

MINUTES **REGULAR** **MEETING**

HELD **February 24** **2009**

The regular meeting of the Hocking College Board of Trustees was held Tuesday, February 24, 2009, in the Community Room, Davidson Hall, on the Hocking College campus, Nelsonville, Ohio.

Board members present were: Dr. Jack Cline, Mr. J. Thomas Hill, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Administrators attending were: Dr. John Light, president; Dr. Larry Dukes, interim executive administrator; Dr. Roxanne DuVivier, senior vice president;; Dr. J. William Hill, senior vice president; George Hinkle, chief technology officer; Lynn Hull, dean enrollment management; Jerry Hutton, dean alternative energy institute; Dr. Sally Lozada, assistant to the provost; Dr. Judy Maxson, provost and senior vice president; Dr. Roy Palmer, senior vice president; Myriah Short, dean new college; Judy Sinnott, public relations director; Dr. Lisa Smith, director residence life; Roger Springer, director financial aid; Dr. Molly Weiland, dean health and nursing; and Cindy Baden, board secretary.

Also attending were: Mr. Bill Russell, Ohio Board of Regents; Kim Forbes Powell, access center; Jane Lyons, access center; and Marc Wayner, faculty and OEAHCEA representative.

CALL TO ORDER

The meeting was called to order by Mr. Frank Newlon, vice-chair.

APPROVAL OF MINUTES

Dr. Cline moved, seconded by Mrs. Light, that the minutes of the December Board meeting be approved.

FACILITIES COMMITTEE REPORT

Mr. Murtha reported the Logan campus is coming along. The steering committee is meeting regularly. Seminars are being planned at the Logan campus regarding advanced energy and the LEEDS process.

PRESIDENTIAL SEARCH COMMITTEE REPORT

Mrs. Baden reported for Dr. Geiger. She noted that as of the middle of February we are on schedule with the process to assist with the identification of Hocking's next President. Beginning next week the consultant, Dr. Ponitz, will

begin his review of applications and nominations with the goal of identifying 12 to 15 strong candidates. The next committee meeting will be held the week of March 9th to start the effort to identify the strongest candidates to bring to campus.

PRESIDENT'S REPORT

Dr. Light noted the college is still waiting to hear on the budget for the next fiscal year. He will be giving the Board his recommendations as more information is available.

2009-10 College Calendar

A proposed calendar for 2009-10 was discussed. It is the same pattern as in past years. Mr. Murtha moved, seconded by Mr. Swart, for the approval of the 2009-10 college calendar.

Voting Yes: Dr. Jack Cline, Mr. J. Thomas Hill, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

RESOLUTION 2009-11

BE IT RESOLVED, by the Hocking College Board of Trustees, that the following college calendar be approved for 2009-10:

Summer Quarter 2009 (53 instructional days)

Monday, June 29	All Classes Begin
Friday, July 3	Holiday, Fourth of July
Monday, September 7	Holiday, Labor Day
Friday, September 11	Last Day of Summer Classes

Fall Quarter 2009 (53 instructional days)

September 21-25	Fall Start for Faculty and Staff
Monday, September 28	Focus on Success Class Begins
Tuesday, September 29	All Other Classes Begin
Wednesday, November 11	Holiday, Veterans Day
Day to be determined	Employee Learning Day – no classes
Thursday/Friday, November 26-27	Holiday, Thanksgiving
Wednesday, December 16	Last Day of Fall Classes

Winter Quarter 2010 (53 instructional days)

Monday, January 4	All Classes Begin
Monday, January 18	Holiday, Martin Luther King Day
Day to be determined	Employee Learning Day – no classes
Friday, March 19	Last Day of Winter Classes

Spring Quarter 2010 (52 instructional days)

Monday, March 29	All Classes Begin
Friday, April 2	Holiday, Good Friday
Day to be determined	Employee Learning Day – no classes
Monday, May 31	Holiday, Memorial Day
Friday, June 11	Last Day of Spring Quarter
Sunday, June 13	Commencement

Irregular starts occur each quarter. Refer to the quarter schedule book for individual course dates.

403(B) Plan

Dr. Light indicated the college needed to adopt 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.

Hocking Technical College currently offers employees an opportunity to voluntarily contribute to a tax deferred 403(b) plan. The Internal Revenue Service issued final regulations under Internal Revenue Code Section 403(b) on July 26, 2007. 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 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.

Mr. Hill moved, seconded by Mr. Swart, that the old 403(b) plan be rescinded and the new plan adopted.

Voting Yes: Dr. Jack Cline, Mr. J. Thomas Hill, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

BOARD RESOLUTION 2009-12

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 have 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.

Student Housing Update

Dr. Light noted that in order to build capacity at the Logan campus, it is necessary to have student housing in Logan. The college is reviewing proposals for possible student housing. Mrs. Light asked about pre-fabricated housing. Dr.

Light noted that those that had been reviewed were exceptional, which are to "green" code. These would be in line with the LEEDS certification. A developer is interested in building the student housing. Dr. Light noted that the "green" portion would include a premium and he would not recommend going any further until funding for the premium for LEEDS Gold standard is found.

Weather Emergency

Dr. Light thanked all those who helped with the recent weather emergency which caused the college to be closed three days.

Continuity

Dr. Light is preparing a series of papers for the Board regarding continuity. The Board has received two so far. The third will be one on associations. He noted the Strategic Horizon Network, an organization the college belongs to, is working on building capacity and sustainability initiatives. He will provide the Board with additional information. The college is a member of two additional organizations regarding sustainability.

At the recent Strategic Horizon Network meeting, Dr. Light and Jerry Hutton presented on "Tying the College-Green" and the Energy Institute. He noted the college has the highest tree:student ratio in the state (250:1). Dr. Light also discussed the initiative at the Logan campus where all courses at the Logan campus would have a "green" component.

Dr. Light noted the biggest issue the college needs to review is what to do with the auxiliaries. He will be meeting with Board committees and recommending alternatives.

INTERIM ADMINISTRATOR REPORT

Dr. Dukes indicated he has been meeting with vice-presidents, deans, union leaders, and faculty. He feels that things are going quite well. Concerns have been expressed about the Higher Learning Commission accreditation visit, quarter to semester conversion, and a strategic plan. Roy Palmer and Molly Weiland have been appointed co-chairs for the North Central visit to be held in 2011-12. A team will be attending the North Central conference in April. He noted that the re-accreditation process has changed drastically since the last accreditation in 2001. There are some budget implications regarding the semester conversion. The development of a college wide strategic plan, pulled together in a single document, will need to have widespread participation as part of the North Central accreditation visit. Dr. Duke feels that all three concerns are a part of the new President's milieu.

Dr. Dukes has had two meetings with the Chancellor and staff. The largest concern is collaboration. There is a lot of collaboration already going on with Ohio University and others. There will be a meeting March 3 to discuss further collaboration.

Four additional students have graduated from Franklin University, bringing the total to 69. Dr. Dukes noted this is another example of collaboration. Students can take courses toward a Bachelor's degree at Hocking College.

ENROLLMENT REPORT

Dr. Hull noted her unit is in the process of meeting with each academic unit to discuss strengths. Enrollment for Winter quarter is up 6.1% (heads) over last year.

Demographics by Department for Fall 2008 were discussed. Dr. Hull noted there is approximately a 50/50 mix of males/females. Approximately 57% of the students from Ohio are from southeastern Ohio. She noted the college had students from all over the state, outside Ohio, and internationally also.

Roger Springer gave a financial aid summer for Fall 2008. Approximately 41% of Hocking College students receive federal grants (\$3,052,000 in the Fall 2008). Approximately 55% of the students receive loan disbursement (\$7,376,101 Fall 2008). 1,624 students received grants from the State of Ohio (\$1,069,972). Scholarships (merit and need based) included District Scholars Tuition Assistance, Technical Excellence Tuition Assistance, and Tech Prep Tuition Assistance a3,886 students received some kind of non-scholarship financial assistance in Fall 2008 (69% of the total headcount). Mr. Springer noted that the total cost for students living away from home per quarter is \$5,100; the cost for a student living at home is \$3,405.

Mr. Swart asked how Hocking College compared to others. Dr. Dukes noted that Southern State had a higher percentage receiving federal grants. Dr. Hill noted that if the prisons and high school students were not counted, the percentage would be higher. This information will be extrapolated and given to the Board.

Mr. Swart asked about the amount of debt per student upon graduation. This information will be provided to the Board.

Mrs. Light asked about the Seniors to Sophomore initiative. Dr. Light noted this is a modification of the Post Secondary Option, which took money away from the local schools. Hocking had not pursued this in the past. Bill Russell noted the Board of Regents is looking for models. Dr. Hull noted the college is working closely with the high schools and with developing additional articulation agreements.

BUDGET

Dr. Hill provided information through January 31, 2009, which was an accumulative report. 59.8% of the budget has been committed. This is due to the number of pay periods compared to last year. Increased spending is 9.1% (also due to the extra pay period); with this stripped out it is 3.2%. Overall the college is spending with some growth, but very conservatively. Revenue projections are within estimates, with a decrease from the Board of Regents in subsidy.

A revised budget was distributed. Fiscal 07-08 is where the college ended last June. Fiscal 08-09 is the recession budget approved by the Board June 2008. The revised Fiscal 08-09 budget indicates where Dr. Hill believes the college will be at the end of June 2009. These are current estimates based on the information received as of the end of January 2009. Dr. Hill recommended increasing the original revenue budget from \$40,539,923 to \$42,624,570 (5.52%) based on estimates. Overall spending increase is 5.52% for the revised budget.

Mrs. Light moved, seconded by Dr. Cline that the revised budget for Fiscal 08-09 be approved.

Voting Yes: Dr. Jack Cline, Mr. J. Thomas Hill, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

RESOLUTION 2009-13

BE IT RESOLVED, by the Hocking College Board of Trustees, that the following revised budget for Fiscal 08-09 is approved:

INCOME - BUDGET V-3	FISCAL 07-08	ORIG	REVISED	
		BUDGET	BUDGET	
		FISCAL 08-09	FISCAL 08-09	
TUITION, FEES & OTHER STUDENT CHARGES				
TUITION	\$ 12,645,040	\$ 12,265,689	\$ 13,316,331	
GENERAL SERVICE FEE	\$ 5,681,631	\$ 5,511,182	\$ 5,874,040	
OTHER STUDENT FEES	\$ 3,662,500	\$ 3,589,000	\$ 4,566,905	
TOTAL TUITION, FEES AND OTHER STUDENT CHARGES	\$ 21,989,171	\$ 21,365,871	\$ 23,757,276	7.44%
STATE APPROPRIATIONS & INSTRUCTIONAL SUBSIDY				
STATE APPROPRIATIONS & INSTRUCTIONAL SUBSIDY	\$ 16,952,954	\$ 17,843,659	\$ 17,536,901	3.33%
STATE GRANTS & CONTRACTS	\$ 115,000	\$ 132,793	\$ 132,793	13.40%
PRIVATE GIFTS, GRANTS AND CONTRACTS	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
SALES & SERVICES	\$ 716,900	\$ 716,900	\$ 916,900	21.81%
OTHER SOURCES				
INVESTMENT INCOME	\$ 35,000	\$ 20,000	\$ 20,000	75.00%
ROTARY & MISC INCOME	\$ 450,700	\$ 450,700	\$ 250,700	79.78%
TOTAL OTHER SOURCES	\$ 485,700	\$ 470,700	\$ 270,700	79.42%
TOTAL CURRENT REVENUES	\$ 40,269,725	\$ 40,539,923	\$ 42,624,570	5.52%
AUXILIARY FUNDS				
BOOKSTORE OPERATIONS	\$ 2,037,000	\$ 2,035,000	\$ 2,035,000	
THE INN & RHAPSODY	\$ 1,300,000	\$ 1,275,000	\$ 1,275,000	
RESIDENCE HALLS	\$ 1,832,000	\$ 2,021,151	\$ 2,021,151	
NEW RESIDENCE HALLS	\$ 151,887	\$ 1,693,224	\$ 1,693,224	
DINING SERVICES		\$ 1,710,720	\$ 1,710,720	
HOCKING HILLS TRAVEL	\$ 700,000	\$ 650,000	\$ 650,000	
TOTAL AUXILIARY FUNDS	\$ 6,020,887	\$ 9,385,095	\$ 9,385,095	
RESTRICTED FUNDS				
TECH PREP PROGRAMS	\$ 290,624	\$ 290,041	\$ 290,041	
ACDJFS COMPUTER	\$ 117,411	\$ 50,000	\$ 50,000	
PERKINS	\$ 174,522	\$ 174,522	\$ 174,522	
PERRY JOB & FAMILY WIA YOUTH	\$ 337,000	\$ 49,944	\$ 49,944	
WORK STUDY	\$ 220,081	\$ 219,890	\$ 219,890	
SUPPORT SERVICES	\$ 267,986	\$ 267,986	\$ 267,986	
TALENT SEARCH	\$ 226,600	\$ 226,600	\$ 226,600	
S.E.O.G.	\$ 176,091	\$ 175,269	\$ 175,269	
PELL	\$ 6,100,000	\$ 7,000,000	\$ 7,000,000	
AJ&FS POST SECONDARY	\$ 202,512	\$ -	\$ -	
FEDERAL DIRECT LOANS	\$ 13,500,000	\$ 18,000,000	\$ 18,000,000	
US DEPT OF ED SMART				
GRA	\$ 35,000	\$ 50,000	\$ 50,000	

TECHNICAL EDUC. EQUIP	\$ 208,898	\$ 196,000	\$ 196,000
LOAN FUND	\$ 8,000	\$ 8,000	\$ 8,000
PHEAA	\$ 1,000	\$ 1,000	\$ 1,000
OBOR FIN. AID PROGRAMS	\$ 2,325,000	\$ 2,437,000	\$ 2,437,000
RESTRICTED SCHOLARSHIP FUND	\$ 580,000	\$ 600,000	\$ 600,000
STUDENT ORGANIZATIONS	\$ 130,000	\$ 80,000	\$ 80,000
ARC GRANT	\$ 192,000	\$ 75,000	\$ 75,000
RESTRICTED FUNDS TOTAL	\$ 25,092,525	\$ 29,901,252	\$ 29,901,252

AGENCY FUNDS

SEPTA ADULT EDUCATION	\$ 21,000	\$ 32,500	\$ 32,500
SEPTA TITLE I	\$ 1,852	\$ 22,000	\$ 22,000
SEPTA JUDICIAL	\$ 2,042,407	\$ 1,900,000	\$ 1,900,000
INTERNATIONAL FIELD STUDY	\$ 1,100,000	\$ 1,200,000	\$ 1,200,000

TOTAL AGENCY	\$ 3,165,259	\$ 3,154,500	\$ 3,154,500
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ENDOWMENT FUND	\$ 155,000	\$ 120,000	\$ 120,000
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PLANT FUNDS & CAPITAL FLOW	\$ 5,800,000	\$ 7,250,000	\$ 7,250,000
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TOTAL REVENUE BUDGET	\$ 80,503,396	# \$ 90,350,770	# \$ 92,435,417
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EXPENSE - BUDGET V-3	FISCAL 07-08	ORIG	REVISED	
		<u>BUDGET</u>	<u>BUDGET</u>	
		FISCAL 08-09	FISCAL 08-09	
FACULTY & PROFESSIONAL STAFF	\$ 17,335,217	\$ 17,477,662	\$ 17,579,213	1.39%
SUPPORT STAFF	\$ 5,371,101	\$ 5,448,336	\$ 5,689,422	5.59%
STUDENT WAGES	\$ 561,434	\$ 572,424	\$ 716,008	21.59%
LEGAL CONTRACT SERVICES	\$ 410,093	\$ 410,000	\$ 441,000	7.01%
STAFF BENEFITS	\$ 7,046,991	\$ 7,141,373	\$ 8,005,320	11.97%
PAYROLL EMPLOYER EXPENSE	\$ 293,555	\$ 303,715	\$ 325,000	9.68%
SUPPLIES & LAB FEE ALLOCATIONS	\$ 2,575,635	\$ 2,498,336	\$ 2,775,635	7.21%
TRAVEL & PROF DEVELOPMENT	\$ 921,333	\$ 893,693	\$ 921,333	0.00%
UTILITIES	\$ 1,062,369	\$ 1,162,369	\$ 1,162,369	8.60%
REPAIRS & RENTALS	\$ 746,321	\$ 796,321	\$ 796,321	6.28%
MARKETING & PROMOTION	\$ 296,831	\$ 296,831	\$ 296,831	0.00%
OTHER & MISC EXPENSE	\$ 967,108	\$ 962,108	\$ 962,108	-0.52%
STUDENT AID & AUXILIARY TRANSFERS	\$ 1,464,689	\$ 1,460,689	\$ 1,560,689	6.15%
EQUIPMENT & CAPITAL PURCHASES	\$ 225,751	\$ 225,951	\$ 225,961	0.09%
PLANT FUND	\$ 976,698	\$ 865,615	\$ 1,000,000	2.33%

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CONTINGENCY	\$ 14,599	\$ 24,500	\$ 167,360	91.28%
TOTAL GENERAL FUND	\$ 40,269,725	\$ 40,539,923	\$ 42,624,570	5.52%
AUXILIARY FUNDS				
BOOKSTORE OPERATIONS	\$ 2,037,000	\$ 2,035,000	\$ 2,035,000	
THE INN & RHAPSODY	\$ 1,300,000	\$ 1,275,000	\$ 1,275,000	
RESIDENCE HALLS	\$ 1,832,000	\$ 2,021,151	\$ 2,021,151	
NEW RESIDENCE HALLS	\$ 151,887	\$ 1,693,224	\$ 1,693,224	
DINING SERVICES	\$ -	\$ 1,710,720	\$ 1,710,720	
HOCKING HILLS TRAVEL	\$ 700,000	\$ 650,000	\$ 650,000	
TOTAL AUXILIARY FUNDS	\$ 6,020,887	\$ 9,385,095	\$ 9,385,095	
TOTAL RESTRICTED FUNDS				
TECH PREP FEDERAL BASE	\$ 290,624	\$ 290,041	\$ 290,041	
ACDJFS COMPUTER	\$ 117,411	\$ 50,000	\$ 50,000	
PERKINS	\$ 174,522	\$ 174,522	\$ 174,522	
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TELL	\$ 6,100,000	\$ 7,000,000	\$ 7,000,000	
W&FS POST SECONDARY	\$ 202,512	\$ -	\$ -	
FEDERAL DIRECT LOANS US DEPT OF ED SMART GRA	\$ 13,500,000	\$ 18,000,000	\$ 18,000,000	
TECHNICAL EDUC. EQUIP	\$ 35,000	\$ 50,000	\$ 50,000	
LOAN FUND	\$ 208,698	\$ 196,000	\$ 196,000	
PHEAA	\$ 8,000	\$ 8,000	\$ 8,000	
OBOR FIN. AID PROGRAMS	\$ 1,000	\$ 1,000	\$ 1,000	
RESTRICTED SCHOLARSHIP FUND STUDENT ORGANIZATIONS	\$ 2,325,000	\$ 2,437,000	\$ 2,437,000	
ARC GRANT	\$ 580,000	\$ 600,000	\$ 600,000	
TOTAL RESTRICTED	\$ 130,000	\$ 80,000	\$ 80,000	
	\$ 192,000	\$ 75,000	\$ 75,000	
	\$ 25,092,525	\$ 29,901,252	\$ 29,901,252	
AGENCY FUNDS				
SEPTA ADULT EDUCATION	\$ 21,000	\$ 32,500	\$ 32,500	
SEPTA TITLE I	\$ 1,852	\$ 22,000	\$ 22,000	
SEPTA JUDICIAL	\$ 2,042,407	\$ 1,900,000	\$ 1,900,000	
INTERNATIONAL FIELD STUDY	\$ 1,100,000	\$ 1,200,000	\$ 1,200,000	
TOTAL AGENCY	\$ 3,165,259	\$ 3,154,500	\$ 3,154,500	
ENDOWMENT FUND	\$ 155,000	\$ 120,000	\$ 120,000	

PLANT FUNDS & CAPITAL	\$ 5,800,000	\$ 7,250,000	\$ 7,250,000
TOTAL EXPENDITURE BUDGET	\$ 80,503,396	\$ 90,350,770	# \$ 92,435,417

Dr. Cline moved, seconded by Mr. Hill, that the monthly reports for November 2008 through January 2009 be approved.

Voting Yes: Dr. Jack Cline, Mr. J. Thomas Hill, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

MEETINGS AND DATES

Ms. Baden noted the following meetings and dates:

Wed, March 4, OACC Legislative Summit	10-4	Columbus
Thurs, March 5 - Trustee Videoconference	2-4 pm	Pres Office
Tues, Mar 31 - Board Meeting (5 th Tuesday)	5:00 pm	New Lexington
April 15 - Ethics Commission Forms Due		
Fri, April. 17, Ethics Educational Session	9-12	Columbus

ADMINISTRATIVE REPORTS

Dr. Palmer noted the college has been invited by the Ohio Forestry Association to be inducted into their Hall of Fame.

Dr. Weiland said the Health Fair was conducted today and over 400 high school students were on campus.

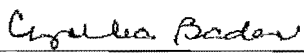
Dr. Lisa Smith presented information regarding Residence Life. An assessment designed to measure the living and learning climate within the residence halls was discussed. Overall the results were very positive, including how much they like the new facilities, the opportunities to meet new people and the good job the student staff has done in terms of getting to know them and providing support for them. Some comments including asking for improvements to Hocking Heights were noted. Residence life thanked all the campus entities that helped during the recent power outage. Residence Life student staff provided activities during the day and evenings to keep students entertained, helped parents locate their students when they came to pick them up and worked around the clock to help make sure everyone was warm, fed, and safe.

Dr. Maxson provided information on the College Tech Prep program. The program takes students from the 9th to 12th grade, incorporates them into Hocking College programs. 550 high school students participated in the 2008-09 year.

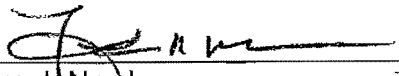
Mr. Russell noted the budget from the Board of Regents should be released today.

ADJOURN

Mr. Hill moved the meeting be adjourned.



Cynthia Baden
Board Secretary



Frank Newlon
Board Vice-Chair