

MINUTES	REGULAR	MEETING
HELD	October 28	2008

The regular meeting of the Hocking College Board of Trustees was held Tuesday, October 28, 2008, in the Community Room, Davidson Hall on the Hocking College campus, Nelsonville, Ohio.

Board members present were: Dr. Jack Cline, Dr. Alan Geiger, Mr. J. Thomas Hill, Mrs. Patricia Light, Mrs. Carol Mackey, Mr. Joe Murtha, Mr. Frank Newlon, Mr. Steve Swart, and Mr. Larry Willard.

Administrators attending were: Dr. J. William Hill, senior vice president; Dr. Judith Maxson, provost; Dr. Roy Palmer, senior vice president; Sue Chiki, dean school of business and information; Larry Coon, dean school of natural resources; George Hinkle, chief technology officer; Dr. Lynn Hull, dean enrollment services; Jerry Hutton, dean alternative energy programs; Laura Kreider, director human resources; Judy Sinnott, director of public information; Ellen Sostarich, dean arts and sciences; Chuck Taylor, dean perry campus; Molly Weiland, dean school of health and nursing; and Cindy Baden, board secretary. Also attending were: Nelson Cary, Esq. and Herbert Hedden, Esq., VORYS Legal Counsel; Kim Forbes-Powell, student access center coordinator; Jane Lyons, director of the learning connection; and Marc Wayner, HCEA representative and faculty member.

CALL TO ORDER

Mr. Willard, board chair, called the meeting to order. Mr. Willard noted that Dr. Light expressed his apologies for not being at the Board meeting due to illness.

APPROVAL OF MINUTES

Mr. Hill noted that the HC Foundation did not meet with the Board meeting at the September meeting. Dr. Geiger moved, seconded by Mr. Murtha, to approve the September regular Board meeting minutes with the one revision.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mr. Tom Hill, Mrs. Carol Mackey, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

Mrs. Mackey asked that the September special meeting minutes include additional information regarding questions and answers and additional points.

Cindy will ask Bill Hill and Andy Federico to provide additional information. There was no motion to approve September special Board minutes.

POLICY AND PROCEDURE COMMITTEE

Board Bylaws

Mrs. Mackey indicated there was a substantive change to Section 8 – indemnification of the proposed Board bylaws. Mackey noted that Mr. Hedden suggested it be removed. Hedden stated that the statute permits the college to have indemnification insurance for the Board. The college does have indemnification insurance for staff and Board members. Mackey noted the Board didn't need to address indemnification in the bylaws. Geiger noted that as long as people are complying with the law, they are covered by statute.

Hedden suggested that items covered by the statute are covered in the bylaws so that the Trustees have one document to review (i.e. indemnification, treasurer, etc.). He noted that most of the work was clean up work and tracking statutes and asked how much the board wanted included in the bylaws. Geiger suggested that the statutes be included as an appendix to the bylaws. Hedden noted this would be the option of the Board. Mackey noted there were two options: Reference ORC in the bylaws with a statement that the Board will comply as it is revised, or include the statutes in the bylaws themselves.

It was questioned whether the treasurer of the college needed to be appointed each year. The treasurer of the college is to be appointed by the Board, who serves until such time as the Board elects a new treasurer. It was noted this should be defined in the bylaws.

Mrs. Mackey moved, seconded by Dr. Cline, to include in the Board bylaws that it is the Board's duty to appoint a treasurer annually at the reorganization of Board. Hedden reminded the Board that if there was a change of treasurer, an additional step of auditing needs to be conducted.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mr. Tom Hill, Mrs. Carol Mackey, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

Hedden noted he should have final draft for approval at the December meeting.

Energy Institute Steering Committee

Mackey noted the energy institute steering committee met recently to go over plans with the architect. The committee will continue to meet monthly. Joe Murtha has been added to the committee.

Presidential Search Committee

Geiger noted the Presidential Search committee held an organizational meeting Friday, October 24, with almost 100% attendance. Dr. Geiger indicated that he felt Dr. Ponitz was the right person to lead the search. The committee reviewed a draft of the profile for the new president and will meet Friday, November 7, to finalize the profile so that it can be brought before the Board for approval at the next meeting. The committee will be working closely with the Board during the process. Geiger noted that meetings are open and public. It was decided to combine both committees (Planning and Interview) together rather than having two different groups for the search.

PRESIDENT'S REPORT

Mr. Willard presented the President's report in Dr. Light's absence.

University System of Ohio

Geiger and Willard attended the Ohio Association of Community College trustee conference where the University System of Ohio was discussed. OACC will provide a combined report of draft strategies for two year colleges. Two year colleges will be a separate budget line item from the four year colleges to provide more say for two year colleges in how dollars will be spent. The plan calls for an additional 180,000 new students in the two-year sector in the next ten years. An individual college report is due tentatively November 30th, which will be a one page report to the Board of Regents. It was noted that some boards may not meet prior to that but will have their report in as soon as possible. Hocking College has put together committees to work on the metrics. If anyone would like to attend meetings let Cindy know.

Energy Efficiency Plan

In December 2004, Ohio House Bill 251 was approved. For all State agencies, including colleges and universities, the following points were included: a goal to reduce on and off campus energy consumption by at least 20% using year 2004 as a benchmark; incorporate best practices into energy efficient conservation plans including alternate energy sources; that each Board develop its own 15-year energy plan (2004 to December 31, 2019); and that each Board

report periodically on the plan. The State has asked that the first compliance report and plan be approved by the Board of Trustees by December 31, 2008. A draft resolution was presented for approval at the December Board meeting.

Swart asked how the metrics will be measured. Bill Hill noted that the Regents will provide a software package to record actual energy costs from the college's records which will be the basis for determining if savings objectives are met. Swart asked how much it would cost. Hill noted he understood that the Regents would be providing the software free of charge. Mackey asked what the payback would be regarding energy efficiencies. Willard asked how new buildings would be accounted for. Hill indicated this would be calculated into the formula and the facilities people at the BOR will be providing software.

403(B) Compliance

A resolution from the Attorney General's office was presented for 403(b) compliance. The objective is to improve communications between various tax sheltered annuities. The new IRS compliance increases the burden on the institution so that employees do not over contribute. Rules from the IRS require it be in place by January 1, 2009. The college will be using Carter and White to administer the plan.

Newlon moved, seconded by Tom Hill, that the resolution for the 403(b) compliance be approved as presented.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mr. Tom Hill, Mrs. Carol Mackey, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

RESOLUTION 2009-04

RESOLUTION TO ADOPT THE HOCKING COLLEGE 403(b) RETIREMENT PLAN AND TO AUTHORIZE THE FISCAL OFFICER/TREASURER TO EFFECTUATE FULL COMPLIANCE THEREFOR.

Synopsis: This is an action to adopt a written plan document for the Hocking College 403(b) Retirement Plan (the "Plan") and to give authority to the Fiscal Officer/Treasurer to make such changes to the Plan as are necessary to effectuate compliance of the Plan with the requirements of Internal Revenue Code Section 403(b) and to sign the final Plan on behalf of this Board.

WHEREAS, Hocking College (the "Institution") has sponsored a retirement plan arrangement under Internal Revenue Code Section 403(b); and

WHEREAS, the Internal Revenue Service has promulgated regulations under Code Section 403(b) that require the Institution adopt a written plan document; and

WHEREAS, the written plan document must be adopted on or before January 1, 2009.

NOW, THEREFORE, BE IT RESOLVED, that

1. the Institution's fiscal officer/treasurer is authorized and empowered by the Board to adopt the Plan and is further empowered to make such administrative changes to the Plan as are required to effect compliance with the Internal Revenue Service 403(b) regulations.

2. said officer has the authority to sign the final Plan on behalf of this Board, with the corresponding full weight and effect.

3. this delegated authority shall continue until the earlier of the date the authority is revoked or October 31, 2013.

4. all formal actions of this Board of Trustees relating to the enactment of this resolution were taken and adopted in open meetings, and all deliberations of this Board or any of its committees which resulted in such formal actions, were in full compliance with the law.

MONTHLY BUDGET

Dr. Bill Hill noted nothing unusual in the monthly budget. He indicated that during the first three months of the year, there was some increase in spending, but within budget. Revenues are higher than projected. He noted the college has seen growth this year, but cautioned that the college is seeing a greater reliance on student aid funds. Student loans were up 50% over last year. In auxiliaries, for the bookstore, Hill noted that book vendors paid quicker which distorted the profit/loss statement. The residence hall was up tremendously as result of the two new facilities. Hill noted the bank has not issued bonds for the residence halls so the college has not had to make any debt service payments. Hill indicated the bond issuance will go forward when the bank feels it is best. Hill noted the motel report continues to show no improvement in losses. Hocking Hills Travel showed slightly higher sales during first quarter. Hill said interest income showed a decrease and noted the college was feeling the impact of idle funds in money market accounts. Lake Snowden is now showing as an auxiliary and is showing a loss. College officials will be meeting next month regarding activities.

The college was told that approval of the Board was needed when dealing with student loans making the college responsible to access risks. The college needs to develop a policy on items that would be considered a red flag for identity theft. Someone from the college will be appointed to be responsible for the red flag system and to follow up with items that may be suspicious.

Mackey asked that a separate profit and loss statement for dining services be included in the financial report. Swart asked about renovation costs associated with the dining services. Hill indicated some money was spent on expanding seating and equipment.

Mackey moved, seconded by Swart to approve the monthly budget as submitted.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mr. Tom Hill, Mrs. Carol Mackey, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, and Mr. Steve Swart.

Voting No: None.

NEW BOARD COMMITTEES

Mr. Willard distributed new committee assignments. He noted he appreciated everyone's willingness to serve.

Larry Willard, Board Chair, is ex-officio member of all committees

Budget

Steve Swart, Chair
Carol Mackey

Facilities

Frank Newlon, Chair
Joe Murtha

Personnel

Tom Hill, Chair
Jack Cline

Academic

Patricia Light, Chair
Alan Geiger

Presidential Search

Alan Geiger, Chair
Tom Hill
Jack Cline

MEETINGS AND DATES

Mrs. Baden noted the Taste in the Valley: Wine and Dinner and Auction will be held November 7th.

A joint November-December Board meeting will be held in December. The proposed date is December 16th.

ADMINISTRATIVE REPORTS

Dr. Maxson distributed a WebCT based course report and a USO high school partnerships handout. She noted that Nelsonville, Trimble, and Athens have not expressed interest in working with the college. There is a disincentive to work with the college because of funding issues. Feedback is good from students. All students are brought on campus and given the opportunity to see what the college has to offer

Willard noted that the OACC has a committee that has worked with colleges and universities on courses that will transfer across the board and will track students so Hocking College will get credit for students who leave and get a four year degree.

Mrs. Sostarich said the Board of Regents has approved technical colleges to offer a two year Associate of Applied Arts and Associate of Applied Science degrees. Final approval will be contingent upon approval by the Higher Learning Commission. A proposal has been submitted to the Higher Learning Commission. The college is putting together marketing materials and will probably roll them out winter quarter. Transfer module students will be the most likely candidates for these degrees.

Hutton noted that the energy institute is under construction. Completion is set for fall 2009. The institute has submitted several grants for funding for internships and equipment.

Hull presented a fall quarter enrollment snapshot. She noted that heads were up 5% from last year and the FTE was up 11%.

Wayner noted the professional unit has representatives on the Chancellor's committee dealing with the University System of Ohio to discuss/evaluate programs.

EXECUTIVE SESSION

Geiger moved, seconded by Hill, that the Board adjourn to executive session to discuss employment contracts. Mr. Herbert Hedden and Mr. Nelson Cary were asked to remain.

Roll call vote:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mr. Tom Hill, Mrs. Carol Mackey, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

RETURN TO REGULAR SESSION

Dr. Geiger moved, seconded by Mr. Hill that the Board return to regular session.


Roll call vote:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mr. Tom Hill, Mrs. Carol Mackey, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mr. Steve Swart, and Mr. Larry Willard.

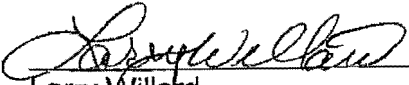
Voting No: None.

ADJOURN

Mrs. Mackey moved that the meeting be adjourned.



Cynthia Baden
Board Secretary



Larry Willard
Board Chair