



**HOCKING COLLEGE
BOARD OF TRUSTEES MEETING**

**Tuesday, July 26, 2011
5:00 P.M.**

The Energy Institute at Logan Campus

- **Call to Order** Chairman Murtha
- **Roll Call** Trustee Sherburne
- **Approval of Minutes** Chairman Murtha
 - June 28, 2011 Regular Meeting
- **Enrollment Report** Dr. Molly Weiland
- **Introduction of New Professional Bargaining Unit President**
- **Executive Session**
- **Personnel Committee Report and Actions** Trustee Sherburne, Chair
 - Mr. Sanders, Liaison
- **Budget Committee Report and Actions** Trustee Willard, Chair
 - Ms. Fetty, Liaison
- **Chairman's Report** Chairman Murtha
- **Old Business** Chairman Murtha
- **New Business** Chairman Murtha
 - Date of Next Meeting: August 23, 2011
- **Adjournment** Chairman Murtha

July 26, 2011

The Regular meeting of the Hocking College Board of Trustees was held Tuesday, July 26, 2011, at the Hocking College Energy Institute in Logan, Ohio.

Administrators attending: Dr. Molly Weiland, Provost and Vice President of Academic and Student Affairs; Gina Fetty, Vice President of Financial Services; Dr. Myriah Short, Interim Vice President of Administrative Services; Sue Chiki, Associate Provost; Larry Coon, Dean, School of Natural Resources; Neil Hinton, Dean, School of Engineering, Business, and Computer Information and Dean, Logan Campus; Laurel Ransom, Dean, School of Arts and Sciences; Chuck Taylor, Dean, Perry Campus; Al Matthews, HC Chief of Police; Laura Alloway, Director of Marketing and Public Relations; and John Sanders, Director of Human Resources.

Additional attendees: Members of faculty; staff; guest speaker: Mark Yanko, President of the Professional Bargaining Unit; Rebecca Albers, Chief, Education Section, Office of the Attorney General; and media.

CALL TO ORDER

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

ROLL CALL

Trustee Sherburne, Board Secretary, called the roll:

Board members present: Trustee Brooks, Trustee Light, Chairman Murtha, Trustee Newlon, Trustee Sherburne, Trustee Starner, and Trustee Willard.

Board members absent: None

Members present constitute quorum: Yes.

APPROVAL OF MINUTES

Trustee Newlon moved, seconded by Trustee Willard, to approve the Minutes of the June 28, 2011 Regular Meeting of the Board of Trustees.

On a roll call vote:

Voting Yes: Trustee Newlon, Trustee Willard, Trustee Brooks, Trustee Light, Trustee Sherburne, Trustee Starner, and Chairman Murtha.

Voting No: None.

Trustee Starner moved, seconded by Trustee Light, to approve the Minutes of the July 21, 2011 Special Meeting of the Board of Trustees.

On a roll call vote:

Voting Yes: Trustee Starner, Trustee Light, Trustee Brooks, Trustee Newlon, Trustee Sherburne, Trustee Willard, and Chairman Murtha.

Voting No: None.

INTRODUCTION OF NEW PROFESSIONAL BARGAINING UNIT PRESIDENT

Chairman Murtha invited Mr. Yanko to the podium. Mr. Yanko stated that he was elected President of the Bargaining Unit effective June 30, 2011 and that the Unit is looking forward to establishing an open and direct line of communication with the Board. He concluded by thanking the Board for the opportunity to address them tonight.

EXECUTIVE SESSION:

Trustee Light moved, seconded by Trustee Newlon, that the Board enter into Executive Session to discuss collective bargaining issues; to consider the employment, dismissal or compensation of a public employee; and to discuss matters required to be kept confidential.

On a roll call vote:

Voting Yes: Trustee Light, Trustee Newlon, Trustee Brooks, Trustee Sherburne, Trustee Starner, Trustee Willard, and Chairman Murtha.

Voting No: None.

In addition to the Board of Trustees, the following were requested to attend all, or a portion of, the Executive Session: Vice-President Gina Fetty; Vice-President/Provost Molly Weiland; Vice-President Myriah Short; HR Director John Sanders; and Legal Counsel, Attorney Rebecca Albers.

The Board adjourned into Executive Session at 5:15 P.M.

REGULAR SESSION

Chairman Murtha declared the return to the Regular Session at 5:53 P.M.

ACADEMIC AND STUDENT AFFAIRS AND PROVOST REPORT

Committee Liaison, Dr. Weiland, presented the enrollment data as of July 26, 2011. The data indicates that the Summer Quarter 2011 headcount is down in comparison to same day headcount for Summer Quarter 2010; however, OACC statistics show a similar trend of lower enrollment for the 2011 summer term at comparable community colleges, (Addendum 1).

Dr. Weiland reported that the College is continuing to revise and consolidate all Policies and Procedures. She asked for the members of the Board to participate in the review and critique of the Self-Study in preparation for the Higher Learning Commission's accreditation visit in November 2011.

Dr. Weiland referred to the roster of names of the Foundation Board of Directors and announced the names of the elected officers, as of the July 6, 2011 Foundation meeting: Don Wood, Chair; Diana Spurgus, Vice-Chair; Cathy Kerns, Secretary; and Gina Fetty, Treasurer, by virtue of her position at the College, (Addendum 2).

Next, Committee Chair, Trustee Light, read the handout titled, *Records Retention Policy*, which follows the guidelines for records retention and destruction as established in the model provided by the *Inter-University Council of Ohio*, (Addendum 3). Trustee Light moved, seconded by Trustee Willard, that the Board adopt the resolution.

On a roll call vote:

Voting Yes: Trustee Light, Trustee Willard, Trustee Brooks, Trustee Newlon, Trustee Sherburne, Trustee Starner, and Chairman Murtha.

Voting No: None.

RESOLUTION 2012-01

WHEREAS, the Hocking College Board of Trustees recognizes its responsibility to approve a College records retention policy, and

WHEREAS, the Inter-University Council of Ohio has prepared a "Records Retention for Public College and Universities in Ohio" manual used by other colleges and universities to guide their records retention efforts,

THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees that the attached Records Retention Policy be adopted.

PERSONNEL COMMITTEE REPORT

Committee Liaison, Mr. Sanders, explained the hiring freeze exemption resolution request for consideration by the Board and deferred to Trustee Sherburne for the reading and presentation of the resolution. Trustee Sherburne moved, seconded by Trustee Starner, to adopt the resolution exempting a previously budgeted position from the hiring freeze.

On a roll call vote:

Voting Yes: Trustee Sherburne, Trustee Starner, Trustee Brooks, Trustee Light, Trustee Newlon, Trustee Willard, and Chairman Murtha.

Voting No: None.

RESOLUTION 2012-02 Hiring Freeze Exemption Request

WHEREAS, the College is committed to prudent financial management while providing the services necessary to maintain the core mission of the College, and

WHEREAS, the Board of Trustees implemented a hiring freeze in June 2010, and

WHEREAS, the College has a number of budgeted positions, which have been recently vacated, or will soon be vacated, and is seeking exemption for those positions from the hiring freeze,

THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees that this resolution hereby authorizes the College to proceed with hiring a replacement for the following budgeted position deemed necessary to support the core mission of the College:

1. Financial Aid Associate

(Refer to Addendum 4 for position description.)

Trustee Sherburne presented and read the resolution eliminating two full-time, and a reduction to part-time, grant funded positions. Trustee Sherburne moved, seconded by Trustee Light, to adopt the resolution.

On a roll call vote:

Voting Yes: Trustee Sherburne, Trustee Light, Trustee Brooks, Trustee Newlon, Trustee Starner, Trustee Willard, and Chairman Murtha.

Voting No: None.

**RESOLUTION 2012-03
Reduction in Grant Funds**

WHEREAS, the College is committed to prudent financial management while providing the services necessary to maintain the core mission of the College, and

WHEREAS, the College has been informed of a reduction in funding of the Perkins grant and an elimination of funding for the Tech Prep grant, and

WHEREAS, the majority of the grants' expenditures are in staff salary and benefits,

THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees that this resolution hereby authorizes the College to proceed with the elimination of two Perkins grant funded positions and the reduction of the Tech Prep funded position to half-time effective August 12, 2011 and August 1, 2011, respectively, until such time funding becomes available.

The three impacted employees: two layoffs and one reduction to half time, have been notified of the impending action, and we are awaiting Board approval to issue final letters.

Trustee Sherburne presented and read the *Amendment to Presidential Guidelines* as specified in the resolution. Trustee Sherburne moved, seconded by Trustee Brooks, the approval of the resolution.

On a roll call vote:

Voting Yes: Trustee Sherburne, Trustee Brooks, Trustee Light, Trustee Newlon, Trustee Starner, Trustee Willard, and Chairman Murtha.

Voting No: None.

**RESOLUTION 2012-04
Amendment to Presidential Guidelines**

The Administration requests an amendment to the Presidential Guidelines regarding grant-funded positions, which would allow them to respond in a timely manner to personnel adjustments, including eliminations of positions, due to the reduction or elimination of the grant funds without seeking prior review and approval from the Committees and the Board. Following is a proposed revised wording for section II. (b), with the proposed changes in italics and bold:

Any new, full-time positions, or workforce reductions, not included in the annual budgetary planning process, will require prior review by the Personnel and Budget Committees and approval by the full Board ***with the following exceptions:*** Enrollment-generating instructional positions that generate additional revenue are exempt from this requirement; however, the Personnel Committee will be informed of such appointments at their next scheduled meeting. ***Grant-funded positions can be adjusted up to and including elimination when their funding is no longer available without prior review by the Committees and approval by the Board; however, the Personnel and Budget Committees will be informed of such adjustment/eliminations at their next scheduled meeting.***

Next, Trustee Sherburne presented the Personnel Committee's recommendation to employ Dr. Jacalyn Osborne as Interim President effective August 1, 2011. Trustee Brooks voiced his concern that Mr. Don Wood had generously offered to serve as interim president for free, but was not considered a candidate because he did not have a doctoral degree. Trustee Light followed with the comment that Mr. Wood has been a good friend of the College, and she would not want him to feel discouraged by the Board's decision.

With no additional discussion, Trustee Sherburne moved, seconded by Trustee Willard, the approval to hire Dr. Osborne as Interim President.

On a roll call vote:

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

Voting No: Trustee Brooks.

RESOLUTION 2012-05

The Personnel Committee recommends the employment of Dr. Jacalyn Osborne, based on an annual salary of \$145,000.00, for the interim president position effective August 1, 2011; details of the employment to be worked out with legal counsel.

(Trustee Light excuses herself from the meeting at 6:10 P.M.)

BUDGET COMMITTEE REPORT

Committee Chair, Trustee Willard, invited Ms. Fetty to address the Board (refer to Addendum 5 titled *Hocking College-FY2012-Talking Points* for presentation information). Ms. Fetty briefly explained that the *FY 2012 Budget* will be deferred one month to allow the interim president time to review the budget prior to full-board approval.

Ms. Fetty also explained the advantage of the flat \$200.00 annual tuition option for two-year institutions vs. a 3.5% increase. Following Ms. Fetty's presentation, Trustee Willard moved, seconded by Trustee Newlon, to approve the tuition increase effective Fall Quarter 2011.

On a roll call vote:

Voting Yes: Trustee Willard, Trustee Newlon, Trustee Brooks, Trustee Sherburne, Trustee Starner, and Chairman Murtha.

Voting No: None.

RESOLUTION 2012-06

BE IT RESOLVED by the Hocking Technical College Board of Trustees that the fee schedule beginning with Fall 2011 quarter be as follows:

CREDIT	TUITION	GENERAL FEE	TOTAL
1	\$76.00	\$35.00	\$111.00
2	\$152.00	\$70.00	\$222.00
3	\$228.00	\$105.00	\$333.00
4	\$304.00	\$140.00	\$444.00
5	\$380.00	\$175.00	\$555.00
6	\$456.00	\$210.00	\$666.00
7	\$532.00	\$245.00	\$777.00
8	\$608.00	\$280.00	\$888.00
9	\$684.00	\$315.00	\$999.00
10	\$760.00	\$350.00	\$1,110.00
11	\$836.00	\$385.00	\$1,221.00
12-18	\$912.00	\$419.00	\$1,331.00

12-18 is the standard full-time load.

Out-of-State Surcharge/Non-Subsidy Eligible \$1,331.00

Per Credit Hour Surcharge will be assessed \$111.00
non-Ohio resident part-time students

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 extraordinary expenses. Incarcerated fees will be established through mutual agreement with the Department of Rehabilitation and Corrections.

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

FACILITIES COMMITTEE REPORT

Committee Chair, Trustee Starner, deferred to Dr. Short for an update on the committee's projects. Ms. Short reported that the College would be accepting bids on the paving of the parking lots with the cost being subsidized by parking fees; capital funds have been re-appropriated to finance the air conditioning work in the classrooms; and discussions continue on the solar carport project. Ms. Short stated that the committee will continue to share project updates with the Board as progress develops.

Trustee Starner moved, seconded by Trustee Willard, to adopt the resolution authorizing the College to renew a lease agreement with Rokeith Enterprises, Inc. of Logan, Ohio. Trustee Brooks requested additional information regarding the leased building. Ms. Short reported that the new lease covered a two-year period, and the negotiated price had been reduced from \$6.87 per square foot to \$6.00; saving the College \$10,440.00 a year.

On a roll call vote:

Voting Yes: Trustee Starner, Trustee Willard, Trustee Brooks, Trustee Newlon, Trustee Sherburne, and Chairman Murtha.

Voting No: None.

RESOLUTION 2012-07

WHEREAS, the College is committed to enhancing educational opportunities and improving the condition of student learning environments,

THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees that this resolution hereby authorizes the College to enter into a lease agreement with Rokeith Enterprises, Inc.

CHAIRMAN'S REPORT

No report this month.

OLD BUSINESS

None.

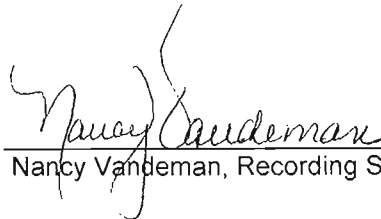
NEW BUSINESS

Chairman Murtha announced the next Regular meeting of the Board of Trustees will be held at the Inn at Hocking College on August 23, 2011.

ADJOURNMENT

There being no further business, Trustee Starnor moved, seconded by Trustee Newlon that the meeting be adjourned at 6:18 P.M.

Trustee Murtha, Chairman



Nancy Vandeman, Recording Secretary