



HOCKING COLLEGE BOARD OF TRUSTEES MEETING

Tuesday, November 10, 2009
4:00 P.M.
Inn at Hocking College

AGENDA

- Call to Order Dr. Geiger
- Roll Call Mr. Swart
- Approval of Minutes Dr. Geiger
- Enrollment Report Dr. Short
- Academic Affairs Report Dr. Weiland
 - Higher Learning Commission
 - Quarter to Semester Conversion
- Budget Committee Report Mr. Willard/Dr. Hill
- President's Report Dr. Erickson
 - 1) Informational Items:
 - Introduction of Attorney Generals Education Unit Staff Members
 - VP Academic and Student Affairs Search
 - 2) Items for Board Action:
 - Emeritus Status for Retired Trustees
 - Emergency Closing Policy and Procedures Chief Davis
 - Records Retention Policy (First Reading)
- Meetings and Dates Mr. Swart
 - Date of Next BOT Meeting: 12/15/09
- Old Business
- New Business
- Executive Session Dr. Geiger
- Adjournment Dr. Geiger

MINUTES**REGULAR****MEETING****HELD****November 10****2009**

The regular meeting of the Hocking College Board of Trustees was held Tuesday, November 10, 2009, at the Inn at Hocking College.

Administrators attending: Dr. Ron Erickson, President; Sue Chiki, Dean, School of Business; Larry Coon, Dean, School of Natural Resources; Police Chief, Mary Davis; Dr. J. William Hill, Senior Vice President; Neil Hinton, Dean, School of Industry; Dr. Jerry Hutton, Dean, Alternative Energy Institute; Laura Kreider, Director, Human Resources; Dr. Roy Palmer, Senior Vice President; Steve Roley, Manager, Hocking Hills Travel; Dr. Myriah Short, Director of Institutional Planning; Judy Sinnott, Public Information Director; Joe Wakeman, Director of Sustainability, Dr. Molly Weiland, Interim Vice President of Academic Affairs.

Additional attendees: Members of faculty and staff, the media and invited guest, Ms. Cheryl Hacker, Ohio Attorney General's Office, Education Section

CALL TO ORDER

Dr. Alan Geiger, Chair, called the meeting to order at 4:00 PM.

ROLL CALL

In the absence of Mr. Steve Swart, Nancy Vandeman, Board Recording Secretary, called the roll:

Board members present: Mr. Van Cardaras, Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Frank Newlon, Mr. Steve Swart (arrived at 4:15 PM) and Mr. Larry Willard

Board members absent: Mr. Joe Murtha and Mrs. Tonya Sherburne

Members present constitute quorum: Yes

APPROVAL OF MINUTES

Trustee Cardaras moved, seconded by Trustee Light, that the minutes of the September 29, 2009 Board of Trustee meeting be approved as amended to indicate that Trustee Geiger voted Yes on the Monthly Budget and voted Yes on the Amendment of At-Will Employee Resolution.

Voting Yes: Trustee Cardaras, Trustee Cline, Trustee Geiger, Trustee Light, Trustee Newlon, and Trustee Willard

Voting No: None.

ENROLLMENT REPORT

Dr. Myriah Short reported the 15th day of Fall Quarter 2009 student enrollment at 6,341 set an all-time historical record. A handout titled, *Fall 2009, 15th Day Enrollment Report*, with detailed enrollment data was distributed to Board members.

ACADEMIC AFFAIRS COMMITTEE REPORT

Dr. Molly Weiland, Interim Vice President of Academic Affairs, delivered a PowerPoint presentation titled, *The Power of Self Study in Preparation for the Higher Learning Commission*, which included material summarized from the Higher Learning Commission of North Central Accreditation process. The Higher Learning Commission (HLC) is part of the North Central Association of Colleges and Schools and oversees the accreditation of degree-granting colleges and universities in nineteen Midwestern and South-Central states. The HLC currently offers two types of programs for continued accreditation:

- **PEAQ** - Program to Evaluate and Advance Quality
- **AQIP** - Academic Quality Improvement Program

Dr. Weiland recommended moving from PEAQ to the AQIP model. Additional information was provided to the Board in the handout titled, *3.2, Exploring the Criteria and the Core Components*.

Hocking College's last accreditation visit was in 2002; the next visit will be scheduled for either Fall 2011 or Spring 2012. Dr. Weiland also advised that the Self-Study report will be due 60 days prior to Summer 2011.

Discussion followed. President Erickson remarked about his experience with PEAQ at his former institution and believes that the college is equipped to move into the AQIP program.

At the conclusion of the presentation, Trustee Light, Co-chair of the Academic Subcommittee, commended Hocking College for approaching the Self-Study as a serious challenge and doing what she perceives to be an excellent job.

Dr. Weiland also presented information in a PowerPoint format relating to the Ohio Board of Regents recommended *Quarter to Semester* conversion. The transition to semesters should be implemented by Fall 2012. The goal is to make the conversion revenue and credit neutral. Discussion followed

MONTHLY BUDGET

Trustee Willard introduced the topic of the Professional Bargaining Unit contract negotiations and deferred to Co-chair, Dr. Bill Hill, for comment. Dr. Hill reported that negotiations remain ongoing.

Dr. Hill provided Board members with copies of the *Monthly Financial Statements For The Period Ending 9/30/09* and summarized the following items:

- Revenue projections, as of September 2009, have increased more than 17% over previous year
- State subsidy lags and indications are a 10% decrease over previous year.
- Residence halls revenue has increased 23% over previous year and is based upon 90% occupancy rate
- Inn at Hocking College revenue continues to decline
- PELL Grant increases are offsetting the elimination of OCAG funding
- Student loans have increased 46%; \$12.8 million have been processed in student financial aid awards with \$6.8 million returned to Hocking College

Trustee Geiger concluded the committee report with a strong recommendation that the college maintain a conservative approach to budgetary actions due to an unstable economy and the possibility of future state funding cuts. No action taken.

PRESIDENT'S REPORT

Dr. Erickson announced that he was asked to rearrange the meeting agenda:

Vice President of Academic and Student Affairs Search

Following a nationwide search, The Vice President of Academic and Student Affairs Search Committee, chaired by Dr. Larry Dukes, has selected four finalists for onsite interviews scheduled for November 16th, 17th and 23rd. Dr. Dukes specifically asked Dr. Erickson to publically thank the search committee for providing such excellent service to the college. At this point, the names of these candidates will remain anonymous.

Emeritus Status for Retired Trustees

Dr. Erickson proposed that Hocking College align its selection criteria for Emeritus Status with the Ohio Association of Community College (OACC).

The *Maureen C. Grady Award For Special Achievement* criteria was distributed to Board members for their consideration. Selection of the Emeritus award will be a collaborative effort between the members of the Board of Trustees and Dr. Erickson.

Trustee Geiger has asked each Board member to be prepared to discuss a "length of service requirement" and to prepare a response in resolution form for consideration at the next Board meeting.

Records Retention Policy

Dr. Erickson introduced the proposed Records Retention policy based upon the Sinclair Community College model, which addresses both retention and archival features. A draft copy of the policy was distributed to the Board. Trustee Swart, as Co-chair of the Personnel Subcommittee, agreed to review the policy and report back to the Board with their recommendation.

Emergency Closing Policy and Procedures

Hocking College Police Chief Mary Davis distributed Hocking College's document titled *Emergency Cancellation and Closure Policy and Procedure* for the Board's consideration. Items of review included:

1. Decision to deviate from the norm
2. Levels of operational status
3. Addressing levels of essential personnel and identification cards for Essential Personnel (EPC's)
4. Appendices A - F

Discussion followed. Trustee Geiger questioned emergency preparedness plans at auxiliary sites, i.e. Inn at Hocking College and Rhapsody restaurant. Trustee Newlon questioned emergency plans that extend beyond closure due to inclement weather for Perry Campus in New Lexington and Logan Campus. Trustee Swart emphasized the value of seeing an overall disaster plan, which includes a response from Dr. Joseph Hotel, the college's medical director. Chief Davis will address additional concerns with her committee and report back to the Board.

Chief Davis' closing remarks included comments about the emergency system collaboration with the college's IT Department, as well as, an emergency cell phone texting notification system under consideration.

Introduction of Attorney General's Education Unit Staff Members

Dr. Erickson introduced Cheryl Hacker from the Education Section of the Ohio Attorney General's Office. Ms. Hacker has been assigned to the college to provide legal advice, and she briefly outlined the legal services offered by the Section. She also advised the Board of training opportunities available onsite and

legal symposiums offered annually in the month of December. Trustee Geiger extended an invitation for Ms. Hacker to join the Trustees during the Executive Session.

MEETINGS AND DATES

Trustee Geiger announced the date for the next Board of Trustees meeting scheduled for December 15, 2009.

OLD BUSINESS

Trustee Newlon posed the question of the status of the purchase of the Forfar Field Station on Andros Island in the Bahamas from the International Field Studies organization (IFS). Dr. Erickson responded with a brief summary of the ongoing negotiations and acquisition issues. Dr. Hill responded that the attorney, Vorys, Sater, Seymour and Pease LLP of Columbus, OH, representing the college's Foundation Board of Trustees, continues in communication with the Bahamian government.

NEW BUSINESS

Laura Kreider, Director of Human Resources, distributed documents regarding the college's Code Section 403(b) investment plan available to employees. Trustee Geiger asked that the information be reviewed by the Personnel Subcommittee and brought to the Board for consideration and further action.

EXECUTIVE SESSION

Trustee Cardaras moved, seconded by Trustee Willard that the Board of Trustees adjourn into Executive Session to discuss each of the following matters:

- to consider the discipline of, performance of, and the investigation of complaints against a public employee or employees
- to discuss pending or imminent litigation
- to review the status of collective bargaining matters

He further asked Dr. Ron Erickson, Dr. J. William Hill, Ms. Laura Kreider, and Attorney Cheryl Hacker to adjourn with the Board into Executive Session.

Roll call vote:

Voting Yes: Trustee Cardaras, Trustee Cline, Trustee Geiger,
Trustee Light, Trustee Newlon, Trustee Swart, and Trustee Willard

Voting No: None.

The Board adjourned into Executive Session at 5:10PM

(The following discussion reported by Trustee Swart):

1. To consider the discipline of, performance of, and the investigation of complaints against a public employee or employees: The Trustees were briefed by President Erickson and Attorney Hacker on the issues surrounding, and the possible outcomes, of the ongoing disciplinary conferences.

2. To discuss pending or imminent litigation: No matters of pending or imminent litigation were reviewed or discussed.

3. To review the status of collective bargaining matters: Dr. Hill and Ms. Kreider updated the Trustees on the status of the bargaining, noting that the parties have narrowed the issues. They reported that the Professional Union was considering the college's latest offer.

Upon conclusion of these briefings the Executive Session ended.

REGULAR SESSION

Trustee Cline moved, seconded by Trustee Light, that the Board return to Regular Session at 6:30 PM.

Nancy Vandeman, Recording Secretary, was asked to announce the Roll call vote:

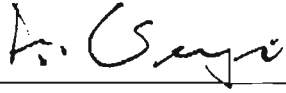
Voting Yes: Trustee Cardaras, Trustee Cline, Trustee Geiger,
Trustee Light, Trustee Newlon, and Trustee Willard

Voting No: None.

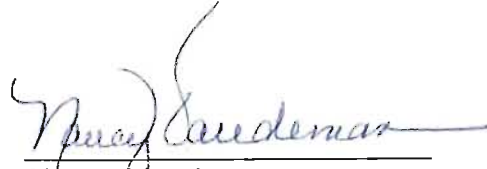
Absent: Trustee Swart at 6:15 PM

ADJOURNMENT

There being no further business, Trustee Geiger adjourned the meeting at 6:35 PM.



Trustee Geiger
Chairperson



Nancy Vandeman
Board Recording Secretary