



## HOCKING COLLEGE BOARD OF TRUSTEES MEETING

Tuesday September 29, 2009  
5:00 P.M.  
Inn at Hocking College

### REVISED AGENDA

- Call to Order Mr. Willard
- Roll Call Ms. Baden
- Approval of Minutes Mr. Willard
- Reorganization of Board/Nomination and Election: Mr. Willard
  - Chair
  - Vice-Chair
  - Secretary
- Enrollment Report Dr. Short
- Academic Affairs Committee Report Dr. Weiland
- Budget Committee Report Dr. Hill
- President's Report: 2009 State of the College Report Dr. Erickson
- Policy Discussion: Dr. Erickson
  - Amendment of At-Will Employee Resolution
  - Discussion of Resolution Addressing Policy on Emergency Cancellation of College Operations and Closure of the Institution
  - Discussion of Proposed Records Retention Policy
- Meetings and Dates Ms. Baden
- C'd Business
- New Business
- Executive Session
- Adjournment

**MINUTES****REGULAR****MEETING****HELD****September 29****2009**

The regular meeting of the Hocking College Board of Trustees was held Tuesday, September 29, 2009, at the Inn at Hocking College. Prior to the Board meeting, Board members met with staff from the Auditor of State's Office regarding the special audit and held a brief reception.

Board members present were: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Administrators attending were: Dr. Ron Erickson, President; Sue Chiki, Dean, School of Business; Larry Coon, Dean, School of Natural Resources; Dr. J. William Hill, Senior Vice President; Neil Hinton, Dean, School of Industry; 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, Assistant Dean, School of Natural Resources; Dr. Molly Weiland, Interim Vice President of Academic Affairs; and Cindy Baden, Board Secretary.

**CALL TO ORDER**

Mr. Willard, chair, called the meeting to order.

**APPROVAL OF MINUTES**

Dr. Cline moved, seconded by Mr. Swart, that the minutes of the August Board of Trustee meeting be approved as submitted.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, and Mr. Steve Swart

Voting No: None.

**REORGANIZATION OF BOARD****Appointment of Chair of Board of Trustees**

Mr. Murtha moved, seconded by Mr. Swart to nominate Dr. Alan Geiger as Chair of the Board of Trustees.

Dr. Cline moved, seconded by Mr. Newlon, that nominations be closed.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

Motion to appoint Dr. Alan Geiger as Chair of Hocking College Board of Trustees:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

#### **Appointment of Vice-Chair of Board of Trustees**

Mr. Murtha moved, seconded by Mr. Light to nominate Mr. Frank Newlon as vice-chair of the Board of Trustees.

Dr. Geiger moved, seconded by Mrs. Sherburne that nominations be closed.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

Motion to appoint Mr. Frank Newlon as Vice-Chair of the Hocking College Board of Trustees:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

#### **Appointment of Secretary to Board of Trustees**

Mr. Murtha moved, seconded by Ms. Sherburne to nominate Mr. Steve Swart as Secretary to the Board.

Mrs. Light moved, seconded by Dr. Cline that nominations be closed.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

Motion to appoint Mr. Steve Swart Secretary to the Board of Trustees of Hocking College:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

#### **Appointment of Treasurer to Board of Trustees**

Mr. Newlon moved, seconded by Dr. Geiger to nominate Dr. J. William Hill as Treasurer of the Board.

Mr. Murtha moved, seconded by Dr. Cline that nominations be closed.

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

Motion to appoint Dr. J. William Hill Treasurer of the Board of Trustees of Hocking College:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

Mr. Willard turned the meeting over to Dr. Geiger. Dr. Geiger thanked Mr. Willard for his service as chair the past two years, and Cindy Baden for her service to the Board as secretary for many years.

## **ENROLLMENT REPORT**

Dr. Myriah Short noted that as of September 29 the college had reached a total number of students registered for Fall Quarter of 6002, of which 5636 are subsidy eligible. This is an 8% increase over last year. Dr. Weiland noted that this was the first time the college had broken 6000 in headcount. Dr. Geiger thanked everyone for their help in the increase in enrollment.

## **ACADEMIC AFFAIRS COMMITTEE REPORT**

No report.

## **MONTHLY BUDGET**

Dr. Hill noted nothing unusual in his monthly reports for July and August. The Inn at Hocking College and Hocking Hills Travel Agency showed greater losses over this time last year. Dr. Hill noted stimulus monies have begun to be received. The amount to be received for this year is \$2,631,000, to be allocated over the fiscal year. The State is also holding back approximately \$750,000 in deferred funding in SSI, to be allocated over the fiscal year. There is concern from colleges about whether this should be booked as revenue for the current year. Guidance is being sought from the Auditor of State's and Attorney General's Offices.

Mr. Newlon moved, seconded by Dr. Cline to approve the July and August budget reports as submitted.

Voting Yes: Dr. Jack Cline, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

## **PRESIDENT'S REPORT**

### **Energy Institute**

Jessie McDonald updated the Board on activities at the Energy Institute. Occupancy permit was granted yesterday. Staff will be moving in the next two days. Ribbon cutting for the new building will be Friday, October 2, at 1 p.m.

### **State of the College 2009**

Dr. Erickson presented highlights from his 2009 State of the College Address, "A View from the Crow's Nest".

He provided a brief assessment of the current status of several operational areas and where the college needs to go:

- 1) People - salary and job classification review, consolidation of certain administrative functions may be possible for efficiency, certain operational units are either understaffed or without staff, systematic plan of professional development for all units, sound performance evaluation strategies needed; actions taken – new positions established with redistribution of responsibilities and little financial cost, proposing new directorships, hiring Tungsten Marketing;
- 2) planning and research - organized planning model needed; established office of institutional research and planning, new strategic plan will be integrated into quarter to semester conversion and self study;
- 3) leased/owned properties - defining financial viability of investments regarding priority to mission, alignment with curricular aims, customer base and the viability of long term profitability; master planning for facility and land management initiated, relocation of offices;
- 4) academic programs - broad and diverse, quarter to semester offers opportunity for consolidation and redesign, more prescribed periodic program reviews will be employed by board of regents; more proactive strategic marketing strategy, greater levels of budgetary management by deans; actions to date: significant growth potential in military education, international education, customized training opportunities and associate of arts programming, examining STEM-related majors to compliment present industrial curriculum, long term institutional response to Campus Climate Commitment;
- 5) partnerships - longstanding relationships with numerous governmental, civic and educational partners must be either maintained or re-activated;
- 6) policies - development of new policies coordinated with accompanying procedures maintained and reviewed on regular basis; historical policies have been reviewed and moving forward with final adoption of policies, exploring options for Board governance training for Attorney General's Office;
- 7) pecuniary - long term financial health of institution will depend on a balanced combination of strategies, including smart growth, scrutiny of all auxiliary businesses, further consolidation of administrative functions, and possible reductions in workforce over time.

## **POLICY DISCUSSION**

### **Amendment of At-Will Employee Resolution**

Amendments to the At-Will Employee resolution previously passed by the Board were discussed. Mr. Willard moved, seconded by Ms. Light, that the revised resolution be approved.

Voting Yes: Dr. Jack Cline, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Steve Swart, and Mr. Larry Willard.

Voting No: None.

### **RESOLUTION 2010 – 04**

#### **REVISION OF RESOLUTION 2009-22**

WHEREAS, the Hocking College Board of Trustees does not feel multi-year contracts are in the best interest of Hocking College; and

Whereas, the Board wishes to eliminate the issuance of multi-year contracts; and

Whereas, the Board recognizes that some Administrative and Confidential Staff are currently on multi-year contracts;

*THEREFORE, BE IT RESOLVED:* by the Hocking College Board of Trustees, that administrative, confidential, and other qualifying employee contracts/appointments will be at will, with the expectation that the contract will be continued until terminated. The President's contract will be an exception to the at-will employment policy and will be a multi-year contract. At the Board's discretion, multi-year contracts may be extended to staff as needed.

The administration, under the direction of the President, will develop an evaluation system for Appointment of Administrative and Confidential Staff contracts. The evaluation system will consider technological changes, program viability, personnel needs of the college, as well as the college's ability to place an employee in a different position as the need arises.

The continuation of any contract is contingent upon satisfactory evaluation of the employee and budget availability.

Current multi-year contracts for administrative and confidential staff will be honored.

This resolution supersedes Hocking College Resolution 2009-22.

### **Discussion of Resolution Addressing Emergency Cancellation of College Operations and Closure of the Institution**

A proposed policy addressing emergency cancellation of college operations and closure of the institution was reviewed. The Board asked that operational procedures be brought to the Board prior to their adoption of this policy.

### **Discussion of Proposed Records Retention Policy**

Dr. Erickson noted this would be brought before the Board at the October meeting.

### **MEETINGS AND DATES**

Mrs. Baden noted the following meetings and dates:

- |                       |   |
|-----------------------|---|
| ↓ Friday, October 2   | Hocking College Energy Institute Ribbon Cutting<br>Activities begin at 10; ribbon cutting at 1 p.m. |
| ↓ Tuesday, October 27 | October Board of Trustee Meeting;   |
| ↓ Friday, November 6  | Seventh Annual Taste in the Valley:<br>Wine Auction and Dinner<br>5:30 p.m.                         |

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

Mr. Newlon noted that trying to register his son on Monday was not possible, due to the convocation event. Mr. Newlon suggested that if the campus is to be closed, essential offices need to be open. Dr. Erickson will take this under advisement. Mrs. Sherburne noted that it is critical that staff have an opportunity to work together. Better communication is needed to let the public know when all offices will be closed.



## **EXECUTIVE SESSION**

Mr. Willard moved, seconded by Mr. Swart that the Board of Trustees to adjourn into executive session to discuss each of the following matters:

- to consider the appointment and/or employment of a public official;
- and, to consider the discipline of, and the investigation of complaints against, a public employee.

He further asked that Laura Kreider, Dr. Ron Erickson, and Dr. J. William Hill adjourn with the Board into executive session.

Roll call vote:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, Mr. Swart, and Mr. Willard.

Voting No: None.

The Board adjourned into Executive session at 6:12 p.m.

(Following reported by Steve Swart):

Three topics were discussed in executive session.

1. Collective Bargaining – The Board of Trustees was updated on the status of current negotiations and issues under consideration. Laura Kreider and Bill Hill provided this update.
2. Contracts – The Board of Trustees was updated on terms, conditions, and performance of the management agreement for The Hocking Inn. Bill Hill, PhD. and Ron Erickson, PhD, provided this update.
3. Personnel – The Board of Trustees was updated on the HC president's desire to continue the consolidation of senior management positions.

Upon conclusion of these briefings the executive session ended.

## **REGULAR SESSION**

Mr. Murtha moved, seconded by Mrs. Light moved that the Board return to regular session.

Roll call vote:

Voting Yes: Dr. Jack Cline, Dr. Alan Geiger, Mrs. Patricia Light, Mr. Joe Murtha, Mr. Frank Newlon, Mrs. Tonya Sherburne, and Mr. Willard.

Voting No: None.

The Board returned to regular session at 7:20 p.m.

### **RECOGNITION**

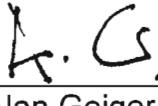
It was noted the college wanted to recognize Tom Hill and Dick Brandt for their many years of dedicated service. Determination of emeritus status criteria will be developed by Erickson. Dr. Erickson will bring criteria to board next month. Dr. Geiger noted a certificate being developed.

### **ADJOURNMENT**

There being no further business, Dr. Geiger adjourned the meeting.

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Cynthia Baden  
Board Secretary

  
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Dr. Alan Geiger  
Board Chair