



**HOCKING COLLEGE
BOARD OF TRUSTEES MEETING**

**Tuesday, August 27, 2013
6:00 PM**

**Hocking College Perry Campus
Regular Meeting**

- **Call to Order** Chairman Troxel
- **Roll Call** Mrs. McDonald
- **Approval of Minutes*** Chairman Troxel
 - July 9, 2013 Regular Meeting
- **Executive Session** Chairman Troxel
- **Budget Committee Report** Trustee Brooks/Ms. Fetty
- **Facilities Committee Report** Trustee Budzik/Dr. Davis
- **Personnel Committee Report** Trustee Taulbee
- **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
 - Next Meeting: September 24, 2013 at the Inn at Hocking College
- **Adjournment** Chairman Troxel

*Board Action Required

August 27, 2013

The Regular Meeting of the Hocking College Board of Trustees was held Tuesday, August 27, 2013, at Hocking College Perry Campus, New Lexington, Ohio.

Administrators attending: Dr. Bonnie Allen-Smith, Dean of Allied Health; Laura Alloway, Director of Marketing and Public Relations; Dr. Carl Bridges, Vice President of Academic and Student Affairs/Provost; Ben Dalton, CIO; Dr. Myriah Davis, Vice President of Administrative Services; Dr. Ron Erickson, President; Gina Fetty, Vice President of Financial Services; Tammy Keith, Dean of the School of Nursing; Kensey Love, Director of Institutional Research and Planning; Libby Villavicencio, Foundation Executive Director; and Christine Woodgeard, Director of Perry Campus,

Additional attendees: Attorney Rebecca Albers and Attorney Jeff Greenley, Ohio Office of the Attorney General; 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: Mike Brooks, Mike Budzik, Andy Stone, Keith Taulbee, Bob Troxel, and Paula Tucker.

Board members absent: Darlene Wells.

Members present constitute quorum: Yes

APPROVAL OF MINUTES

Chairman Troxel asked if there were any corrections to the minutes from the July 9, 2013 regular meeting. There being none, Trustee Taulbee moved, seconded by Trustee Brooks, that the minutes be approved as presented. Motion passed unanimously.

EXECUTIVE SESSION

Trustee Taulbee moved that the Board adjourn into executive session in order to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; and to prepare for, conduct, or review a collective bargaining strategy. Trustee Brooks seconded the motion.

On a roll call vote:

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

Voting No: None

In addition to the Board of Trustees, Dr. Bridges, Dr. Davis, Dr. Erickson, Ms. Fetty, Attorney Albers, and Attorney Greenley 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 7:15 pm.

BUDGET COMMITTEE REPORT

Trustee Brooks invited Ms. Fetty to present the report. Ms. Fetty explained that there was no printed report for the Board's review and that the college does not routinely provide a July report due to there being limited activity. Ms. Fetty indicated that an August report will be presented at the September regular meeting as well as an original budget.

Ms. Fetty further reported that she had investigated and found that other 2-year schools are struggling with bad debt expenses that have been turned over to the Attorney General's office for collection. She explained that about a week after each term ends, college personnel contact students with overdue accounts and give them a week to pay. If the account is not paid, it is turned over to Attorney General, and they take over communication with the student. If students owe the college money, they can't register for next semester and no certificate, diploma, or transcript is issued until the debt is paid. Generally other colleges are having issues with collecting on these accounts as well and the amount of bad debt expense throughout the State is rising.

FACILITIES COMMITTEE

Trustee Budzik indicated that there would be no report.

PERSONNEL COMMITTEE REPORT

Trustee Taulbee stated that while there was no report, he would be presenting a resolution for consideration.

There being no further discussion, Trustee Taulbee moved, seconded by Trustee Stone, that the resolution be approved as presented. Motion passed unanimously.

RESOLUTION 2014-03

Delegate President to Enter Into Multi-Year Contract with General Counsel

WHEREAS, Hocking College Board of Trustee Resolution 2009-22 allows that, at the Board's discretion, multi-year contracts may be extended to staff,

NOW THEREFORE, BE IT RESOLVED by the Hocking College Board of Trustees that the President is delegated the authority to enter into a multi-year contract with a general counsel.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Tucker invited Dr. Bridges to present the report. Dr. Bridges indicated that he had received a Labor Market and Competitor Assessment report from Hanover Research regarding certificate and associate degree programs and he presented the Board with a summary of that report (Addendum 1). Dr. Bridges stated that the information contained in the full report will be critical to the program review process.

Next, Dr. Bridges updated the Board on work being done by the Office of Institutional Research and Planning. The beginnings of a program book has been compiled (Addendum 2) that identifies key indicators of programs and will also be used as part of the program review. Dr. Bridges reported that three key pieces are now in hand - key performance indicators, stakeholder info (advisory board, employers), and industry program research – that will enable the college to conduct annual program reviews that are less cumbersome and more meaningful. Dr. Bridges invited Mrs. Love to review the key indicators report and answer questions specific to the information contained in that report. Mrs. Love explained that the report contains indicators that deans had been asking for in regards to their programs and that additional information would be added as the report is updated and changed. Mrs. Love further explained that there are some data areas that the report does not fully display. It does not show students who complete certificates and the students who change programs are not tracked well. Her office is going to begin looking at the life cycle of programs from the first day to the 15th day to the last day and compare to look for changes.

Trustee Budzik referred back to the report from Hanover and their identification of shale drilling as a high demand occupation. Dr. Bridges commented that more detail was provided in the full report, which is available to the Board online, and that he had shared information with Dean Hinton, who is starting to look at programming options in that career field. Dr. Bridges also indicated that he is excited to look at certificate options more. He feels that the college has built associate degree programs from areas that could really be certificates and that we need to raise the visibility of our certificates for students.

FOUNDATION REPORT

Ms. Villavicencio presented a brief overview of the targeted gifts campaign (Addendum 3) and updated the Board on that activities of the Foundation.

Ms. Villavicencio also notified the Board of upcoming fellowship activities at the College:

- August 30 - Lake Snowden is hosting an employee picnic and potluck. The colleges is providing a band and a main dish.
- September 7 – is Hocking College Day at an Ohio University football game. The Foundation is selling discount tickets for only \$5 each and will be tailgating at Hocking before the game and providing bus transportation to the game.
- October 4-5 – is Hocktoberfest and Homecoming. The college is partnering with Rocky Brands to provide a free event except for the alumni dinner on Saturday evening. Hocktoberfest will be an exciting event with fun activities and we are expecting a good turnout.

CHAIRMAN'S REPORT

Chairman Troxel expressed his appreciation for the accomplishments that have been made over the last few years and the strides that the college has taken. He indicated that he had experienced a great year as chair of the board and felt that it had been a real learning experience.

Chairman Troxel also recognized that the college had lost two very good trustees recently - Trustees Rentschler and Wells have both resigned from the Board and they will both be hard to replace.

PRESIDENT'S REPORT

Dr. Erickson thanked Chairman Troxel for his leadership to board the past year.

Dr. Erickson reminded the Board of the Higher Learning Commission focus visit on September 23 & 24 and thanked Dr. Bridges and Mrs. Love for their tremendous help in preparing for that visit.

Dr. Erickson reminded the Board that it is time for the annual President's evaluation and stated that he will be putting together his review of accomplishments and submit a report to the Trustees.

Dr. Erickson expressed his regret over the departure of Trustee Wells and recognized her assistance with the IT assessment that was recently completed. Dr. Erickson invited Mr. Dalton to present an overview of that assessment. Mr. Dalton distributed copies of a Risk Register Summary (Addendum 4) and reviewed its contents with the Board.

OLD BUSINESS

Dr. Davis reported that upgrading of the main campus's fire alarms was a part of the recent bond issuance and that responses to an RFQ were due today. She further reported that a visit to Kent State to view their new system that is similar to one the college is considering will take place this week. She stated that the money for the upgrade is in place, the college just needs to pull in the final pieces.

NEW BUSINESS

Trustee Stone reported that the Ohio Department of Transportation had approached him and asked for assistance during their October 1 ribbon cutting of the new Nelsonville bypass. There is an invitation for Hocking College to participate in the celebration of this project that is opening the region.

Trustee Edwards expressed his confusion on items where the College contracts with out of state companies and doesn't take advantage of local opportunities. He indicated that the college's insurance could be bought locally at a similar rate to what it is getting from an out of state company. He stated that it is hard to ask for money from the local community when the college is not supporting the community that supports us. Dr. Erickson stated that there was some information that could be shared with the Trustees and that the new HR director will be asked to address that issue which he believes is dealing with the selection of our insurance broker, not carrier. Dr. Davis agreed and indicated that the insurance carrier

contract is bid out every year and that the College was with Med Mutual for long time but is currently with Anthem. Trustee Edwards agreed that he was referring to the insurance broker. Dr. Davis stated that she could possibly have more information at the next regular meeting and that she would prefer to let the new HR director address the issue.

Mrs. McDonald reminded the Board of the September 18 scholarship banquet and encouraged the Trustees to attend.

The next regular board meeting is scheduled for September 24, 2013 at the Inn at Hocking College.

ADJOURNMENT

There being no further business, Trustee Stone moved, seconded by Trustee Taulbee that the meeting be adjourned at 8:12 pm.



Robert Troxel, Chairman



Jestinah McDonald, Board Secretary