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**June 25, 2020**

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The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, June 25, 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; Ms. Jacqueline Hagerott, Vice President of Student Affairs and Campus Relations/Ombudsman/Title IX; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Mark Fuller, Executive Director, Finance / Treasurer; and Steve Wilson, CIO Information Technology.

Additional attendees: Staff, Bargaining Units Representatives, and media

**CALL TO ORDER**

Chairman Johnson called the meeting to order at 6:05 pm

**ROLL CALL**

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Mark Dean, Leon Forte', and Tom Johnson.

Board members absent: Trustees Daniel Fischer and Ben Mitchell

Members present constitute quorum.

**APPROVAL OF MINUTES**

Chairman Johnson asked if there were any changes to the minutes from the May 19, 2020 meeting. A motion was made by Trustee Mike Brooks and seconded by Trustee Leon Forte' to approve the May 19, 2020, Board of Trustees minutes. The motion was unanimously approved.

**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 Stuart Brooks and seconded by Trustee Mike Budzik to go into Executive Session.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Mark Dean, Leon Forte', and Tom Johnson.

The Board adjourned to Executive Session at 6:09 pm.

## **RETURN TO REGULAR SESSION**

Chairman Johnson announced the return to regular session at 7:50 pm.

## **PRESIDENT'S REPORT**

Dr. Young gave the following report:

Covid-19 did not blindside Hocking College or as my Dad would say "catch us with our pants down". The time to evaluate models, processes, procedures, find efficiencies, make improvements is before a crisis to fully implement change for long-term benefits. Covid-19 is a health and economic crisis, however, because Hocking College has NOT been complacent in its operations in recent years, we are in a good place.

The culture of Hocking College has been grounded in its legacy of an entrepreneurial spirit in its first 50 years. In preparation of moving the College into the next 50 years that entrepreneurial spirit has expressed itself in the Hocking culture to be flexible, creative and responsive, moving quickly, using data and matrix for decision making, create efficiencies and raise accountability. This has led Hocking to build reserves to reinvest in facilities of the institution, add programs and to assure our financial stability.

It has also led to innovative models for operation including all-inclusive pricing, use of technology, improved communications, guaranteed education, new entrepreneurial ventures to generate revenue and new programs relevant to the job market and our student interests. We have also developed a culture that allows us to transition and eliminate things that do not work well or did not prove to give us the results we needed. Compliancy and status quo are not words the Hocking culture supports.

In hindsight looking at the crisis of Covid-19 reveals a level of compliancy in many organizations where things operated, 8 to 5 go home, return tomorrow do the same thing, paycheck every 2-weeks. That is not our culture at Hocking College. Our people work at the top of their game and are accountable for results. This allowed us to go to all remote operations in March without worry about things continuing and getting done. It truly was seamless to our students from our end. We responded quickly and effectively resulting in an improved retention rate in spring semester by 1% in this unique environment which is awesome. Our people who work in areas where remote work is not available have been willing to do other work such as grounds this summer so we have been able to keep jobs.

Hocking College has built a culture where people in all roles bring up ideas for new things to improve the College or better ways of doing things:

- Old Bicycles – Repair and loan program (Rodney Estrada) helps students
- New OPOTA Training opportunities (Roger Deardorff) generate new revenue and serves the community
- Covid-19 Branded Care Package (Deneene Merchant) encourage student and visitor behavior to minimize virus transfer

Based on the transmission of Covid-19 throughout Ohio and the country it is unrealistic to believe that we will not have the virus on our campus. Each individual has to make decisions about how they want to live during these times. Nationally students have said they want to return to campus in the fall. People who are compromised in some way may choose not to be in public places such as a college campus this year. We respect the individuals and their decisions that impact them personally and their families.

Hocking College is following the recommendations of the CDC, Ohio Department of Health, Governor's orders and recommendations of our partner organizations as we have developed our plan for opening in fall 2020. This reduced populations of summer on campus and has given us an opportunity to implement protocols that will continue into the fall and to learn how best to deliver on those protocols. Dr. Young stated she has been fortunate to have been tapped on numerous occasions to be in state discussions regarding fall reopening and residential campuses. She has also raised questions with NJCAA and the State of Ohio leaders that has led to decisions and assistance that will help us move forward.

Hocking College will be part of a study in Southeastern Ohio as our employees have the opportunity (voluntary) to participate in Covid-19 antibody testing on July 22 at no cost to the employee. Hocking College's insurance program will support this for all employees even if they are not on our insurance plan as a risk reduction measure.

Dr. Young has asked the Chancellor, who is working with other senior leadership in the administration, to help us get the rapid testing equipment on our campus so we can diagnose any possible cases quickly. With this equipment we can have results within 15 minutes.

Tomorrow, Dr. Steve Wilson will be demoing the app that tracks people under a self-reporting voluntary system to alert others they have been in proximity of someone who is reporting they have the virus. Stay tuned.

Some technology is prohibitively expensive and the accuracy of some is questionable. We are also exploring thermos-imaging equipment as one such example we are exploring.

We have operated under three goals throughout Covid-19. These have always been priorities at Hocking:

1. Health and Safety of everyone.
2. Continued successful academic progression of all students.
3. Continued successful operations of the College.

Discuss Active actions to protect our campus for fall:

1. Daily protocols: temperature checks, health questions and color coded wristbands and masks. Final decision on mask requirements for all will be made in the next two weeks. Also everyone is required to visibly wear their ID. Visitors to campus will be required to check in as well.
2. The Covid-19 student code of conduct has been developed to address health protocols
3. Protocols have also been developed for employees during Covid-19
4. Item 2 and 3, and our emergency procedures being incorporated into a single document is our return to campus plan.
5. As to residence halls, we have reduced total available beds by 10% and have arranged rooms to improve social distancing. In addition, rooms are being held for isolation. The College is collecting contact information and verifying with that contact their willingness to come and get a student who is ill. The Health Department recommends students return home to isolate themselves. There will be a few students on campus who may not have that ability. The College will use their isolation rooms to serve them.
6. The College is adding a refrigerator and microwave for each student in the dorm so none will be shared.
7. Each student in the residence hall is provided cleaning materials including spray disinfectant, disposable paper towels and are instructed to clean before and after each use of items such as restrooms and showers.
8. Food is currently planned for carry-out. The College will continue to monitor recommendations to determine if this plan should be adjusted.
9. Orientation for Covid-19 is mandatory for ALL students to complete BEFORE they come to campus. We are doing this using Blackboard. They use their student ID so we can track completion. Resident Hall Students complete a second Orientation applicable to residence halls before they check in.
10. Staggered Check-In with days in-between for residence halls will help monitor students as they arrive on campus. The first group comes then several days later the second group and then several days later the final group. Groups are based on risk counties beginning with the highest risk.

11. To accommodate the move-in, the first week of the semester will be all online. Reminder, all students are required to BYOD (bring your own device) this year and includes a camera on the device to comply with attendance and allows for services to be delivered online as needed. Students have received multiple communications about this requirement.
12. The final week of the semester will be remote so students do not return following the Thanksgiving holiday.
13. Classes will be offered in multiple formats to accommodate student needs and program requirements including remote, hybrid, and face-to-face.
14. Sanitation has increased across campus in all areas.
15. It is the joint responsibility of the College, and the students to follow recommendations and minimize the transmission possibilities. This information is included in the Orientation.
16. Safety packets including a mask and hand sanitizer will be given to all employees and students returning this fall. Also a “buff” type mask will be sent to each student before they come to campus. It is branded for Hocking College. We think it will be well received more so than traditional masks.
17. The College is asking residential students to avoid trips home and to remain on campus, if possible on weekends, to minimize the transmission possibilities. Because of this we are adding many activities for the students including leisure learning classes that the students may attend without cost, campus life activities, we are reworking our tennis courts (in bad repair) into pickle ball courts and will be holding competition among students on campus and much more.
18. We are discussing how to create “Pods” on campus, that is groups of students who choose to socialize together and maintain social distancing from others not in the Pod. Again this is to minimize transmission opportunities. You may have read about this model for all of us in our homes to identify people we are okay with in our Pod. Sometimes it is family or close friends and limit social interaction to these Pod members.

#### Funding Items:

1. Federal Cares Act Funds \$1.2 million directly for students and \$1.2 million for the College. Of the College, \$840,000 was for dorm and meal plan refunds and credits. The remainder is included in the FY 21 year see the budget in your packet for the details.
2. The College is anticipating some state funding, but the amount is undetermined and not included in the current budget. The College, as yet, does not know the restrictions on this funding.
3. Our regular SSI decreased by \$800,000 this year. Much of this decrease is in out-of-state students not being funded under new legislation. The performance based funding formula does not truly reward performance improvement by an institution, but puts all our colleges in competition with each other for a pot of money. Smaller colleges will never compete evenly with the big city institutions. Hocking College improved in every category that the momentum points measures and yet lost funding.

4. The College anticipates \$1,078,000 in cuts which is 10% SSI funding. The budget Mark presents tonight reflects this reduction. The State budget has not been finalized.
5. On a positive note in terms of funding the re-appropriation of capital funds was passed and the Governor has signed it. The College is now moving forward on projects as planned.
6. Campus employees, non-faculty, and administrators have been credentialed by the College and those who qualified will teach one class without additional compensation in the fall to help us through Covid-19. We also asked the Professional Bargaining Unit to do likewise. They declined the opportunity. Dr. Young stated she will be teaching modules in the Pathways to Prosperity Class as she does each year. She commented the opportunity to teach is appealing to many of us who find this as an opportunity to connect with students and understand their needs as it may relate to our areas of responsibility in the college.

Good News Items:

1. A \$750,000 USDA grant was awarded. This is Rural Business Development funds through ARC. This grant will allow the College to move the Metchem Building Maker Space forward with architectural and engineering work needed to further any future work on the building. With this work done we can seek other grant funding to develop the facility. The grant will also support our Woods program including a sawmill and additional wood working equipment. Hocking College also has partners that will receive funding under the grant including ACENET (\$40,000), Campus Martius, Marietta (\$2,000); Winding Road (\$10,000); and Rural Action (\$30,000).
2. Chief Tims has led the effort for another grant for \$500 that turned into \$5,000 for Ohio School Threat Assessment Training. The College appreciates her engagement with the Attorney General's Office and Ohio College Law Enforcement Association that made the grant available to us.
3. Forty (40) Student Athletes earned All-Academic Status with a 3.3 or higher GPA during Spring semester up from 33 in the fall. All sports are represented in the All-Academic recognition. Congratulations to these athletes.
4. Hocking College was scheduled to host the Community Colleges of Appalachia Conference this fall as we open the Lodge. The Conference has been moved virtually for Fall of 2020. Hocking College will now host the Conference in November 2022.
5. A group on campus is organizing to explore the feasibility of an athletic complex for the Campus. The Foundation is helping with this exploration. Dr. Young will keep the Board posted as more information becomes available. Currently, the College has more than 250 athletes annually.
6. Foundation scholarships are up 68% this year to \$145,400. College Scholarships including District Scholars is up 41% this year to \$502,285. This is a great example of creating a better way of doing things. The College has streamlined the scholarship process for the student. They know early on if they will receive a scholarship. Dr. Young commended Doug Wells and

the Foundation for their work and also Jeff Daubenmire who would not let it go until we found a better way to get the funds out the door to the student.

7. Dr. Young received two letters from students, who are siblings and are from Albany. These students received the Presidential Scholarship and sent thank you letters. Both are Heavy Equipment majors and plan to enter Operating Engineers Union Local 18 upon graduation. Dr. Young commented that as some of you know, my father was an Operating Engineer Local 18 for more than 50 years. She is proud that one of her first functions as President at Hocking College was to work with Local 18 to create this pathway into the Operating Engineers from our Heavy Equipment Program.

8. **Subject:** Administrative, Fiscal 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. Fiscal and Student Affairs policies are presented for the Board's consideration.

**Recommendation:**

Recommend approval of the following policies:

- Capital Asset Policy
- College Housing Reasonable Accommodation Policy
- Social Media Policy

**Organizational/Administrative Impact:** None

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

**Motion:** A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks to approve the following Administrative, Fiscal and Student Affairs policies:

- Capital Asset Policy
- College Housing Reasonable Accommodation Policy
- Social Media Policy

The motion was seconded and unanimously approved.

9. **Subject:** Support Staff agreement between Hocking Technical College and Hocking Technical College (College) Education Association (OEA/NEA).

**Background:** The College is committed to being recognized as an employer of choice. The College continues to review pay scales to ensure

that all employees are above the Federal Poverty Guidelines which is not only critical to attain an *employer of choice* status, it is also in the best interest of College employees. The College recognizes the current negotiation with the Support Staff Bargaining Unit presents an opportunity to accomplish this goal. While several other items will be addressed in the collective bargaining process, this item takes priority.

An *employer of choice* is an organization viewed by current employees and prospective employees as a great place to work. Many factors affect this status, including establishing a winning culture, offering a competitive compensation package, and providing employees with the resources necessary to successfully perform their work duties. Achieving and maintaining this status allows the College to attract and retain talented employees.

**Recommendation:** The Board of Trustees approve the motion to agree to the negotiated terms listed on the attached Key Negotiated Items document (Attachment A).

**Organizational/Administrative Impact:** Approval by the Board of Trustees and subsequent approval by the Support Bargaining Unit membership results in a new contract effective July 1, 2020 – June 30, 2023.

**Fiscal Impact:** Total approximate cost of the three-year contract is \$31,902.

**Motion:** A motion was made by Trustee Leon Forte' and seconded by Trustee Mike Brooks that Hocking College Board of Trustees agrees to the terms listed on the Key Negotiated Items document (Attachment A). These terms will be effective upon the acceptance of the Support Staff membership on or before July 1, 2020. Other non-economic terms, not included in Attachment A, to be approved by the president. The motion was approved.

## **ACADEMIC AFFAIRS REPORT**

Dr. Davis reported on the following:

- **HLC Update** – The College is in the process of preparing for the May 2021 HLC Comprehensive visit. We have six teams with five members on each team. Dr. Davis stated she would be providing the Board with updates along the way.
- **Program Review** – Dr. Davis explained the Program Review Process. She indicated all programs are now IT driven. The HLC focus visit earlier this year liked the process. All Academic Programs are reviewed on a three-year cycle.

## **FINANCE AND PERSONNEL REPORT**

Trustee Mike Brooks asked Mark Fuller to give the finance report. Mr. Fuller reported on the Hocking College Budget for FY 2021. He commented that Hocking College proposes a balanced budget for FY 2021 despite challenges raised by COVID-19 and related state budgetary cuts. The College has been proactive in its

planning and is prepared to adjust its budget as more information regarding the State budget, COVID-19 impacts, and fall enrollment become available.

**Subject:** Operational, Auxiliary, Capital, and COVID-19 Budgets approval for Fiscal Year 2021

**Background:** The Board of Trustees recognizes that the budget for operations and auxiliaries has been set based on projected revenue, where expenses have been set for spending not to exceed revenues.

**Recommendation:** Approve the Fiscal Year 2021 Budget as recommended by the President and Chief Financial Officer at Hocking College

**Organizational/Administrative Impact:** Provides a sound financial structure, keeping Hocking College accountable to the students, and community it currently serves.

**Fiscal Impact:** Estimated Operational revenue stream for Fiscal Year 2021 to offset and provide guidelines for spending as well as continuing to place \$1 million in our strategic reserve.

2020 – 21 Operating Budget - \$27,241,104  
2020 – 21 Auxiliary Budget - \$5,189,708  
2020 – 21 Capital Improvement Budget - \$5,689,870  
2020 – 21 COVID-19 - \$682,000  
Total Hocking College 2020-21 Budget = \$38,802,682

**Motion:** A motion was made by Trustee Mike Brooks and seconded by Trustee Jeanie Addington to approve the Operational, Auxiliary, Capital and COVID-19 Budgets for Fiscal Year 2021. The motion was unanimously approved.

**FACILITIES COMMITTEE REPORT** – Mr. Daubenmire stated he would give a brief update on facilities and then Trustee Budzik has one motion to present. Jeff gave a brief update on the Hotel project and the Equine project. They are currently draining the pond and should be bringing in fill dirt within the next few days. Mr. Budzik then presented an addendum motion for the Shaw Hall Renovation Project. He stated the Board had approved a motion at the May meeting, however, costs are a little higher than expected. Mr. Budzik presented the following for consideration:

**Subject:** Shaw Hall Renovation Project (Addendum)

**Background:** The College wishes to remodel the second floor classrooms and office areas of Shaw Hall for the purpose of providing a modernized technical space for the music program and other related programming.

**Recommendation:** It is recommended that the Trustees approve funding for the materials for the completion of the renovation. Hocking College will serve as the General Contractor for this project.

**Organizational/Administrative Impact:** Upon completion, this program will be housed in Shaw Hall.

**Fiscal Impact:** Sub-contractor and material combined cost is approximately \$92,387.91 and will be financed by Capital Fund Appropriations through the State of Ohio.

**Comments:** This includes additional funds to be used to complete the music production lab at Shaw Hall.

**Motion:** A motion was made by Trustee Mike Budzik and seconded by Trustee Mike Brooks to approve funding for the materials for the completion of the renovation. Hocking College will serve as the General Contractor for this project. The motion was unanimously approved.

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

Ms. Jacqueline Hagerott presented the following changes to the 2020-2021 Academic Calendar for the Board's consideration.

**Subject:** 2020 – 2021 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 2020  
Spring 2021

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.

**Organizational/Administrative Impact:** Publishing the proposed academic calendar better assists Hocking College students and creates opportunities for our students to plan their academic career through graduation. Additionally, the multi-year calendars allow 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 Stuart Brooks and seconded by Trustee Mike Brooks to approve the proposed 2020-2021 Academic Calendar. The motion was unanimously approved.

**CHAIRMAN’S REPORT** – Chairman Johnson stated that as a college, he has witnessed amazing outcomes. He echoes the hard work that Dr. Young and her team have accomplished. Tom stated that when Dr. Young was hired, there had to be significant adjustments and now she is leading the College through the COVID pandemic. Chairman Johnson commented that when the Board hired Dr. Young, the College was in terrible times, now we are not in a deficit and continue to grow.

**NEW BUSINESS** – Chairman Johnson stated that when we hired a new President, we wanted to hire someone from the region and someone who was educated locally. He commented that Dr. Young has performed at an exemplary level, she is recognized in the State as well as nationally, and is often sought after as a speaker both statewide and at a national level. The Board of Trustees is very pleased with Dr. Young’s performance and as such we have extended her contract until June 30, 2026.

**Motion:** As the Board Chairman, Trustee Johnson made a motion to approve Dr. Betty Young’s contract and compensation as presented to the Board. The motion was seconded by Trustee Mike Brooks. The motion was unanimously approved.

**NEXT MEETING** – The next meeting is scheduled for August 27, 2020. Subcommittees will begin at 5:30 pm with the Board meeting starting at 6:00 pm. Place to be determined.

**ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Mark Dean and seconded by Trustee Jeanie Addington. The motion was approved. The Board adjourned at 8:25 pm.

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Tom Johnson, Chair

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Sheree Cunningham, Board Secretary