

## BOARD OF TRUSTEES REGULAR MEETING

Thursday, June 25, 2015  
5:00 PM ~ Committee Meetings  
6:00 PM ~ Board Meeting  
Perry Campus  
New Lexington, OH

- **Call to Order** Chairman Stone
- **Roll Call** Ms. Vandeman
- **Approval of the Minutes** Ms. Vandeman
- **Budget Committee Report** Trustee Brooks/Ms. Fetty
  - Presentation of the FY 2016 Budget\*
    - 1) Budget Assumptions
  - Resolution to Approve FY 2016 Budget
- **Academic and Student Affairs Report** Trustee Tucker/Mr. Wakeman
  - Resolution to Reactivate the Office Administration Degree Program
  - Program Review Update\*
- **Facilities Committee Report** Trustee Budzik/Dr. Davis
  - Capital Projects Update
- **Chairman's Report** Chairman Stone
  - 2015 ACCT Leadership Congress in San Diego, October 14–17
- **President's Report** Dr. Young
  - Resolution Authorizing the Development of New Policies, Update, and Revision of Existing Policies to Comply With Current Law, Accreditation, and Best Practices
    - 1) Hate Crime/Bias Misconduct
    - 2) Tobacco Free
    - 3) Vacation Carry Forward Policy
- **Executive Session** Chairman Stone
- **New Business** Chairman Stone
  - Next Regular Board Meeting September 22, 2015
- **Adjournment** Chairman Stone

\*Handouts for distribution

**June 25, 2015**

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The Regular Meeting of the Hocking College Board of Trustees was held Thursday, June 25, 2015, at the Perry Campus in New Lexington, OH.

Administrators attending: Dr. Betty Young, President; Joe Wakeman, Interim VP of Academic Affairs; Dr. Myriah Davis, Vice President of Administrative Services, and Interim VP of Student Affairs; Gina Fetty, Vice President of Financial Services; Deans: Bonnie Allen-Smith, and Jeff Daubenmire; Ben Dalton, CIO; and Program Director of Nursing, Michelle Hanson.

Additional attendees: Michelle O'Brien, Marketing and Communications Specialist; staff and media.

**CALL TO ORDER**

Chairman Stone called the meeting to order at 6:00 P.M.

**ROLL CALL**

Board members present: Jeanie Addington, Mike Brooks, Mike Budzik, Andrew Stone, Keith Taulbee, and Paula Tucker.

Board members absent: Gary Edwards, Tom Johnson, and Robert Troxel

Members present constitute quorum: Yes.

**APPROVAL OF THE MINUTES**

Trustee Taulbee moved that the minutes from April 14, 28, and 30, 2015 meetings be approved as submitted; seconded by Trustee Tucker. The motion was carried unanimously.

**BUDGET COMMITTEE REPORT**

Trustee Brooks invited Ms. Fetty to report to the Board. Ms. Fetty briefly reviewed the financial statements as of April 30, 2015. (Addendum 1). Next, Ms. Fetty explained that the State budget deadline for passage is June 30 involving three possible scenarios that could impact student tuition. However, in anticipation of the House version passing, which provides for a \$100 tuition increase per academic year, Ms. Fetty presented the following resolution:

**RESOLUTION 2015-11**  
**FY 2016 Tuition (Instructional and General Fee) Increase**

**WHEREAS**, the College is preparing its operating budget for the FY 2016 fiscal year, and

**WHEREAS**, the State’s draft biennial budget bill (HB 64) contains an Executive version that permits two year institutions to increase tuition for a full-time student by 2% or \$83 per academic year, whichever is larger, and a House version that permits two year institutions to increase tuition for a full-time student by 2%, or \$100 per academic year, whichever is larger, and a Senate version which contains a tuition freeze, offset in part by an increase in State Share of Instruction (SSI), and

**WHEREAS**, the College is anticipating a decrease in SSI in FY 2016, and

**WHEREAS**, SSI and Student Tuition, Fees and Other Student Charges make up 99% of the College’s operating budget,

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Hocking College adopts the proposed tuition (instructional and general fees) schedule reflecting an annual increase of \$100 beginning Autumn 2015 semester if the final HB 64 includes the House version of the language related to tuition. If the Executive or Senate language is adopted, the FY 2016 fee schedule will reflect a 2% increase in tuition or no increase in tuition, respectively, from the FY 2015 academic year.

<b>PER SEMESTER - House version - \$100/yr</b>			
<b>Per Credit</b>	<b>Instructional Fee</b>	<b>General Fee</b>	<b>Total</b>
1	\$158	\$29	\$187
2	\$316	\$58	\$374
3	\$474	\$87	\$561
4	\$632	\$116	\$748
5	\$790	\$145	\$935
6	\$948	\$174	\$1,122
7	\$1,106	\$203	\$1,309
8	\$1,264	\$232	\$1,496
9	\$1,422	\$261	\$1,683
10	\$1,580	\$290	\$1,870
11	\$1,738	\$319	\$2,057
12-16	\$1,898	\$347	\$2,245

Out of State Surcharge/ Full-Time; Non-Subsidy-Eligible \$2,245 per semester  
 Out of State Surcharge/Part-Time; Non-Subsidy-Eligible \$ 187 per credit hour

The motion to approve was proposed by Trustee Taulbee, and seconded by Trustee Addington. The motion was carried unanimously.

The FY 2016 proposed Budget “talking points” were discussed (Addendum 2), and Ms. Fetty noted that there would not be an increase in the Room and Board rates for the academic year. Following the reading of the resolution:

**RESOLUTION 2015-12**  
**FY 2016 Unrestricted Educational and General (E&G) Fund**  
**and Auxiliary Operations Budgets**

**WHEREAS**, the College has developed a balanced budget for FY 2016, and

**WHEREAS** this budget shall become effective July 1, 2015 through June 30, 2016 or until such time that a budget revision is prepared and approved, if warranted, and

**WHEREAS** the Vice President of Financial Services, in consultation with the President, is charged with monitoring the realization of revenues and expenditure of funds in accordance with the Board approved budget and may make modifications of internal budgets within resource constraints as needed or requested,

**THEREFORE BE IT RESOLVED** that the Board of Trustees of Hocking College adopts the proposed FY 2016 original budgets for the Unrestricted Educational and General (E&G) Fund and Auxiliary operations.

Trustee Brooks moved to adopt the resolution; seconded by Trustee Taulbee. The motion was carried unanimously.

**ACADEMIC AND STUDENT AFFAIRS REPORT**

Trustee Tucker invited Mr. Wakeman to present the committee report. Mr. Wakeman explained the lengthy process of the program review, and how to view the progress on the college’s website, (Addendum 3). Discussion followed regarding the program advisory boards and selection of the board members. Dr. Young suggested that the college consider hosting a day with all advisory boards in attendance, and then breakout into program sessions.

Trustee Tucker next introduced information regarding the re-opening of an office management program now offered as Office Administration. Dr. Young explained that the program will begin autumn term and anticipates about 25 new students to enroll. Trustee Tucker read the following resolution:

## RESOLUTION 2015-13

**WHEREAS**, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage the day to day operations of the College, and

**WHEREAS**, the continuation and closure of programs is an administrative function of the College that must have the approval of the Board of Trustees, and

**WHEREAS**, on January 30, 2014, the program called Office Management was closed after a report to the Board of Trustees by the Academic and Student Affairs Committee, so that no new students were accepted into the program, and those attending at the time were transitioned out of the program, and

**WHEREAS**, there is a need to re-open the Office Management Program at Hocking College in response to student and community interest and employability of graduates of such a program.

**NOW THEREFORE BE IT RESOLVED**, that the President or her designee/s are authorized to re-open the Office Management Program, under the new name as Office Administration, with relevant changes to the curriculum and offer the program as an accredited program at Hocking College beginning in the Fall, of 2015.

**BE IT FURTHER RESOLVED** that the President shall from time to time report to the Board relevant changes to the Program and a periodic update on its success.

Trustee Brooks moved to adopt the resolution; seconded by Trustee Budzik. The motion was carried unanimously.

### **FACILITITES REPORT**

Trustee Budzik invited Dr. Davis to present the capital project report. (Addendum 4.) Dr. Davis explained the abatement and demolition bid time frame for the Inn, and the activity involved in the Phase I and II projects

Discussion followed: Trustee Budzik suggested that the college might consider regional themes/unique features for the hotel rooms; Trustee Addington commented on outdoor space design; and Chairman Stone suggested that the design include acoustical separation between the kitchen areas and meeting room. Dr. Davis added that the parking lot resurfacing will be included under Phase 1 construction.

### **CHAIRMAN'S REPORT**

Chairman Stone announced the following events:

- 2015 ACCT Leadership Congress scheduled for October 2015 in San Diego. The Board would like to send two trustees to accompany Dr. Young to the conference.

- Jack Hershey from OACC has emailed information about a Whitehouse state-based summit asking for participation from community college presidents and regional industry leaders. The college has invited Lamar Wyse to attend with Dr. Young.
- The Board would like to host a welcome reception for Dr. Young, and will contact Libby Villavicencio and the Foundation Board for help in planning the event.

## **PRESIDENT'S REPORT**

Dr. Young introduced the new nursing program director, Michelle Hanson, a long-time nursing department faculty member. She next reported that although summer enrollment is down, revenue is up, and the budget continues to trend positively. Additional highlights from her report included:

- The college has received applications from 91 athletes with an additional 66 pending.
- During The Nelsonville Music Festival, the College received revenue from renting residence hall rooms, and providing art demos with enrollment opportunities in art programs.
- Summer community activities on campus include Kids on Campus, Safety Town, and Boy Scout programs.
- Grants awarded and/or pending include four AmeriCorps staff and Title III applications filed.
- Logan YEA program for young student entrepreneurs.
- Joint landscaping curriculum-based project with New Lexington schools
- Shared services contract in petroleum technology between Logan campus and Stark State College.
- A special committee has been established to review faculty credentials as required by the Higher Learning Commission (HLC) effective 12/31/15.
- In conclusion, Dr. Young reported becoming a very happy homeowner in Nelsonville with 18 acres and seven sheep.

## **EXECUTIVE SESSION**

Chairman Stone requested a motion to convene into Executive Session pursuant to Ohio Revised Code 121.22 (G) (1) to consider the employment, demotion, or compensation of a public employee, and to consider the investigation of charges or complaints against a public employee;

In pursuant to Ohio Revised Code 121.22 (G) (2) to consider the purchase or sale of real or personal property;

In pursuant to Ohio Revised Code 121.22 (G) (3) to discuss a pending or imminent court action; and

In pursuant to Ohio Revised Code 121.22 (G) (4) to prepare for and conduct a collective bargaining strategy.

Trustee Taulbee motioned; seconded by Trustee Addington.

On a roll call vote:

Voting Yes: Trustees Addington, Brooks, Budzik, Taulbee, Tucker, and Chairman Stone.

Voting No: None

Dr. Young, Dr. Davis and Ms. Fetty were invited to attend the session.

The Board adjourned to Executive Session at 7:20 P.M.

## **REGULAR SESSION**

Chairman Stone announced the return to the Regular Session at 8:35 P.M. Dr. Young next presented background information regarding the college policy manual, and the need to review, update, and file all policies with the State of Ohio. Ms. Dioguardi, as General Counsel, will be responsible for the revision and state compliance of the policy manual. In addition to the compliance requirements of the college's policies, Dr. Young presented the two specific policies under revision: Vacation Carry-Forward Policy, and Tobacco-Free Policy. The Hate Crime/Bias Conduct Policy is a new policy that addresses violations of the Federal Hate Crime Act, and the discipline of students and employees in violation against any protected group of persons. (Addendum 5.)

Chairman Stone instructed the Board to consider both resolutions for approval and "vote all together."

## **RESOLUTION 2015-14**

**WHEREAS**, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage the day to day operations of the College, and

**WHEREAS**, the development of college policies and procedures is an administrative function, and polices reflect the College's mission and address the means and methods of implementing standards of conduct and behavior in all aspects of the College's functioning as an institution of higher learning, and

**WHEREAS**, with the directives of state law, regulations, and to keep pace with current best practices, it is necessary to update and review Hocking College's policies.

**NOW THEREFORE BE IT RESOLVED**, that the President or her designee/s are authorized to review, re write, create, update and eliminate the policies of the College to stay in compliance with federal and state mandates and current best practices.

**BE IT FURTHER RESOLVED**, that the President shall from time to time report to the Board relevant changes to current policies and creation of new policies and elimination of polices as appropriate for Board approval by motion:

- a. all policies of the college, including, but not limited to the operations of the financial, operational, facility, workforce, student life and day to day functioning of the College.

### **RESOLUTION 2015-15**

**WHEREAS**, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage the day to day operations of the College, and

**WHEREAS**, the development of college policies and procedures is an administrative function, and polices reflect the College's mission and address the means and methods of implementing standards of conduct and behavior in all aspects of the College's functioning as an institution of higher learning, and

**WHEREAS**, with the directives of state law, regulations, accreditation requirements and to keep pace with current best practices, it is necessary to update and review Hocking College's policies, and present said policies to the Board for approval by motion, and

**WHEREAS**, President Young has presented the Board of Trustees two revised and one new policies to be approved by the Board.

**NOW THEREFORE BE IT RESOLVED**, the revised policy concerning the maximum amount of vacation that a non-bargaining unit employee may carry over from fiscal year to fiscal year is hereby approved.

**BE IT FURTHER RESOLVED**, the revised smoke and tobacco-free campus policy is hereby approved.

**BE IT FURTHER RESOLVED**, the new hate crime and bias conduct policy is hereby approved.

Trustee Taulbee motioned to approve Resolution 2015-14 and Resolution 2015-15; seconded by Trustee Brooks. The motion was carried unanimously.

### **NEW BUSINESS**

Chairman Stone announced that the next Board Meeting will held late July to approve various contracts and construction bid.

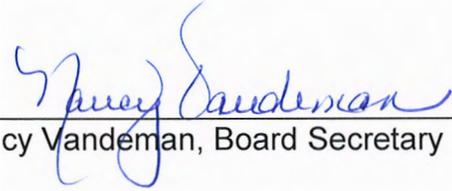
Trustee Budzik briefly mentioned ethics training for this board, and assumed that Ms. Dioguardi will be able to address the issue.

**ADJOURNMENT**

There being no further business, Chairman Stone moved, seconded by Trustee Brooks, to adjourn the meeting at 8:55 P.M.



Andrew Stone, Chairman



Nancy Vandeman, Board Secretary