



BOARD OF TRUSTEES MEETING
Monday, December 10, 2018
6:00 p.m.
Perry Campus
Regular Meeting
Committee Meetings – 5:30 pm
Ribbon Cutting – Dental Hygiene – 5:00 pm

- **Call to Order (5 min)** Chairman Stone
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from Thursday, October 11, 2018 (5 min)** Chairman Stone
- **President's Report (30 min)** Dr. Young
- **Academic Affairs Committee Report (10 min)** Trustees Mitchell / Fischer
Dr. Davis
 - Update from Vice President
 - Motion to Approve Resolution 2019-02 – New Program
Sports Administration, Journalism, and Data Analytics
- **Student Experience Committee** Trustees Forte'/S. Brooks / Mr. White
 - Update from Vice President
 - Motion to approve a Student Health Center and Associated Fee
- **Finance Committee Report (10 min)** Trustees Mike Brooks / Addington
Ms. O'Donnell
 - Update from Vice President
 - Motion to Approve Policy on Capital Assets
 - Motion to Approve Policy on Procurement
- **Facilities Committee Report (5 min)** Trustee Budzik/Mr. Daubenmire
 - Update on Projects
- **Personnel and Community Relations Committee Report (5 min)** Trustee Johnson/Ms. Hagerott
 - Update from Vice President
 - Motion to Approve 1% Salary Increase for Eligible Employees
- **Chairman's Report (10 min)** Chairman Stone
- **Executive Session (10 min)** Chairman Stone
- **New Business (5 min)** Chairman Stone
- **Adjournment** Chairman Stone
 - **Event Schedule**
 - Next Board of Trustees Meeting – 2/21/2018

Our Mission

We serve as a pathway to prosperity, teaching and inspiring all who seek to learn; growing careers and changing lives.

December 10, 2018

The regular Meeting of the Hocking College Board of Trustees was held Monday, December 10, 2018, at Perry Campus, New Lexington, Ohio.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Ms. Jacqueline Hagerott, Vice President of Campus and Community Relations/Ombudsman; Jeff White, Vice President of Student Experience and Human Resources; Alan McMillan, Vice President of Enrollment and Student Development; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Denise O'Donnell, Vice President of Financial Services / CFO; Steve Wilson, CIP Information Technology; Dan Kelley, Dean School of Natural Resources; Alain Himes, Program Manager for Dental Hygiene; and Christine Woodgeard, Director Enrollment Management and Students

Additional attendees: Staff, Bargaining Units Representatives, and media.

CALL TO ORDER

Vice Chairman Fischer called the meeting to order at 6:15 pm.

ROLL CALL

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Stuart Brooks, Dan Fischer, Leon Forte', Ben Mitchell and Tom Johnson.

Board members absent: Trustees Mike Brooks, Mike Budzik, and Andrew Stone.

Members present constitute quorum.

APPROVAL OF MINUTES

Vice Chairman Fischer asked if there were any changes to the minutes from the October 11, 2018, regular meeting. A motion was made by Trustee Addington and seconded by Trustee Stuart Brooks to approve the October 11, 2018, Board of Trustees minutes. The motion was unanimously approved.

PRESIDENT'S REPORT

Dr. Young's report consisted of the following:

- Ribbon Cutting – Dr. Young commented that tonight is a time to celebrate. Alaina Himes has done a wonderful job with the Dental Hygiene lab. The dental accreditation body has been here, we have had a debriefing and there as only one small item that needed to be submitted. The accrediting body will meet in February to approve the Dental Hygiene Program. After approval, students will

be able to enter the hygiene program in Fall of 2019. Dr. Young stated Hocking would like to build this program with a career pathways and have the students go straight into the dental hygiene program following in a CCP health pathway. She stated this program is a big deal for our area. Trustee Johnson asked about the cost of the program. Dr. Young stated there is tuition and lab fees. Lab fees reflect the cost of program operation. She stated this field is in high demand.

- Greater Columbus Sister Cities International – Dr. Young introduced Tim Swords from the Greater Columbus Sister Cities International. Mr. Swords attended one of the etiquette dinners. The College is hoping to work on future international projects with Tim Swords and Sister Cities International.
- College Credit Plus (CCP) – Dr. Young shared a new CCP brochure with the Board. Trustee Johnson asked if this brochure was only for the New Lexington City Schools and commented that this type of brochure would be nice for all schools that we have CCP agreements. Ms. Woodgeard stated this brochure is very new, but will be used for other school districts.
- Career Fair – Dr. Young reported the Career Fair was a great success. The purpose of the fair is for students to prep themselves to go after internships and those graduating students to talk to perspective employers. There were 105 employers that displayed. Mr. McMillan stated he had just come from the University of Cincinnati and Ohio University where employers were stating Hocking College students were by far the most prepared to talk to perspective employers. The Career and University Center has had 3000 visits this semester. They are using technology to draft and develop resumes and using the same technology to receive feedback and to make improvements. Dr. Young stated the tech fee, which the Board approved, is supporting this endeavor.
- Cybersecurity – Hocking College now has a 3 + 1 Bachelor's Degree with Franklin University in Cybersecurity. A student can take three years with Hocking College and one year with Franklin University and obtain their bachelor's degree at a much lower cost.
- Culinary Program – Dr. Young shared pictures of our culinary students from their trip to Germany. Students gave a presentation at the College's Weekly Communication's meeting where they shared their experiences. The culinary program is planning a trip to Italy later in this academic year.
- Leap of Faith Conference Video – Dr. Young reported the Governor's Office Opiate Task Force Conference – "Why Not Us?" was held here at Hocking College on October 16, 2018. The Conference was successful with students from Hocking's Addiction Counseling program gave presentations during some of the break-out sessions.
- Ohio Higher Ed / RAPIDS – Hocking College was awarded \$162,000 from the Ohio Department of Higher Education and the RAPIDS grant to fund nursing simulation equipment. The equipment will allow the College to better provide training and clinical opportunities to current Hocking College nursing students, as well as professional development and continuing education to healthcare providers in the region. This year, the Hocking College Grants Department has

secured over \$500,000 in funding from the Ohio Department of Higher Education for training programs, internships and apprenticeships.

- Athletics – The Archery Team continues to do well with three individuals receiving silver medals at the USA National 3D Championship in Foley, Alabama. Hocking's current students and students who have transferred are doing well in Division III in basketball and football.
- Students in Criminal Justice, Police Academy and Paramedic – Hocking College students from the Criminal Justice, Policy Academy and Paramedic programs attended the Athens Halloween Block Party to observe, provide security, and assist in the ER at local hospitals.
- The Wildlife Annual Conference – Hocking College students attended the 25th Annual Conference – The Wildlife Society in Cleveland October 7 – 11, 2018. Dr. Young commented this was a great experience for students, some of whom have never been to a national conference. They learned how to network with others in their fields.
- Bob Evans Farm Festival – Hocking College had a tent at the 48th Annual Bob Evans Farm Festival for the first time this year. It was so successful, they have asked us to return for next year's festival.
- Community Thank Notes – Dr. Young indicated she received the following thank you notes:
 - ❖ Century National Bank – Received a note from William Rinehart stating Pat Nash, the bank's president was "blown away" with Hocking College and their endeavors
 - ❖ First Presbyterian Church of Nelsonville – Thanked Hocking College volunteers who helped with the beautification of the Nelsonville Cross.
 - ❖ Etiquette Classes – A student sent in a thank you note to Dr. Young thanking her for hosting the etiquette dinners. The student felt that she would be able to use this information in the future when searching for prospective jobs.
 - ❖ Mental Health and Addiction Services – Dr. Hurst sent a note thanking Hocking College for hosting the discussion around the Addiction Counseling Program. He wanted to thank Hocking College for recognizing the importance of emphasizing this epidemic in Southeast Ohio, and for the work the College is doing on a daily basis.
 - ❖ Hocking Valley Scenic Railway – Robert Schmoll sent a letter of appreciation stating that crew members and passengers have noted the improvements made to Robbins Crossing and have enjoyed the experience. He commented the popcorn has especially been a hit. Dr. Young commented the students sold enough popcorn and drinks to pay for attending their national conference.
 - ❖ BAMSI (The Bahamas Agriculture and Marine Science Institute) – Dr. Young indicated their students are interested in coming here to study for a year. Their students would study a year at BAMSI and then study here for a year. Hocking College students have expressed an interest in studying marine science. Our students would study a year here and then a year there. When students complete the program, they will have a degree from BAMSI and Hocking College.

- ❖ Royal Bahamas Defense Force – Dr. Young stated the Royal Bahamas Defense Force is interested in exploring a partnership with Hocking College to address training needs of current members of the Defense Force and in the youth “Ranger” program.

ADEMIC AFFAIRS COMMITTEE REPORT

Dr. Davis presented the following resolution for the Board’s review and consideration:

➤ New Academic / Workforce Program Approvals

BACKGROUND:

Hocking College is committed to providing new degree and certificate opportunities aligned with industry demands and job outlook trends. The Ohio Department of Higher Education (ODHE) grants final approval to offer a new degree/certificate after the Hocking College Board of Trustees authorizes the campus to submit a proposal to ODHE for consideration.

With the Board of Trustees approval, the College may submit formal proposals for the following programs as developed to the Ohio Department of Higher Education for consideration.

Sports Administration
Journalism
Data Analytics

The launch of new programs will occur over the next three years as resources allow.

RECOMMENDATION:

The Hocking College Board of Trustees approve new degree/certificate programs in:

Sports Administration
Journalism
Data Analytics

The launch of new programs will occur over the next three years as resources allow.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Hocking College will develop degrees in a "core curriculum" format. This design creates a core of common courses that students complete during the first and second terms of enrollment. During the second year, students select an area of concentration to complete their degree program. This model allows for greater operational efficiency in scheduling courses as well as an opportunity for enhanced learning through interdisciplinary course offerings. Additionally, certificates will be developed as stand-alone credentials for students or add on opportunities for greater career opportunities. The launch of new programs will occur over the next three years as resources allow.

FISCAL IMPACT

Based on Advisory Committee input, the college anticipates increased enrollment and retention with this new model. The launch of new programs will occur over the next three years as resources allow.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Leon Forte' to approve the following resolution. There was little discussion. The motion as seconded and approved.

RESOLUTION 2019-20

BE IT FURTHER RESOLVED, that the Hocking College Board of Trustees, hereby approves and accepts the proposed new degree / workforce programs in:

Sports Administration
Journalism
Data Analytics

WHEREAS, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage the day to day operations of the College, and

WHEREAS, The Hocking College Board of Trustees is authorized to approve all new degree programs proposed by the Administration.

NOW THEREFORE BE IT RESOLVED that the Hocking College Board of Trustees has reviewed the proposed new degree / workforce programs in:

Sports Administration
Journalism
Data Analytics

STUDENT EXPERIENCE COMMITTEE

Mr. White presented the following recommendation for Board consideration:

➤ Student Health Center and Associated Non-CCP Per Student Fee

BACKGROUND:

Currently, students and employees are required to go off campus for any health related needs including drug testing, physicals, vaccinations, routine "sick visits", etc. This fee would provide funding to open and operate a health center on campus to offer many of these services on campus. This health center would be available to all non-CCP students, and all full-time employees and their dependents.

RECOMMENDATION:

Approve a \$20 per semester Student Health Center & Associated Non-CCP Per Student Fee to support a proposed July 1, 2019 launch date for the health center.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

This is beneficial to students, employees and Hocking College in the following ways:

- Reduce costs for "sick care" for employees.
- Reduce claims made on the insurance plan thereby reducing claim costs and maintaining lower premium rates.
- Co-curricular learning and potential internship opportunities for students in various academic programs.
- Potential for reduction of employee and student absenteeism and quicker return to work dates for workplace injuries.
- Streamline mandatory drug testing for athletes and academic programs (where applicable).
- Streamline athletic physicals.

FISCAL IMPACT

Increase in fee revenue to provide designated funds towards health center operations. The estimated annual revenue from this fee is approximately \$70,000. Funding for the employee portion is already built into the self-insured employee health insurance plan.

Motion – A motion was made by Trustee Johnson and seconded by Trustee Mitchell to approve a Student Health Center and Associated Non-CCP Per

Student Fee of \$20, Fall, Spring, and Summer semesters, to open and operate a health center. The motion was unanimously approved.

FINANCE COMMITTEE REPORT

Ms. O'Donnell reviewed the policies on Capital Assets and on Procurement. She asked for the Board's consideration and approval.

➤ Capital Assets Policy

BACKGROUND

The College has a fiscal responsibility in accounting for equipment and inventory as defined in the code of federal regulations specifically, 34 CFR 80.32. The policy shall include a table of the depreciable life of typical assets that the college maintains.

RECOMMENDATION

The Hocking College Board of Trustees approve the Capital Asset Policy, as a means for stronger fiscal accountability.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Hocking College is consistently maintaining and improving strong fiscal controls. This is accomplished by updating and revising policy as needed as well as evaluating procedures to progress and enhance efficiencies across all areas of the college.

FISCAL IMPACT

The College is committed to correctly capitalizing and expensing purchases of property, plant, and equipment, to best reflect assets on the balance sheet and expenses on the income statement for accurate financial reporting.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Forte' to approve the Capital Asset Policy as a means for stronger fiscal accountability. The motion was unanimously approved.

➤ Procurement Policy

BACKGROUND

The College has a fiscal responsibility to find the best product at the best price while following all federal and state laws as they pertain to purchasing.

RECOMMENDATION

The Hocking College Board of Trustees approve the Procurement Policy, as a means for stronger fiscal accountability.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Hocking College is consistently maintaining and improving efficiency in the area of procurement.

FISCAL IMPACT

The College is committed to strong budget management and compliance of state law related as it relates to procurement.

Motion – A motion was made by Trustee Mitchell and seconded by Trustee Forte' to approve the Procurement Policy as a means for stronger fiscal accountability. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT

Mr. Daubenmire gave an update of current projects including the Cannabis Lab and the Animal Science buildings. He indicated they would be working on Phase 2 (3rd Floor Restrooms Renovations) for the Hocking Heights dormitory. Mr. Daubenmire reported after the first of the year they would be asking for bids for the following projects: Equine Center, The Lodge and Hocking College Police Department.

PERSONNEL AND COMMUNITY RELATIONS COMMITTEE REPORT

Ms. Hagerott presented the following for the Board's consideration and approval.

➤ **Fiscal Year 2019 Non-Bargaining Unit Employee (NBU) Raise**

BACKGROUND:

In Fiscal Year 2019, the Board approved budget built in the funds to allocate a 1% raise to all eligible NBU employees.

Eligible employees fall within the following criteria:

1. Employee must have been employed by the College for 1 year on July 1, 2018
2. Any employee who received a promotion – between July 1, 2017 to January 1, 2018, where their position change provided an increase of greater than 1%
3. Employees who are at less than the maximum threshold within their position.

RECOMMENDATION:

The Board of Trustees approve the motion to allow The President to issue a 1% raise for all eligible NBU employees.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

The College will remain competitive in employee compensation.

FISCAL IMPACT:

The 1% raise for eligible NBU employees was budgeted for the entire fiscal year at a total of \$56,000. Issuing the raise in January will cost the institution less than half of the budgeted amount at approximately \$26,000.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Forte' to allow the President to issue a 1% raise for all eligible Non-Bargaining Unit Employees (NBU). The motion was unanimously approved.

CHAIRMAN'S REPORT

None

NEW BUSINESS

- Dr. Young introduced Dave Buck, General Manager at Ellucian to the Board. He and the IT Team here at the College are doing well and much appreciated.
- **Project Hope** – Dr. Young reviewed "Project Hope" with the Board. She stated she has a meeting tomorrow with Tom Johnson and representatives from Washington State and Zane State colleges at the Voinovich School at OSU. She commented there is \$600 million dollars available in TANF funds that has not been utilized. Dr. Young indicated there are over 30,000 people on Medicaid from our region alone. She commented she always receives interest for the HOPE program, but not money to support it. Dr. Young is hoping for some of these untapped funds to support this initiative.

The intent of Project Hope is to take an entire family and enroll them in the program. The family would come to the College first thing in the morning, they will be fed breakfast then the children will go off to school or day care, while the adults are enrolled in an educational program and are given the opportunity to work at the College. At the end of the day, there is tutoring and after school activities for the children, the family debriefs, eats dinner and then is provided transportation home. Once a month a nurse will come to the home to offer education to improve health outcomes. The family would earn \$25 a day, earn sick leave, and have a financial planner to teach them how to budget their money and save for the future. For example: teach them how to look for "free" opportunities for activities for the family, or low cost activities. She stated people in poverty often do not have practical skills for budgeting, healthy lifestyles and nutrition learned at home. This is generational poverty.

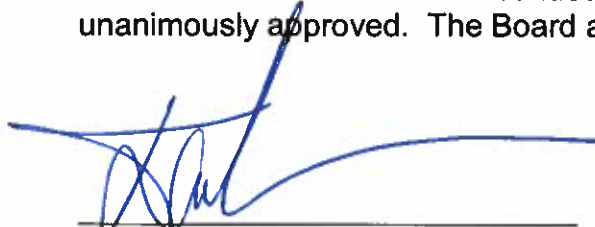
Trustee Forte' stated this is a golden opportunity for Hocking College to point out the ignorance about the plight and condition of poor people. He stated these people are not lazy and non-motivated, but need an advocate to paint a clear picture for them. He is glad Hocking can be that advocate. Dr. Young stated that poor people are not poor because they want to be poor, they have grown up as only having this one way of life. They need to be taught, shown a way and

ultimately they will have to make their own decisions. Good decisions come with education and self-confidence.

Trustee Johnson stated that part of this meeting is to work on things that the new Governor-Elect, Mike DeWine, wants to accomplish. He commented there are more children on assistance now than when Governor Kasich took office. Trustee Johnson is hoping that Governor-Elect DeWine will leave office with less children on assistance than when he started. He feels that Hocking is doing great work and hopes they can deliver this across Ohio and throughout the State.

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Stuart Brooks and seconded by Trustee Addington. The motion was unanimously approved. The Board adjourned at 7:25 pm.



Dan Fischer, Vice Chairman



Sheree Cunningham, Board Secretary



**Hocking College
Board of Trustees Action**

Date: December 10, 2018

Submitted by: Dr. Betty Young

SUBJECT:

Student Health Center and Associated Non-CCP Per Student Fee

BACKGROUND:

Currently, students and employees are required to go off campus for any health related needs including drug testing, physicals, vaccinations, routine "sick visits", etc. This fee would provide funding to open and operate a health center on campus to offer many of these services on campus. This health center would be available to all non-CCP students, and all full-time employees and their dependents.

RECOMMENDATION:

Approve a \$20 per semester Student Health Center & Associated Non-CCP Per Student Fee to support a proposed July 1, 2019 launch date for the health center.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

This is beneficial to students, employees and Hocking College in the following ways:

- Reduce costs for "sick care" for employees.
- Reduce claims made on the insurance plan thereby reducing claim costs and maintaining lower premium rates.
- Co-curricular learning and potential internship opportunities for students in various academic programs.
- Potential for reduction of employee and student absenteeism and quicker return to work dates for workplace injuries.
- Streamline mandatory drug testing for athletes and academic programs (where applicable).
- Streamline athletic physicals.

FISCAL IMPACT

Increase in fee revenue to provide designated funds towards health center operations. The estimated annual revenue from this fee is approximately \$70,000. Funding for the employee portion is already built into the self-insured employee health insurance plan.



Hocking College

Motion to Approve

Motion to approve a Student Health Center & Associated Non-CCP Per Student Fee of \$20, Fall, Spring, and Summer semesters, to open and operate a health center on campus.

Adopted: _____
12/10/2018

Approved: _____
Dan Fischer, Vice Chairman



**Hocking College
Board of Trustees Action**

Date: December 10, 2018

Submitted by: Denise O'Donnell

SUBJECT Procurement Policy

BACKGROUND

The College has a fiscal responsibility to find the best product at the best price while following all federal and state laws as they pertain to purchasing.

RECOMMENDATION

The Hocking College Board of Trustees approve the Procurement Policy, as a means for stronger fiscal accountability.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Hocking College is consistently maintaining and improving efficiency in the area of procurement.

FISCAL IMPACT

The College is committed to strong budget management and compliance of state law related as it relates to procurement.



Motion to approve the Procurement Policy as a means for stronger fiscal accountability.

Adopted: 12/10/2018

Approved: 
Dan Fischer, Vice-Chairman



**Hocking College
Board of Trustees Action**

Date: December 10, 2018

Submitted by: Denise O'Donnell

SUBJECT

Capital Asset Policy

BACKGROUND

The College has a fiscal responsibility in accounting for equipment and inventory as defined in the code of federal regulations specifically, 34 CFR 80.32. The policy shall include a table of the depreciable life of typical assets that the college maintains.

RECOMMENDATION

The Hocking College Board of Trustees approve the Capital Asset Policy, as a means for stronger fiscal accountability.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

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FISCAL IMPACT

The College is committed to correctly capitalizing and expensing purchases of property, plant, and equipment, to best reflect assets on the balance sheet and expenses on the income statement for accurate financial reporting.



Motion to approve the Capital Asset Policy, as a means for stronger fiscal accountability.

Adopted: 12/10/2018

Approved: 
Dan Fischer, Vice-Chairman



**Hocking College
Board of Trustees Action**

Date: December 10, 2018
Submitted by: Jacqueline Hagerott

SUBJECT:

Fiscal Year 2019 Non-Bargaining Unit Employee (NBU) Raise

BACKGROUND:

In Fiscal Year 2019, the Board approved budget built in the funds to allocate a 1% raise to all eligible NBU employees.

Eligible employees fall within the following criteria:

1. Employee must have been employed by the College for 1 year on July 1, 2018
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3. Employees who are at less than the maximum threshold within their position.

RECOMMENDATION:

The Board of Trustees approve the motion to allow The President to issue a 1% raise for all eligible NBU employees.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

The College will remain competitive in employee compensation.

FISCAL IMPACT:

The 1% raise for eligible NBU employees was budgeted for the entire fiscal year at a total of \$56,000. Issuing the raise in January will cost the institution less than half of the budgeted amount at approximately \$26,000.

COMMENTS:

None



Motion to approve allow the President to issue a 1% raise for all eligible Non-Bargaining Unit Employees (NBU).

Adopted: 12/10/2018

Approved: 

Andrew Stone, Chairman



**Hocking College
Board of Trustees Action**

Date: December 10, 2018
Submitted by: Dr. Myriah Davis

SUBJECT:

New Academic / Workforce Program Approvals

BACKGROUND:

Hocking College is committed to providing new degree and certificate opportunities aligned with industry demands and job outlook trends. The Ohio Department of Higher Education (ODHE) grants final approval to offer a new degree/certificate after the Hocking College Board of Trustees authorizes the campus to submit a proposal to ODHE for consideration.

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FISCAL IMPACT

Based on Advisory Committee input, the college anticipates increased enrollment and retention with this new model. The launch of new programs will occur over the next three years as resources allow.

**Hocking College
New Academic / Workforce Program**

RESOLUTION 2019-02

WHEREAS, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage the day to day operations of the College, and

WHEREAS, The Hocking College Board of Trustees is authorized to approve all new degree programs proposed by the Administration.

NOW THEREFORE BE IT RESOLVED that the Hocking College Board of Trustees has reviewed the proposed new degree / workforce programs in:

Sports Administration
Journalism
Data Analytics

BE IT FURTHER RESOLVED, that the Hocking College Board of Trustees, hereby approves and accepts the proposed new degree / workforce programs in:

Sports Administration
Journalism
Data Analytics

Adopted: _____
December 10, 2018

Approved:  _____
Dan Fischer, Vice Chair