* of Hocking Technical College be adopted.

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

Voting No: None.

**Hocking College
Unrestricted Educational and General Budget
FY 2011**

<i>Proposed Revision</i>		FY 2011 Budget	Proposed Changes	Revised FY 2011 Budget
Educational and General Revenues				
1	Tuition, Fees and Other Student Charges	\$ 30,602,000	\$ (900,000)	\$ 29,702,000
2	State Appropriations	\$ 14,758,094	\$ 176,040	\$ 14,934,134
3	Gifts, Grants and Contracts	\$ 50,000	\$ -	\$ 50,000
4	Sales and Services	\$ 469,000	\$ -	\$ 469,000
5	Other Sources	\$ 236,000	\$ 23,960	\$ 259,960
6	Total educational and general revenues	\$ 46,115,094	\$ (700,000)	\$ 45,415,094
Educational and General Expenditures				
7	Faculty and Staff Payroll	\$ 26,145,000	\$ (100,000)	\$ 26,045,000
8	Student Payroll	\$ 700,500	\$ -	\$ 700,500
9	Employee Benefits	\$ 9,570,000	\$ (250,000)	\$ 9,320,000
10	Independent Contractors	\$ 54,800	\$ -	\$ 54,800
11	Legal and Accounting Services	\$ 250,000	\$ -	\$ 250,000
12	Supplies	\$ 881,200	\$ -	\$ 881,200
13	Course and Lab Fees	\$ 2,250,000	\$ -	\$ 2,250,000
14	Dues and Memberships	\$ 53,600	\$ -	\$ 53,600
15	Postage and Freight	\$ 190,000	\$ -	\$ 190,000
16	Service/Maintenance Contracts	\$ 621,800	\$ -	\$ 621,800
17	Rentals	\$ 111,000	\$ -	\$ 111,000
18	Travel	\$ 363,400	\$ -	\$ 363,400
19	Utilities	\$ 1,229,600	\$ -	\$ 1,229,600
20	Transfer to Plant Funds	\$ 1,133,100	\$ (250,000)	\$ 883,100
21	Repairs and Maintenance	\$ 316,700	\$ -	\$ 316,700
22	Marketing and Promotion	\$ 193,600	\$ -	\$ 193,600
23	Rotary Expenditures	\$ 175,500	\$ -	\$ 175,500
24	Support to Auxiliary Operations	\$ -	\$ -	\$ -
25	Student Aid	\$ 1,008,000	\$ (100,000)	\$ 908,000
26	Insurance	\$ 383,300	\$ -	\$ 383,300
27	Equipment	\$ 146,700	\$ -	\$ 146,700
28	Miscellaneous Expense	\$ 337,294	\$ -	\$ 337,294
29	Total educational and general expenditures	\$ 46,115,094	\$ (700,000)	\$ 45,415,094
30	Year end net change	\$ -	\$ -	\$ -

FACILITIES COMMITTEE REPORT

Committee Chair Trustee Starner presented a proposal to renew a one year lease with Mr. Mike Risch for the farming of a 10 acre parcel of land adjacent to the Hocking College Energy Institute at the cost of \$50 per acre. The lease permits the planting of soybeans only.

Trustee Starner moved, seconded by Trustee Light, to renew the lease.

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

Voting No: None.

Trustee Starner followed with the proposal to renew a one year lease with Rokeith Enterprises, Inc. of Logan, OH at no cost to the College. The lease is required as part of the Third Frontier Grant at the Hocking College Energy Institute.

Trustee Newlon moved, seconded by Trustee Starner, to renew the lease.

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

Voting No: None

PERSONNEL COMMITTEE REPORT

Committee Chair Trustee Cardaras reported that the committee has completed its work on developing the President's evaluation and anticipates completing the entire process in the next few months.

PRESIDENT'S REPORT

In President Erickson's absence, Vice-Chairman Cardaras presented a brief overview of the President's prepared report, which was emailed to each Trustee. (A paper copy was provided to each Trustee at the meeting, Addendum 8.) Topics reviewed included information on the Agenda for the March 11, 2011 Board of Trustees Retreat, Senator Brown's response to the College's letter urging the continued funding of the Appalachian Regional Commission (ARC), the successful launch and response to the new College website, and the Internet link to a web-based training seminar in non-profit board governance.

CHAIRMAN'S REPORT

No report presented.

EXECUTIVE SESSION:

Trustee Geiger moved, seconded by Trustee Starner, that the Board of Trustees enter into Executive Session to consider the purchase of property of any sort: real, personal, tangible, or intangible.

On a roll call vote:

Voting Yes: Trustee Geiger, Trustee Starner, Trustee Light, Trustee Newlon, Trustee Sherburne, and Vice-Chairman Cardaras.

Voting No: None

Other than the Board of Trustees, the following were requested to attend all or a portion of the Executive Session: Dr. Short and Dr. Weiland.

The Board adjourned into Executive Session at 5:20 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 Geiger, Trustee Newlon, Trustee Sherburne, and Vice-Chairman Cardaras.

Voting No: None.

The Executive Session concluded at 5:40 P.M.

OLD BUSINESS

None.

NEW BUSINESS

The *National Ceramic Museum and Heritage Center* in Crooksville, Ohio has expressed an interest in purchasing the property from Hocking College.

Trustee Starner moved, seconded by Trustee Light, that the College return the ownership of the property to the museum for \$1.00.

On a roll call vote:

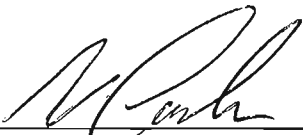
Voting Yes: Trustee Starner, Trustee Light, Trustee Geiger, Trustee Newlon, Trustee Sherburne, and Vice-Chairman Cardaras.

Voting No: None.

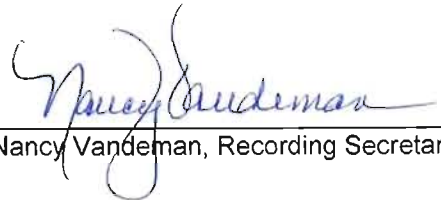
Vice-Chairman Cardaras announced that the next Board of Trustees meeting is scheduled for Tuesday, March 22, 2011 at the Perry Campus, New Lexington.

ADJOURNMENT

There being no further business, Trustee Starner moved, seconded by Vice-Chairman Cardaras, that the meeting be adjourned at 5:45 P.M.



Trustee Cardaras, Vice-Chairperson



Nancy Vandeman, Recording Secretary