



## **BOARD OF TRUSTEES MEETING**

**Thursday, June 26 2014  
4:00 pm  
Hocking College, JL 147  
SPECIAL MEETING**

- **Call to Order** Chairman Taulbee
- **Roll Call** Ms. Alloway
- **Ratification of Construction Contract\*** Dr. Davis
  - Parking Lot Repairs
- **College Completion Plan\*** Dr. Bridges
- **Autumn Enrollment & Personnel Costs Update** Dr. Erickson/Dr. Bridges
- **Adjournment** Chairman Taulbee

\*Board Action Required



## **Public Bid Announcement**

### **Parking Lot Repair Work**

**Project Number: HTC-2014-01**

**Hocking College  
3301 Hocking Parkway, Nelsonville, Ohio 45764**

**Project Description:** Cut, patch, seal and stripe various lots on Nelsonville and New Lexington. OH campuses.

**Bids Due:** 3:00 p.m., Friday, June 20, 2014, mail to: Hocking College, Attn: Dr. Myriah Davis, Light Hall 147, 3301 Hocking Parkway, Nelsonville, Ohio 45764. Bids must be constructed using State of Ohio prevailing wages.

**Total Project Cost:** \$250,000

**Construction Cost:** \$225,000

**Project Timeline:** July 7, 2014 – August 15, 2014

**Pre-Bid Meeting:** Wednesday, June 11, 2014 from 9:00 a.m. - 11:00 a.m., at Hocking College, Light Hall 147, 3301 Hocking Parkway, Ohio 45764. All attending the pre-bid meeting must register with Hocking College project manager by noon, June 10, 2014 and provide company name, attendee's name and attendee's telephone and e-mail numbers.

**Bid Opening:** Monday, June 23, 2014 at 9:00 a.m. at Hocking College, Light Hall 147, 3301 Hocking Parkway, Ohio 45764.

**More Info:** Hocking College Contact: Tammy Eing, Phone: 740-753-7129, E-mail: [eingm@hocking.edu](mailto:eingm@hocking.edu)

#### **Service Objectives and Scope of Work:**

1. Cut and patch various lots on Nelsonville and New Lexington, OH campuses based on pre-bid tour, bid in cubic yards with a 10,000 square foot minimum
2. Seal and stripe New Lexington campus lot
3. Stripe Nelsonville campus lot #2
4. Stripe Nelsonville campus lot #3

## 2014-15 Hocking College Completion Plan

Challenge One: Successful First-Year Entry

Institutional Goal: To increase opportunities for our students to become more engaged with their learning environment and more aware of the array of student support services available to them.

Focus	Strategy	Leadership	Constituents	Outcome Measures	Timeline
<i>What is the improvement objective?</i>	<i>What will we do differently?</i>	<i>Who will lead?</i>	<i>Who will be change agents?</i>	<i>What will we measure to determine if we were successful?</i>	<i>What is the timetable?</i>
1.1 To improve student engagement with and connection to the institution during their first term of studies	<i>Smart Start</i> Welcome Week	Director of Co-Curricular Activities	Faculty and staff	Persistence and retention rates of <i>Smart Start</i> students compared to non-participating students	Autumn- 15 <sup>th</sup> day Spring Spring- 15 <sup>th</sup> day Autumn Summer- New starts- 15 <sup>th</sup> day Autumn
1.2 To increase student awareness of resources available to them at Hocking College	Cornerstone Class	Coordinator of First Year Experience	Faculty and Staff	Student evaluations of experience	After completion of Cornerstone evaluations each term
1.3 To improve retention and progression through more effective student academic advising	Accelerate the assignment of advisees to program faculty Establish a student peer advising program Provide training and resources to all faculty advisors Student Educational Plans Implement procedure for changing programs. Require advising regarding program and Financial Aid.	Registrar's Office	Deans and Faculty	Number of students changing disciplines after first semester of studies.	Autumn- 15 <sup>th</sup> day Spring Spring- 15 <sup>th</sup> day Autumn Summer- New starts- 15 <sup>th</sup> day Autumn
1.4 PLA System and Policies	Create PLA policies and procedures that align with OBR efforts	Registrar's Office	Provost	Number of credits awarded through prior learning experiences	Measured at the end of each semester

**2014-15 Hocking College Completion Plan**

<p>1.4 New Dual Enrollment Partnerships</p>	<p>Developed a detailed plan for dual enrollment partnerships and follow-up to assure compliance with new regulations</p>	<p>Associate Provost of Academic Support</p>	<p>Provost</p>	<p>Number of FTEs generated through DE partnerships in area high schools</p>	<p>Autumn- 15<sup>th</sup> day Spring          Spring- 15<sup>th</sup> day Autumn          Summer- New starts- 15<sup>th</sup> day Autumn</p>
<p>1.5 <a href="#">Remove barriers for entry</a></p>	<p>Recreate admissions process to remove barriers and hurdles for incoming students</p>	<p>Provost</p>	<p>Registrar's Office, Financial Aid, Bursar's Office</p>	<p>Number of applications. Application conversion rate</p>	<p>Autumn- 15<sup>th</sup> day Spring          Spring- 15<sup>th</sup> day Autumn          Summer- New starts- 15<sup>th</sup> day Autumn</p>

## 2014-15 Hocking College Completion Plan

Challenge Two: Student Progress

Institutional Goal: To eliminate unnecessary practices and policies that hinder academic persistence and retention, and to improve our responsiveness to students at risk.

Focus	Strategy	Leadership	Constituents	Outcome Measures	Timeline
<i>What is the improvement objective?</i>	<i>What will we do differently?</i>	<i>Who will lead?</i>	<i>Who will be change agents?</i>	<i>What will we measure to determine if we were successful?</i>	<i>What is the timetable?</i>
2.1 To create a more responsive system to address and remediate student absenteeism and attrition	Intervene more immediately in cases of student absenteeism and direct students to appropriate campus and community resources-	Associate Provost of Student Affairs	Faculty, Student Affairs Coordinators, Counseling Services	Persistence/attendance rates, retention rates and completion rates compared year over year	Implementation of the strategy will begin Autumn 2014; results will be measured every semester
2.2 To provide greater transparency and employee access to student-level and program-level data via the College's Student Information System (SIS)	Finalize implementation of Self-service module in <i>Ellucian</i> Colleague (SIS)	Associate Provost of Academic Affairs and CIO	Deans, Faculty, Student Affairs Coordinators, Faculty Advisors	Usage of the SIS, usage of web-advisor function, frequency of student traffic in concourse (Registrar's, Bursar's, Financial Aid, and Admissions offices)	Continuous training for faculty and students to achieve this are of focus
2.3 To offer increased opportunities for students to access academic support	Establish a campus-wide Student Success Center (SSC)	Provost	All	Number of students using the Center	Efforts will begin immediately,
2.4 Redesign of Developmental Education offerings	Shorten the developmental sequence to accelerate the transition of students into program courses	Dean of Arts Business & Sciences	Faculty	Number of enrollments in developmental coursework; completion rates of developmental students compared year over year	Measured at the end of every term

**2014-15 Hocking College Completion Plan**

Challenge Three: Student Completion

Institutional Goal: To increase the number of students who complete their degree plans in a timely manner, fully prepared to enter employment or transfer to other educational pursuits.

<b>Focus</b>	<b>Strategy</b>	<b>Leadership</b>	<b>Constituents</b>	<b>Outcome Measures</b>	<b>Timeline</b>
<i>What is the improvement objective?</i>	<i>What will we do differently?</i>	<i>Who will lead?</i>	<i>Who will be change agents?</i>	<i>What will we measure to determine if we were successful?</i>	<i>What is the timetable?</i>
3.1 Experiential learning	Establish experiential learning goals for each academic program	Deans and Faculty	Faculty and professional community	Surveys, interviews and feedback from professional community about experiential program	Autumn 2015
3.2 Standard Degree Length	Reduce the number of credit hours in programs to be between 60 and 64	Deans and Faculty	Faculty and Staff	Number of students graduating with 4 semesters, number of financial aid appeals	Spring 2015

## 2014-15 Hocking College Completion Plan

Challenge Four: Institutional Completion Strategies

Institutional Goal: To create an institutional environment that supports and invites the full and active participation of all employees in the common goal of assisting students in meeting their educational objectives.

Focus	Strategy	Leadership	Constituents	Outcome Measures	Timeline
<i>What is the improvement objective?</i>	<i>What will we do differently?</i>	<i>Who will lead?</i>	<i>Who will be change agents?</i>	<i>What will we measure to determine if we were successful?</i>	<i>What is the timetable?</i>
4.1 Admissions and Financial Aid strategies	Ensure students have all the proper information about admissions, registration and financial aid	Director of Financial Aid, Director of Admissions	All	Number of students converting from applicants to registrants Number of students with packaged financial aid	Can be calculated by using APSS report.
4.2 Institutional shared decision making	Support of Shared Governance Committee to improve communications, information sharing, and idea generation	Committee Chair	All	Employee satisfaction survey conducted by the Climate Committee	Shared Governance is a standing committee and will meet on bi-weekly basis
4.3 Improved Customer Service	Institute a system wide customer service plan – which will include training, follow-up, and resources	Provost	All	Student Satisfaction Surveys, Graduate Surveys, Employer surveys	Continuous effort
4.4 Increased Use of Business Intelligence-	Increase number of reports accessible to Campus Community. Identify common reports requested- create automated reports on Intranet	Directors, Institutional Research/Information Services	IR/IS departments	Number and frequency of use of reports available on Intranet	Ongoing as needs arise