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**October 22, 2020**

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The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, October 22, 2020. Members either signed in on the provided link, or attended in person at The Lodge observing social distancing.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Dr. Myriah Davis, Vice President of Academic Affairs and Workforce Development (Virtual); Ms. Jacqueline Hagerott, Vice President of Student Affairs and Campus Relations/Ombudsman/Title IX (Virtual); Mark Fuller, Executive Director, Finance / Treasurer and Steve Birmingham, CIO.

Additional attendees: Staff, Bargaining Units Representatives, and media (All Virtual)

**CALL TO ORDER**

Acting Chairman Mike Brooks called the meeting to order at 6:00 pm

**ROLL CALL**

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Mike Brooks, Stuart Brooks, Mike Budzik, Mark Dean, Leon Forte' and Ben Mitchell.

Board members absent: Trustees Jeanie Addington

Members present constitute quorum.

**APPROVAL OF MINUTES**

Acting Chairman Mike Brooks asked if there were any changes to the minutes from the July 30, 2020 regular meeting and the September 8, 2020 special meeting. A motion was made by Trustee Mike Budzik and seconded by Trustee Ben Mitchell to approve the July 30, 2020 and the September 8, 2020, Board of Trustees minutes. The motion was unanimously approved.

**ELECTION OF OFFICERS**

Chairman – Trustee Mike Brooks nominated Trustee Ben Mitchell for Chairman of the Board for 2020-2021. Trustee Mike Budzik seconded the motion. There were no further nominations. The motion was unanimously approved.

Vice Chair – Trustee Leon Forte' nominated Trustee Mike Brooks for Vice Chair. There were no further nominations. Trustee Mike Budzik seconded the motion which was unanimously approved.

Treasurer – Trustee Stuart Brooks made a motion to nominate Mark Fuller for Treasurer. The motion was seconded by Trustee Leon Forte'. The motion was unanimously approved.

Secretary – Dr. Young announced that Sheree is retiring at the end of the year, so will be stepping down as secretary for the Board. Trustee Stuart Brooks nominated Jeff Daubenmire as Secretary. The motion was seconded by Trustee Leon Forte' and unanimously approved.

Acting Chairman Mike Brooks continued with the meeting. Trustee Ben Mitchell will take over as Chairman at the December 10, 2020, Hocking College Board of Trustees meeting.

### **EXECUTIVE SESSION**

Chairman requested a motion to adjourn into Executive Session:

In 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; and

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

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

The Executive Session invitation may include:

Dr. Betty Young  
Mr. Jeff Daubenmire  
Ms. Jacqueline Hagerott

A motion was made by Trustee Mike Budzik and seconded by Trustee Stuart Brooks to go into Executive Session.

On a roll call vote:

Voting Yes: Trustees Mike Brooks, Stuart Brooks, Mike Budzik, Mark Dean, Leon Forte' and Ben Mitchell.

The Board adjourned to Executive Session at 6:03 pm.

### **RETURN TO REGULAR SESSION**

Acting Chairman Mike Brooks announced the return to regular session at 6:11 pm.

## **PRESIDENT'S REPORT**

Dr. Young gave the following report:

Athletics – Dr. Young reported enrollment is up 12.2% for student athletes. Archery – 24, Cheerleading – 15, Equine – 25, E-Sports – 31, Football – 96, Men's Basketball – 18, Women's Basketball – 6, and Volleyball. She indicated for football that 35 students have a GPA of 3.5 and 30 have a GPA of 3.0, which is a testament to new standards set by the new football coach. The College is hoping to add Cross-country and baseball and women's softball in the spring.

Enrollment – Dr. Young reported the College projected that there would be a 10% loss in enrollment due to the pandemic, however, on the 15<sup>th</sup> day of the semester the College was down 6%. Nationally universities and colleges are down 16%. She commented she feels good that the College is not as bad as it could have been, but she is never happy to see a decrease recognizing the missed opportunity for some to prepare for the future post pandemic.

Governor Appointment – Dr. Young reported that Governor Mike DeWine has reappointed Mike Brooks to the Hocking College Board of Trustees. The Governor's office did the oath of office, so it is not necessary for the Board to do the oath of office again at this meeting.

Title III Funding – Dr. Young reported the College has received a 2.5 million dollar grant from Title III funding. These monies will go towards the Work College Endowment fund, curricular and retention.

2021 Calendar for Hocking College Board of Trustees Meetings – Dr. Young indicated the 2021 Calendar for the Board of Trustees meeting is in your folder. Please review and let us know if any of these dates will not work. Otherwise, we will anticipate that these will be the dates for the 2021 meetings.

Academic, Administrative, Fiscal, HR and Student Affairs Policies – Dr. Young presented the following:

### **Subject:**

Administrative, Fiscal, HR and Student Affairs Policies

### **Background:**

In preparation for the Higher Learning Commission (HLC) reaffirmation and as a best practice the College has begun a review and update of all College Policies to assure compliance with State and Federal Laws, and alignment with accreditation requirements and any and all other College requirements.

Academic, Administrative, Fiscal, HR and Student Affairs policies are presented for the Board's consideration.

**Recommendation:**

Recommend approval of the following policies:

- Limitations to Campus Housing
- Academic Freedom
- Bloodborne Pathogens
- Drug and Alcohol Parent / Guardian Notification
- FERPA
- Drug and Alcohol Free Workplace Policy
- Behavioral Intervention (BIT)
- Acceptable Use of Computers and Network Policy
- Authority to Hire
- Purchasing Card – College Issued
- Budgets-Departmental Responsibilities
- Traffic Regulation Policy
- Jeanne Clery Disclosure of Campus Safety
- Professional Development (Attendance at Professional Meetings)
- Nepotism Policy
- Equal Employment Opportunity and Non-Discrimination Guidelines
- HIPPA
- Employee Code of Conduct
- Directory Information
- At-Will Employment
- Equal Employment for Individuals with Disabilities Guidelines
- College Housing Reasonable Accommodation

**Organizational/Administrative Impact:** None

**Fiscal Impact:** No direct fiscal impact.

**Discussion** – There was considerable discussion on academic freedom. It was stated that everyone’s views should be heard in a civilized and respectful manner.

**Motion** – A motion was made by Trustee Mitchell and seconded by Trustee Stuart Brooks to approve the above policies as presented. The motion was approved.

**ACADEMIC AFFAIRS REPORT**

Dr. Davis reported NACLS (National Accrediting Agency for Clinical Laboratory Science) is finalizing our initial accreditation for the Medical Laboratory program. Four (4) students have graduated and two (2) are employed in full-time jobs. There are 8 to 10 students enrolled thus far for the next term. Dr. Davis stated she is very proud of the team.

## **FINANCE AND PERSONNEL REPORT**

Trustee Mike Brooks asked Mr. Mark Fuller to give the Finance and Personnel Report.

Mr. Fuller gave an update on the Bond application to the Board and then presented the following actions for recommendation:

- **Subject:** Fiscal Year 2020 Efficiency Report

**Background:** House Bill 49, section 381.550 requires that the Board of Trustees of each public institution of higher education approve the institution's efficiency report submitted to the Chancellor.

The College continuously works to improve efficiency on campus and compiles the report at the end of each fiscal year to report efficiencies gained throughout the year, stage of efficiencies not yet implemented, and future planning of efficiency gains.

**Recommendation:** The Board of Trustees approve the motion to accept the Hocking College Fiscal Year 2020 Efficiency Report.

**Organizational/Administrative Impact:** Report summarizes initiatives from Fiscal Year 2020.

**Fiscal Impact:** Report summarizes fiscal impact of initiatives from Fiscal Year 2020.

**Motion:** A motion was made by Trustee Mike Budzik and seconded by Trustee Stuart Brooks to approve the Fiscal Year 2020 Hocking College Efficiency Report. The motion was unanimously approved.

- **Subject:** Guaranteed All-Inclusive Price for Tuition and Fees

**Background:** The College has implemented an all-inclusive pricing model for students and their families. The College seeks to simplify course registration by creating a two-year program schedule for each program major offered by the College.

**Recommendation:** It is recommended that the Board of Trustees adopt a Guaranteed All-Inclusive Price model for tuition and fees, whereby students are guaranteed an all-inclusive price for two years, based on the catalog year that the student begins a degree program. Tuition and fees, all-inclusive pricing will be held for two years at the rate of the catalogue year the student is admitted. Students who stop out or take longer than 2-years to complete are subject to the catalogue rate in effect at the readmit or the third year as applicable.

**Organizational/Administrative Impact:** This model simplifies the course registration process and creates efficiencies in the traditional process of registering student's semester by semester.

**Fiscal Impact:** Tuition and fees will stay constant for the two years a student is completing a degree, and will be based on the tuition and fees from the catalog year the student begins that degree. If a student stops out, they are re-admitted under the catalogue year of the readmit.

**Motion:** A motion was made by Trustee Ben Mitchell and seconded by Trustee Mike Budzik to adopt the Guaranteed All-Inclusive Price model for tuition and fees, whereby students are guaranteed an all-inclusive price for two years, based on the catalog year that the student begins a degree program. Tuition and fees, all-inclusive pricing will be held for two years at the rate of the catalogue year the student is admitted. Students who stop out or take longer than 2-years to complete are subject to the catalogue rate in effect at the readmit or the third year as applicable. The motion was unanimously approved.

- **Subject:** Increase Hocking College's Instructional Tuition Fee

**Background:** Per House Bill 166 of the 133<sup>rd</sup> General Assembly, in fiscal years 2020 and 2021, Technical Colleges established under Chapter 3357 of the Ohio Revised Code may increase its instructional and general fees by up to \$5 per credit hour over what the institution charged in the previous academic year.

**Recommendation:** The Board of Trustees approve the motion to increase its instructional fee by \$5, from \$154/credit hour to \$159/credit hour which translates to an increase in the full time rate by \$60, from \$1,848/semester to \$1,908/semester. The increase will occur in Fiscal Year 2021, and become effective for the 2021-2022 Academic Year, effective for all classes beginning on or after May 1<sup>st</sup>, 2021.

**Organizational/Administrative Impact:** The motion will allow Hocking College to continue to offer world-class academic programming at a competitive and affordable rate.

**Fiscal Impact:** The annualized financial impact of this tuition increase is estimated at approximately \$250,000 once fully implemented.

**Motion:** A motion was made by Trustee Leon Forte' and seconded by Trustee Ben Mitchell to increase its instructional fee by \$5, from \$154/credit hour to \$159/credit hour. The increase will occur in Fiscal Year 2021, and become effective for the 2020-2021 Academic Year, being effective for all classes beginning on or after May 1<sup>st</sup>, 2021. The motion was unanimously approved.

**FACILITIES COMMITTEE REPORT** – Trustee Budzik wanted to thank Dr. Young and Jeff Daubenmire for the fantastic tour prior to the meeting tonight. He commented that at times it seems like the projects are a lot of plates spinning in the air, but it all comes together. Trustee Dean asked if we know what kind of equine traffic there would be in the future. Dr. Young reported Hocking College has hired a new Equine Program Manager, Dr. Debra Powell. There seems to be a real interest in Dr. Powell and the new facilities. Dr. Young stated she wished she could say what the new traffic will be, but at this time she does not know. There was a question about a rodeo team. Dr. Young stated she would love to have a rodeo team, but the cost of travel would be prohibited. All the rodeo events are in the western United States.

### **COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT**

Ms. Jacqueline Hagerott reported she has one action for the Board’s consideration tonight regarding academic calendars.

- **SUBJECT:** 2020-2021; 2021-2022; and 2022-2023 Academic Calendar

**BACKGROUND:** The academic calendar has been amended to minimize the number of students on campus due to the COVID-19 epidemic. This includes (see attached):

Autumn Commencement – Moved to May 8, 2021

Extended Winter Break – 2020-2021

Canceled Spring Break – 2021 (Moved to January 4 – 8, 2021 for Employees)

Academic Calendar – 2021-2022

Academic Calendar – 2022-2023

The Academic Leadership team, Cabinet and Financial Services reviewed the calendar and provided feedback.

**RECOMMENDATION:** The College recommends the Board of Trustees approve the motion to adopt the proposed 2020 – 2021 Academic Calendar with these changes: Autumn Commencement Moved to May 8, 2021, Extended Winter Break – 2020-2021, Canceled Spring Break – 2021, and Academic Calendar for 2021-2022, and Academic Calendar for 2022-2023.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:** Publishing the proposed academic calendars better assists Hocking College students and creates opportunities for our student to plan their academic career through graduation. Additionally, the multi-year calendars allows the College to plan multi-year course offerings, recruitment events and other advanced planning activities.

Publishing a multi-year academic calendar aligns with Higher Learning Commission Criterion Five: Resources, Planning and Institutional Effectiveness, “the institution’s resources, structures, and processes are sufficient to fulfill its

mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.”

**FISCAL IMPACT:** None.

**Motion:** A motion was made by Trustee Mike Budzik and seconded by Trustee Stuart Brooks to approve the proposed 2020-2021; 2021-2022; and 2022-2023 Academic Calendars. The motion was unanimously approved.

### **CHAIRMAN’S REPORT**

No report.

### **NEW BUSINESS**

None

**NEXT MEETING** – The next meeting of the Board of Trustees is scheduled for December 10, 2020. Subcommittees will begin at 5:30 pm with the Board meeting starting at 6:00 pm at The Lodge.

### **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Ben Mitchell and seconded by Trustee Leon Forte’. The motion was approved. The Board adjourned at 6:55 pm.

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Mike Brooks, Acting Chair

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Sheree Cunningham, Board Secretary