

**HOCKING COLLEGE
BOARD OF TRUSTEES MEETING**

**Tuesday, February 26, 2013
6:00 P.M.
Inn at Hocking College
Regular Meeting**

- **Call to Order** Chairman Troxel
- **Roll Call** Mrs. McDonald
- **Approval of Minutes** Chairman Troxel
 - January 22, 2013 Regular Meeting
- **Executive Session** Chairman Troxel
- **Enrollment Update** Mrs. Love
- **Budget Committee Report** Trustee Brooks/Ms. Fetty
- **Facilities Committee Report** Trustee Budzik/Dr. Short
- **Personnel Committee Report** Trustee Taulbee/Mr. Sanders
- **Academic and Student Affairs Committee Report** Trustee Tucker/Dr. Bridges
- **Foundation Report** Ms. Villavicencio
- **Chairman's Report** Chairman Troxel
- **President's Report** Dr. Erickson
- **Old Business** Chairman Troxel
- **New Business** Chairman Troxel
 - Date of Next Meeting: March 26, 2013
 - Location of Next Meeting: TBD
- **Adjournment** Chairman Troxel

*Board Action Required

February 26, 2013

The Regular Meeting of the Hocking College Board of Trustees was held Tuesday, February 26, 2013, at The Inn at Hocking College, Nelsonville, Ohio.

Administrators attending: Dr. Bonnie Allen-Smith, Dean of Allied Health; Laura Alloway, Director of Marketing and Public Relations; Ken Bowald, Dean of Natural Resources; Dr. Carl Bridges, Vice President of Academic and Student Affairs/Provost; Dr. Ron Erickson, President; Gina Fetty, Vice President of Fiscal Services/Treasurer; Neil Hinton, Dean of Engineering Technologies; Tammy Keith, Dean of Nursing; Kensey Love, Director of Institutional Research; John Sanders, Director of Human Resources; Dr. Myriah Short, Vice President of Administrative Services; and Libby Villavicencio, Foundation Executive Director.

Additional attendees: Attorney Mary Duffy, bond counsel from Peck Shaffer; staff, and media.

CALL TO ORDER

Chairman Troxel called the meeting to order at 6:00 pm.

ROLL CALL

Jestinah McDonald, Board Secretary, called the roll:

Board members present: Trustee Brooks, Trustee Budzik, Trustee Edwards, Trustee Rentschler, Trustee Stone, Trustee Taulbee, Trustee Troxel, Trustee Tucker, and Trustee Wells.

Board members absent: None.

Members present constitute quorum: Yes

APPROVAL OF MINUTES

Chairman Troxel asked if there were any changes to the minutes from the January 22, 2013 Regular Meeting. There being none, Trustee Rentschler moved, seconded by Trustee Taulbee, that the minutes be approved as submitted.

EXECUTIVE SESSION

Trustee Budzik moved, seconded by Trustee Books, that the Board adjourn to Executive Session to consider the purchase of real or personal property.

On a roll call vote:

Voting Yes: Trustee Brooks, Trustee Budzik, Trustee Edwards, Trustee Rentschler, Trustee Stone, Trustee Taulbee, Trustee Troxel, Trustee Tucker, and Trustee Wells.

Voting No: None.

In addition to the Board of Trustees, Dr. Erickson, Dr. Bridges, Ms. Fetty, Dr. Short, Ms. Villavicencio, and Attorney Duffy were invited to attend the session.

The Board adjourned to Executive session at 6:04 pm.

REGULAR SESSION

Chairman Troxel announced the return to the Regular Session at 7:30 pm.

ENROLLMENT UPDATE

Chairman Troxel invited Mrs. Love to present an enrollment update. Mrs. Love provided additional details including percentages relative to the 1,400 students who did not return from autumn semester:

- 15% applied for graduation
- 52% did not return due to a variety of reasons including being high school students who participate in our Post-Secondary Options or dual enrollment programs, University Center, and the general public who take individual courses and are not enrolled in a full program
- 4% were de-registered for non-payment
- 28% withdrew from the college

Ms. Love indicated that the college is working on a new process for collecting reasons for withdrawals, which was not done in the past. The new process will require students to meet with their Student Affairs Coordinator (SAC) and categorize why they are withdrawing. The SAC will work with students to identify alternatives to a withdrawal and provide better data on why students do withdrawal.

Trustee Brooks asked about a comparison of the percentages with ones from last year. Mrs. Love indicated that due to the transition from quarters to semesters, a true comparison is not possible. She stated that the transition process was rough on our enrollment and the same trends are being seen across all colleges who transitioned. She expects our retention to be better in the future due to the new process and the college is collecting data now so that a good comparison can be provided next year.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Tucker invited Dr. Bridges to provide the report. Dr. Bridges updated the Board on the program review process and indicated that he expects that process to be completed by the end of April.

Dr. Bridges reported that he has gathered enrollment projections for next fiscal year from each of the deans. He has met with each dean individually to discuss the projections and he is currently in the process of reviewing the numbers on his own and sharing with college administration. He praised the deans for doing a great job of taking limited data, analyzing it, and making decisions for moving forward. The next major step in this process is to work with Ms. Fetty and see how the projections translate to the FY 14 budget.

Dr. Bridges stated that the pilot project with EdMap is moving forward for summer term for courses within the Transfer Module program. He indicated that he has some concerns with the number of students and the number of courses being offered summer, and he may want to pilot again in autumn term to get more participation. The autumn pilot may include a course from Allied Health that is being reformatted as well. The pilot will be implementing a digital-first strategy where students will receive a digital format of support material, with the option to receive printed versions. Dr. Bridges stated that the major challenge of this project is that many students still do not have access to internet and technology at their homes.

Dr. Bridges thanked Trustee Tucker for providing connection with the Ohio Benefits Bank program. It is a great resource for students who are facing challenges of a personal and financial nature. The college will be conducting training sessions on the opportunities the Benefits Bank provides for students.

BUDGET COMMITTEE REPORT

Trustee Brooks invited Ms. Fetty to present the January 2013 financial report (Addendum 1). Ms. Fetty indicated that the revised budget continues to perform well and there were no issues to report.

Ms. Fetty reported that there is proposed legislation for FY14 for a tuition cap of not more than \$100 over the current tuition. If Hocking were to implement an increase at the cap, it would equate to a 2.386% (\$450,000) increase. Until the legislation passes, Ms. Fetty cannot bring forth a tuition increase proposal. However, she indicated that it is likely that she will propose an increase for autumn of the cap (\$100 if stays) but not for summer. This follows what the College did last year when the increase was capped at \$200.

Ms. Fetty has taken a preliminary look at estimated SSI amounts under the new funding formula, and it shows an increase of approximately \$200,000 for the college.

FACILITIES COMMITTEE

None.

PERSONNEL COMMITTEE REPORT

Trustee Taulbee invited Mr. Sanders to review the new employee handbook (Addendum 2). Mr. Sanders indicated that this was the first update to the handbook since

2002. The new version was distributed at the recent employee learning day and it will be given to all new employees as they begin their employment. Mr. Sanders expressed his appreciation to Myriah Short, Laura Alloway, Tammy Eing, and Sheree Cunningham for their hard work on the handbook. Chairman Troxel congratulated the college on its excellent work and indicated that he plans to take the handbook to his own personnel director as a sample.

FOUNDATION REPORT

Chairman Troxel invited Ms. Villavicencio to present an update on Foundation activities.

Ms. Villavicencio reported that the Foundation has partnered with Hanover Research, an organization that provides grants and research services. Ms. Villavicencio provided a partnership guide and timeline (Addendums 3 and 4) from Hanover for the Board to review. The Foundation will pay an annual membership of \$35,000 to Hanover. Under our membership, Hanover will submit 8 - 12 grant proposals on the college's behalf as well as help us build our capacity for managing grants. Ms. Villavicencio indicated that Hanover reviewed the college's strategic plan and programs and will be matching us up with funders. Ms. Villavicencio also reported that Hanover has worked with other two-year schools in Ohio. She further explained that Hanover's roots are in research, and they will help us align our research agenda and data needs with funding strategies.

Ms. Villavicencio reported that the Foundation will be engaging in a targeted campaign to raise \$5 million toward renovation of the Inn at Hocking College. The college is working with a consultant on the campaign. The total cost of the project is around \$3.5 million and the plan is to use the extra funds to endow for scholarships or program support in the future. The campaign is in the silent phase until October, when we will have a public celebration to announce lead donors. She expects to have 60% of pledges (over 5 years) in by October. We will then go public after the October event.

Ms. Villavicencio explained that she expects we will always be engaged in a targeted campaign. After about 6 months into the Inn campaign, we will start another one; likely the renovation of the equine program facilities.

Ms. Villavicencio stated that the Foundation is hosting an initiative through the Council for the Advancement and Support of Education (CASE) for Student Engagement and Philanthropy Day on February 28. The event will focus on encouraging students to thank someone who has helped them at Hocking College. It is a great way to get students to start thinking about being thankful and carrying that forward as alumni who are engaged in philanthropy.

Trustee Budzik congratulated Ms. Villavicencio on her recent appointment to the board of the Athens Area Chamber of Commerce.

PRESIDENT'S REPORT

Dr. Erickson presented the Board with information about the upcoming ACCT Leadership Congress in October (Addendum 5). He stated that he and Trustee Brooks attended two years ago and felt that the event was a great learning opportunity. He encouraged Trustees to consider attending this year.

Dr. Erickson reported that a college Emergency Protocol Flipchart (Addendum 6) had been created and he commended Hocking College Police Chief Al Matthews, Angela Perrigo, and Laura Alloway for their work on the project. Trustee Rentschler asked about the operation and continued use of the Nixel notification system. Chief Matthews reported that he sends out at least one alert a week and officers do tests each month. Chairman Troxel reported that Athens County will probably be switching to an EverBridge system and he encouraged Chief Matthews to look into this system as well.

Dr. Erickson distributed a sample index showing how to include information about the condition of college facilities on the presidential report card (Addendum 7). He explained that the index scores the condition of college facilities in percentages. The closer a score gets to 100%, the better the condition. He suggested that the Trustees discuss ideas on how to bring up the lower scores at some point.

Dr. Erickson invited the Board to a Community Listening Session that is scheduled for March 6 at 5:30 pm at Rhapsody restaurant. The session is to discuss planned renovation of Rhapsody and gather input from the community on the plans and the restaurant's redesign.

Dr. Erickson stated that the college has continued interaction with CGI, a new software development company in Athens. A job fair was held recently on campus to attract graduates to the business and company representatives have met with faculty from our computer and IT programs.

CHAIRMAN'S REPORT

Chairman Troxel thanked the Trustees for their time commitment beyond regular meetings and encouraged them to continue the great work they do.

Chairman Troxel asked Trustees to consider moving Board meetings around to other college campuses. He indicated that the Board has not visited Lake Snowden and it would be nice to hold a meeting there. It would be nice to visit the Perry and Logan Campuses more often as well. He suggested waiting until warmer weather but still arranging for alternate locations. Chairman Troxel will email the Trustees for feedback on this item.

OLD BUSINESS

Trustee Budzik indicated that he has been discussing with Dean Hinton at the Logan Campus the wind generator that has been inoperable for about seven months. Dean Hinton has been working diligently on this and has had communication with Dovetail, the company

that installed the unit. However, he is not getting any resolution to the matter. Trustee Budzik expressed concern that this is taking so long and felt that we are sending the wrong message to the local community when promoting clean energy and our own systems do not work.

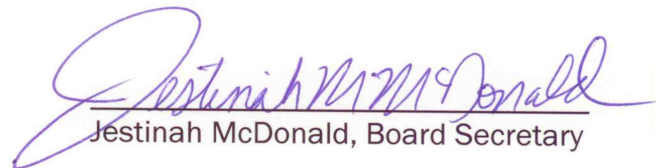
NEW BUSINESS

The next regular board meeting is scheduled for March 26, 2013 at a location to be determined after feedback is provided.

ADJOURNMENT

There being no further business, Trustee Rentschler moved, seconded by Trustee Budzik that the meeting be adjourned at 8:16 pm.



Robert Troxel, Chairman

Jestinah McDonald, Board Secretary