

**BOARD OF TRUSTEES MEETING**  
**Thursday, December 19, 2019**  
**Ribbon Cutting – DVD – 5:00 pm**  
**Committee Meetings – 5:30 pm**  
**Regular Meeting – 6:00 pm**  
**JL 146 – Main Campus**

- **Call to Order (5 min)** Chairman Johnson
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from October 24, 2019 Meeting (5 min)** Chairman Johnson
- **Oath of Office Mark Dern and Stuart Brooks** Chairman Johnson
- **Executive Session (15 min)** Chairman Johnson
- **President's Report (15 min)** Dr. Young
- **Academic Affairs Report (10 min)** Trustees Ben Mitchell / Dan Fischer  
Dr. Davis
  - Update from Vice President
  - International Partnerships Presentation
  - Presentation – Ryan Rieder and Whitney Goller  
Voice Through Educational Resources
- **Finance and Personnel Report (5 min)** Trustees Mike Brooks/  
Jeanie Addington / Mark Fuller
  - Update from Executive Director Finance / Treasurer
  - Motion – Authorizing Mark Fuller for Signatory Access  
For Alcohol and Tobacco Tax and Trade Bureau (TTB)
  - Motion – Scholarship for Active Duty and/or Retired  
Law Enforcement Designated as Out-of-State Residents
  - Motion – Accept Gift from Hocking College Foundation
- **Facilities Committee Report (5 min)** Trustees Mike Budzik/ Mark Dean  
Mr. Daubenmire
  - Update on Projects
  - Motion to Accept Bids for The Lodge Renovation
- **Community Relations and Student Experience Report (5 min)** Trustees Stuart Brooks / Leon Forte'  
Ms. Hagerott
  - Update from Vice President
- **Chairman's Report (10 min)** Chairman Johnson
- **New Business (5 min)** Chairman Johnson
- **Adjournment** Chairman Johnson
  - **Event Schedule**
    - Next Meeting – Thursday, February 20, 2020 – The Lodge at Hocking College

**Our Mission**

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

---

**December 19, 2019**

---

The regular meeting of the Hocking College Board of Trustees was held Thursday, December 19, 2019, at Hocking College, the President's Suite, JL 147, Nelsonville, OH 45764.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Dr. Myriah Davis, Vice President of Academic Affairs and Workforce Development; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Mark Fuller, Executive Director, Finance / Treasurer; Anne Loochtan, Dean School of Health and Safety; Sean Terrell, Dean of Community Outreach and Workforce Development; Ryan Rieder, Dean of Arts, Business and Science; 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 6:01 pm.

**ROLL CALL**

Sheree Cunningham, Board Secretary, called the roll:

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

Members present constitute quorum.

**APPROVAL OF MINUTES**

Chairman Johnson asked if there were any changes to the minutes from the October 24, 2019, regular meeting. A motion was made by Trustee Mike Budzik and seconded by Trustee Dan Fischer to approve the October 24, 2019, Board of Trustees minutes. The motion was unanimously approved.

**OATH OF OFFICE**

The Caucus of the School Board Presidents met and reappointed Trustee Leon Forte' and Stuart Brooks, and appointed Mark Dean to replace Andrew Stone. Terms will expire on August 31, 2022.

Trustee Forte' took the oath of office at the October meeting. Chairman Johnson invited Trustee Stuart Brooks and Mark Dean to stand and take the Oath of Office.

**EXECUTIVE SESSION**

Chairman Johnson 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;

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

The Executive Session invitation may include:

Dr. Betty Young  
Mr. Jeff Daubenmire

A motion was made by Trustee Mike Budzik and seconded by Trustee Mike Brooks.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Mark Dean, Daniel Fischer, Leon Forte', Ben Mitchell, and Chairman Johnson

The Board adjourned to Executive Session at 6:05 pm.

## **RETURN TO REGULAR SESSION**

Chairman Johnson announced the return to regular session at 6:51 pm.

## **PRESIDENT'S REPORT**

Dr. Young's report consisted of the following:

- Student Mobile Devices – IT surveyed students asking the following:
  - Which of the following do you currently own: Desktop Computer (13.2%), Laptop Computer (82.7%), Smartphone (93.3%), and Tablet (18.5%). After the survey results, Hocking has decided to require all students to have a mobile device they are comfortable with and meet minimum requirements. The Foundation has set up a technology fund to help students who qualify by financial need. Dr. Wilson is working to look at devices that have minimum qualifications that the College can offer to students. He is also working on charging stations and improving wireless connections. Effective date is Summer 2020.
- Governor DeWine Letter – Governor DeWine sent a letter asking College to add “no vaping” to include in their no smoking policy. Hocking College had already placed this in the no smoking policy and added to Campus signage, so we are already in compliance.
- Choose Ohio First Grant – Hocking College received \$65,000 from the Ohio Department of Education for the Choose Ohio First Grant. This will directly support students through scholarships.
- Health Insurance Premiums – For the month of December, the College will not deduct health insurance premiums from employee's paychecks. This is

possible due to Hocking College, as a group, doing a better job in managing our healthcare expenses.

- Opportunity House – Dr. Young related several sad stories regarding students who need a little extra assistance, in what we would consider normal, everyday living. The goal is to have these students in a house, with a house parent, to learn these basic functions. Dr. Young commented she was retelling these stories to the Foundation Board. Long story short, the Foundation offered the money to buy a house on Jackson Street here in Nelsonville. She shared pictures of the house with the Board. The College is hoping to have the house completed and open starting in January, 2020.
- Hocking College Students and Hocking Valley Scenic Railway – The Hocking College Police Academy had a train pull fundraiser on October 24, which was planned by the “Interpretive Facilities and Displays. Donations were accepted for every foot the train was pulled. Donations were split between My Sister’s Place and Last Chance Corral. Three hundred dollars was raised. The group pulled a total of 80 feet.
- The Fall 2019 Semester Police Academy had a 100% pass rate on their final physical conditioning requirements. Spring 2019 also had a 100% pass rate.
- Basketball Season – The basketball season is off to a great start at 10-2 and is one of the top ten teams in the NJCAA, D-III in several stats categories including points per game, shooting percentage, rebounds, etc. There are 105 teams in NJCAA, D-III.
- Equestrian Team – The team competed at the University of Dayton. The team competed against teams from OSU, Dayton, OU, Wilmington, Kenyon, Otterbein, Tiffin and Ohio Wesleyan. All riders rode well in big classes in their first Huntseat Event. Rachel Jungling won fourth place in the Pre-Novice.
- Email – The College received an email from New Richmond High School where a guidance counselor suggested a student look at Hocking College, as this student did not know if he was ready for college, but liked everything outdoors and in the woods. This is an example of the relationships we have with our K-12 schools.
- Social Media – Dr. Young stated that Tim Brunicardi, Marketing and his staff have done an excellent job. She shared a picture of a young lady that stated she was at Hocking College and that taking classes here is her next step in life.
- NACCE – Dr. Young and Sean Terrell gave three presentations during this national conference: Fundraising the Old Fashioned Way; Diversifying Revenue Streams for Makerspace Leaders Through Workforce Development; and the Hocking College Tiny Home Project. Dr. Young commented they are receiving several requests to speak at other Colleges.
- Hocking College Singers – The Hocking College singers gave their first Autumn Concert on Thursday, November 21, at 8:00 am JL193. Five scholarships were given to choir members totaling \$10,000. She stated they gave a great performance.
- Farrier Science – Three professional farriers came to Hocking College to prepare for the 2020 American Farrier Association National Horseshoeing and Forging Competition. The November 3, event was a terrific learning experience for our students.

- Jamaica Update – In November, representatives from 10 colleges in Jamaica came to visit Hocking College. The representatives were from 10 new colleges that had not previously toured Hocking College. Dr. Young commented Hocking College representatives have just returned from celebrating 25 years of working with Jamaica. There were alums from all over the country. She stated while there they raised \$4205 for scholarships and more pledges are coming.

Rev. Anita McInnis – Hocking College Alum – Anita McInnis came to Hocking College as an International student from Jamaica in the hospitality program. She continued her education and eventually returned home. Rev. McInnis now lives in New York and has written a book “Giving Up Is Not an Option: My Journey as an International Student.” Dr. Young stated she would like for Rev. McInnis to come speak to our students on sacrificing a little for the long run.

- Boxing for Books – Sam Jones for Trimble Schools – Dr. Young reported a group from Hocking College attended the “Boxing for Books” held at Trimble Schools. This is an event sponsored every year by Sam Jones, who owns a Boxing Gym in Glouster. There is a book, “Climbing the Second Mountain” by David Brooks where Sam Jones is mentioned. Dr. Young stated this is a great book should anyone have the opportunity to read the book. Richard Harp, who is retiring, but would like to continue to coach for us. He volunteers as a coach. Hocking was well represented by two boxers from the College. They are coached by Richard. Trustee Stuart Brooks stated they did a great job representing the College.
- Career Fair – There were 80 employers at the Fall Career Fair. We have 60 employers already signed for the February Career Fair. The goal is for first students to obtain internships for the summer and graduates to find their first job post-graduation.
- Vincenzo Sclama – The Ohio Restaurant Association (ORA) has named Vincenzo Sclama as the recipient of the 2020 Industry Educator award for his outstanding contributions to the industry and to his students.
- Higher Learning Commission – Assessment Academy – Representatives from the College attended the final Assessment Academy conference in Chicago, IL. Those attending were: Pamela Ratvasky, Lea Wandling, Emily Boyer and Terry Hill.
- Annual Day of Giving – Dr. Young reported the Tuesday after Thanksgiving is Giving Tuesday and the Foundation reported that donations were at \$11,000. The majority of these funds were from employees and is an example of how our campus supports students.
- April 25, 2020 – Spring Gala – “Night in Jamaica” – Dr. Young asked everyone to mark their calendar for the Spring Gala 2020 – “A Night in Jamaica.” Tickets should be available in March. She commented there was an alum of our Theater Program who sang for them in Jamaica. This gentleman is the head of entertainment in Jamaica at one of the large resorts. It would be nice if we were able to have him entertain us at the Gala. The Gala will be held at the Lodge.



- Star Brick Brewing – December 6, 2019, was the Grand Opening of the Star Brick Brewing. The first class of brewers are finishing their degrees in fermentation science and have created two beers. The first young man who graduated in December would like to return to his home town of Gallipolis and open a distilling and brewing combination. He has stated as soon as he figures out the funding, he will open.
- A Family Tradition – Dr. Young shared a picture of Chief/Instructor Brian Robertson who began his career in 1994. A student of his, Jim Henderson graduated and now works full time as a Firefighter in Anderson Township Ohio. Also in this picture is Chase Henderson, who is working his way through the degree program, and will return in the Spring to continue into the EMS portion of the program. The legacy is beautiful to see and continues to tell our story.

## **ACADEMIC AFFAIRS COMMITTEE REPORT**

Dr. Davis presented the following report.

### International Partnership Report

Hocking College has a long history of fostering international partnerships. This legacy and dedication continues as reflected in our 2019-2022 Strategic Plan. Priority 1: Teaching and Learning; Graduating Citizens of the World: building on the Hocking College legacy of world-class innovative hands-on experiential teaching and learning to develop relevant workplace, academic and life skills providing a pathway to prosperity in an interconnected society on a journey that is a fulfilling life.

<b>Canada</b>
---------------

#### **Haliburton Forest and Wildlife Reserve**

Twenty-five years ago, Hocking College and Haliburton Forest and Wildlife Reserve met at a wildlife conference and decided to form a partnership to benefit the students, the college and the nearly 100,000 acre Haliburton Forest. As a result, for the past 25 years, 15 to 20 Hocking College students take the annual trip up each summer to live and study within the forest in a rustic lake shore camp for one month, known as Stocking Lake Moose Camp with no electricity, phones, or running water, for a practical experience like no other. This has become the Canada Field School.

Over the 25-year relationship, 360 Hocking College students have made the journey to Haliburton Forest. Haliburton is located six hours north of Toronto, Ontario, Canada. The program provides an integrated curriculum for students, studying the northern ecosystems including lakes, forests, rivers, streams, plants, and animals while living within the ecosystems they are studying.

The Haliburton management philosophy consists of five pillars including: forestry, wildlife, fisheries, recreation and education. Hocking College's studies match and integrate the focus of the forest and the goal of our curriculum making a near perfect match. All our studies directly affect the policy decision making and management practices on the forest lands.

In 2019, leaders from Hocking College were the first administrators to visit the field school. As a result of this visit, a team from Haliburton Forest and Wildlife Reserve traveling to Hocking College in October 2019. In 2020 the program will include dedicated educational programming for forestry and eco-tourism students as an expansion of our partnership.

Hocking College faculty teaching at Canada Field School: Ron Cass, Sayre Flanagan, Homer Elliott, Franklin Woitel.

### **Jamaica**

Hocking College Board of Trustees approved G.R.E.A.T Scholarship providing in-state tuition for all Jamaican students in alignment with the State of Ohio's G.R.E.A.T. initiative to foster international relationships.

#### **Western Hospitality Institute**

Hocking College has enjoyed a 25-year partnership with Western Hospitality Institute. Over the years, many students have earned their degree from Hocking College as a direct result of this relationship.

- **Student Exchange**

Hocking College and Western Hospitality Institute have entered into a Student Exchange partnership where Hocking College students study in Jamaica and Jamaican students study at Hocking College. This exchange is designed to provide international education and travel opportunities for Culinary Arts and Hospitality students from both institutions.

Students pay their home institution costs (tuition, fees, on-campus housing and meal plan) for the term they are traveling. This program is designed as a 1+1 exchange model. Spring 2019 Hocking College hosted 5 students from Western Hospitality Institute. Autumn 2019 Western Hospitality hosted 2 Culinary Arts students from Hocking College

#### **Ministry of Education, Youth & Information**

The national strategic plan for Jamaica as documented in the *2030 National Development Plan for Jamaica*, the development of the Jamaican workforce is defined as "one of the critical drivers for national development, economic growth, and sustainability to make the vision of Jamaica the place to do business, work, live, and raise families". Hocking College has been a long standing educational partner spanning 25 years. It's because of this relationship that we have been chosen as a partner at the national and local levels.

- **Center for Occupational Studies (COS)**

Dual certification pathways have developed allowing Jamaican students earning an Occupational Associate Degree from a Joint Commission for Tertiary Education (JCTE) college in Jamaica to transition into an associate degree at Hocking College. The Center for Occupational Studies (COS) is a newly established division within the Ministry of Education, Youth &

Information, therefore students will not be eligible to matriculate to Hocking College until 2020 and beyond.

- **Protocol & Etiquette Training**

Students in the Center for Occupational Studies (COS) degree programs in Jamaica are provided with a Hocking College certificate in Protocol & Etiquette. This program was jointly developed between Hocking College staff and staff from the Ministry of Education, Youth & Information and delivered in Jamaica by a qualified staff member of the Ministry of Education, Youth & Information Center for Occupational Studies (COS). 280 students trained in Jamaica. Revenue Generated 2018 – 2019 \$2,850

- **UpSkilling Professional Development Training**

Hocking College faculty are invited by the Ministry of Education, Youth & Information to provide professional development training in specified fields to advance knowledge and teaching techniques for educators in Jamaica. These training programs are delivered in two-week sessions at Hocking College or on college campuses in Jamaica. The training locations are determined annually based on topics and available learning laboratories.

The Ministry of Education, Youth & Information provides airfare, food and accommodations for each Hocking College faculty/staff member requested to provide training in Jamaica. Additionally, \$1399 is provided to Hocking College.

The UpSkilling Professional Development programs are typically offered in the summer and have included the following programs. Planning for 2020 is currently in development.

- Culinary Arts
- Automotive
- Risk Prevention & Management
- Protocol & Etiquette
- Interpretive Guide Technique

Hocking College faculty/staff delivering UpSkilling Training in Jamaica: Chef Alfonso Contrisciani, Chef Katie McGushin, Chef Touria Semingson, Jason Szostek, Will Alder, Jacqueline Hagerott, Danita Reynolds, Dr. Betty Young  
Revenue Generated 2018 – 2019 \$25,628

### **Joint Commission for Tertiary Education (JCTE)**

In September 2016, a memorandum of understanding (MOU) was signed between Joint Commission for Tertiary Education (JCTE) in Jamaica and Hocking College. The purpose of the MOU is to "strengthen the bonds between two organizations, which will further the academic, social and cultural objectives of the institutions, and provide avenues for achievement of the mission of Hocking College, and the accomplishment of JCTE's and Center for Occupational Studies (COS) missions".



- **College Presidents Visit to Hocking College**

In November 2019, Hocking College hosted the following college and university presidents from Jamaica representing public and private institutions registered to the University Council of Jamaica. The purpose of the visit was to bring initial discussions around the possibilities of creating degree pathways for JCTE students to earn a certificate and/or associate degree from Hocking College.

Dr. Cecil Cornwall, JCTE Chairman & President Western Hospitality Institute

Dr. Winston Adams, Past JCTE Chairman

Mr. Howard Issac, JCTE Vice Chairman & Principal of The Moneague Teachers College

Dr. Ashburn Pinnock, JCTE Board member & Principal of The Mico University College

Dr. Maureen Nelson, Principal of Montego Bay Community College

Dr. Nicolene Degrasse-Johnson, Principal of Edna Manley College of Visual & Performing Arts

Mr. Philmore McCarthy, JCTE Treasurer & Principle Excelsior Community College

Mrs. Althea Heron, Executive Director of the University Council of Jamaica and board member Mr. Stephen Vascianne, President of the University of Technology – Jamaica – Board

- **Joint Commission for Tertiary Education (JCTE) Annual Conference**

Dr. Betty Young, Dr. Myriah Davis and Ms. Jacqueline Hagerott were invited by the Chairman of the JCTE to present at the 2019 annual conference held in Negril, Jamaica. JCTE provided accommodations and airfare for the Hocking College team.

- **Excelsior Community College**

In September 2016, a memorandum of understanding (MOU) was signed between Excelsior Community College (ECC) in Jamaica and Hocking College. The MOU allows Jamaican students to study abroad at Hocking College as they earn their associate degree from Hocking College in specific degree completion pathways (*Health Information Management, Cyber Security, others in development*).

<b>Bahamas</b>
----------------

Hocking College Board of Trustees approved G.R.E.A.T Scholarship providing in-state tuition for all Bahamian students in alignment with the State of Ohio G.R.E.A.T. initiative to foster international relationships.

**Royal Bahamas Defense Force**

- **Military Personnel Degree Pathways and Professional Development Training**

In 2018 Dr. Betty Young and Dr. Myriah Davis were invited to meet with Commodore Bethel, Commander of the Royal Bahamas Defense Force, to consider educational pathways for marines preparing for retirement from the Defense Force. The series of meetings, established by Lt. Delvonne Duncombe, resulted in the development of a partnership between the two organizations. Hocking College will create individual degree plans for military personnel as they transition out of military service and into civilian life.

- **Ranger Academy**

Summer 2019 Hocking College hosted 35 youth from the Royal Bahamas Defense Force Ranger Academy. Lt. Devlonne Duncombe and his staff spent 10-days with these young men and women as they participated in a Skills Camp designed to give them hands-on exposure to Hocking College programs. Lt. Duncombe envisions this as a yearly event. As a result, Rangers are selecting Hocking College, for their college career, with at least four beginning their educational journey on campus in 2020.

Revenue Generated 2019                      \$34,500

**Bahamas Agricultural and Marine Science Institute (BAMSI)**

In 2018 Hocking College and Bahamas Agricultural and Marine Science entered into an MOU for the purpose of *“to strengthen, promote and develop co-operation in education, training, research, development and innovation”*.

- **UpSkilling Professional Development Training**

Hocking College faculty are invited by Bahamas Agricultural and Marine Science Institute (BAMSI) to provide professional development training in specified fields to advance knowledge and teaching techniques for educators in the Bahamas.

BAMSI provides airfare, food and accommodations for each Hocking College faculty/staff member requested to provide training in the Bahamas.

Additionally, \$750/per week is provided to Hocking College.

Hocking College faculty/staff delivering UpSkilling Training in Bahamas:  
Whitney Goller, Adam Fowler, Will Alder

Revenue Generated 2019 \$2,250

- **Degree Program Pathways**

Hocking College Eco-Tourism, Agroecology and Fish Management will have the opportunity to participate in educational programs at BAMSI on Andros Island designed to full-till curriculum requirements beginning 2020-2021 academic year. Additionally, a jointly developed Marine Science program has been submitted for HLC approval. If approved, students would spend one year at Hocking College and one year at BAMSI to earn an associate degree from Hocking College.

### **Germany Study Abroad 2018**

12 Culinary Arts & Hospitality students visited the southern State of Bavaria Germany. Students experienced the local regional and national cuisine as well as traditional baked goods and charcuterie in addition to hands on baking Lebkuchen and old world style Cookies.

Students toured several Hotels and Restaurants, and participated in Lecture and Lab at two local Hospitality Colleges, then visited the Colleges brewing Program where German Students study brewing culminating in a Master Brewer degree.

German Master Chef Vincenzo Sclama conversed with Faculty about teaching techniques and methods as well as difficulties and challenges of the current education and industry problems and the need of an international collaboration.

Besides the educational benefit for all Students all had a highly cultural experience from visiting the Holocaust remembrance site of Dachau to several castles and city tours of Munich, Nuremberg and Rothenberg der Tauber. The relationships established during the program resulted in students being considered for professional opportunities after graduation.

### **Italy Study Abroad 2019**

13 students and German Master Chef Vincenzo Sclama spent two-weeks on a study abroad program exploring Italy. This trip provided the opportunity for our students to study the cuisine and culture of three distinct regions of Italy including Lazio, Emilia Romagna, and Piemonte. The focus was on studying and working with many of the key ingredients that make the Italian cuisine known worldwide. Included among these ingredients are wines, charcuterie, breads, cheeses, pasta, and other regional specialties.

### **New Partnerships Being Considered**

#### **Kingdom Apostolic Network of Churches (Bahamas)**

- Purpose: As a result of our relationship with Lt. Delvonne Duncombe, Hocking College has been invited to the Bahamas to attend a meeting designed to consider the establishment of church sponsored scholarships for Bahamian students to study at Hocking College University of Limerick (Ireland)

- Purpose: Establish an articulation agreement for Hocking College Equine students to earn a bachelor's degree in Equine Studies

### **Dominican Republic**

- Purpose: As a result of our relationship with a mission program operating out of Logan, Ohio, Hocking College has been invited to consider providing opportunities for nursing and dental hygiene students to teach mothers in the Dominican Republic basic infant and child health care.

### **Ecuador**

- Purpose: Establish a field school for Hocking College Agroecology and Eco-Tourism students.

### **Operational Notes:**

- Each international opportunity Hocking College participates in is the direct result of an established relationship. Through relationships, opportunities are presented, explored and reviewed to see if the partnership is in the best interest of Hocking College students, faculty and staff.
- International programming is supported by each schools operating budget
- Partnerships are monitored and reviewed by the President, Vice President of Academic Affairs and Workforce Development and the Dean of the school involved in the program. Hocking College may consider discontinuing a partnership for a variety of reasons, including but not limited to: the educational programming no longer meets Hocking College standards; the program becomes cost prohibitive for our students; the mission of the partner institution and Hocking College are no longer aligned.
- The number of students coming from Jamaica to earn their associate degree will depend largely on the financial resources available to them and/or government funding support. The greatest opportunities for Hocking College will continue to be in providing UpSkilling Professional Development training at Hocking College and in Jamaica as requested by the Ministry of Education, Technology and Youth. Hocking College projects three (3) students per year will matriculate to Hocking College based on our relationship with the Royal Bahamas Defense Force Ranger Academy.
- Hocking College received a total of \$65,228 for 2018-2019 international training.

### **Board Discussion**

An in-depth discussion ensued on the strategic planning for international involvement. Dr. Young commented that these opportunities typically begin as a relationship between leaders in the countries and from those relationships the College considers the potential benefits of developing partnerships. For example: When in the Bahamas touring one of our long-standing land labs, we were introduced to Lt. Duncomb and that is how we expanded our Bahamas relationship which included 35 students from the Bahamas at summer camp. But then as another example, we had connections for China that did not work out, so we did not

continue that relationship. She commented that a lot of thought is put into potential partnerships before actually signing an agreement. Trustee Budzik and Chairman Johnson suggested a review of the strategy to build new relationships to maximize the benefit to the College and our students.

## **FINANCE AND PERSONNEL REPORT**

Trustee Mike Brooks asked that Mark Fuller present the Finance Report.

Revenues are 3% below projections and we are managing expenses accordingly. We are still putting monies into a monthly reserve at the budget level. The College will move to an automated payroll system in February. This is anticipated to result in an overall cost savings and improve efficiency. He stated they are looking to utilize this software in February.

Signatory Access for Mark Fuller for the Alcohol and Tobacco Tax and Trade Bureau (TTB) – Currently, Sean Terrell and Michelle Robinson are the only two authorized as signatory with access to on-line form and filing through the TTB. Mark Fuller is also active with reporting to the TTB and needs to have direct access. The TTB requires a Power of Attorney per the attached.

**Recommendation:** It is the recommendation that the Board approve providing the required Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing Mark Fuller as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations.

**Organizational/Administrative Impact:** Speed reporting process and efficiency allowing for more than one person to have access for reporting all distilling, brewing, and wine making activities.

**Fiscal Impact:** None

Motion – A motion was made by Trustee Dan Fischer and seconded by Trustee Stuart Brooks to approve Mark Fuller as the Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing him as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations. The motion was unanimously approved.

Scholarship for Active Duty and/or Retired Law Enforcement Designated as Out-of-State Residents –Hocking College seeks to provide scholarship funds to active duty and/or retired law enforcement to compensate for the out-of-state surcharge.

**Recommendation:** Recommend the Board of Trustees authorize the President and the Chief Financial Officer to provide scholarships to qualified active duty and/or retired law enforcement designated as out-of-state residents.



**Organizational/Administrative Impact:** The College would provide a scholarship to eligible students allowing them to obtain a degree or certification.

**Fiscal Impact:** Expectation is for 10 students to receive this scholarship per semester. Reduction in tuition for students would be \$21,950 (10 @ \$2195.00 out of state surcharge).

**Motion** – A motion was made by Trustee Mike Brooks and Trustee Jeanie Addington to authorize the President and the Chief Financial Officer to provide scholarships to qualified active duty and/or retired law enforcement designated as out-of-state residents. The motion was unanimously approved.

**Accept Gift from Hocking College Foundation and Purchase of Real Estate** – The Hocking College Foundation has approved a proposal to gift \$170,000 to Hocking College for the purchase and improvement of a dwelling located at 583 Jackson Street in Nelsonville. Hocking College seeks to purchase the property to serve students who need additional support which a traditional dorm cannot provide. The house will have a full-time house parent and provide a structured program to assist student development.

**Recommendation:** The Board of Trustees approve the motion to accept funding from the Hocking College Foundation and purchase real estate located at 583 Jackson Street, Nelsonville.

**Organizational/Administrative Impact:** The motion will allow Hocking College to provide a structured program to assist student development.

**Fiscal Impact:** The college will be responsible for paying utilities and upkeep for the property. The \$170,000 provided by the Hocking College Foundation will pay for the purchase and improvement of the property.

**Motion** – A motion was made by Trustee Jeanie Addington and seconded by Trustee Mike Budzik to accept a \$170,000 funding gift from Hocking College Foundation to purchase real estate located at 583 Jackson Street in Nelsonville. The motion was unanimously approved.

## **FACILITIES COMMITTEE REPORT**

Trustee Budzik reported on the following:

- **Update on Projects** – Trustee Budzik reported he met with Dr. Young and Jeff Daubenmire, Chief of Staff and toured the Campus to see completed projects as well as projects in process. He reported that there have been 33 projects completed in 2019. That is quite an endeavor. Trustee Budzik ask Mr. Daubenmire to present a few slides on current projects. Mr. Daubenmire reported the Conference Center is now in phase II. The hotel rooms, roofing, parking lot will be completed by August 2020. They will also be redoing the academic areas. There will be new culinary labs/kitchens. He stated we are very excited about this project. The Equine Center is off and running and should be completed by the end of 2020.

➤ Motion to Accept Bids for The Lodge Renovation

**Background:** The College seeks to renovate the existing lodge to accommodate 40 rooms.

**Recommendation:** It is recommended the Board approve the following contractors for the Lodge renovations:

Fire Suppression Contractor – Brewer  
Mechanical Contractor – WC Contracting  
Electrical Contractor – KAL Electric

**Organizational/Administrative Impact:** The Lodge will serve the College as a teaching space for Hospitality Management and provide lodging for conferences and other events in the region.

**Fiscal Impact:** The total project cost is estimated at \$2,630,000, with funds coming from College reserves and fundraising.

**Comments:** Project completion is anticipated to be August, 2020.

**Motion** – A motion was made by Trustee Mike Brooks and seconded by Trustee Ben Mitchell to accept the following contractors for the Lodge Renovations:

Fire Suppression Contractor – Brewer  
Mechanical Contractor – WC Contracting  
Electrical Contractor – KAL Electric

The motion was unanimously approved.

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

Dr. Young reported on in her President's Report.

### **CHAIRMAN'S REPORT**

Chairman Johnson reported on the following:

- **Media** – Chairman Johnson shared his thoughts on the traditional media and the decline in local newspaper and related media. This really hurts our local communities and has an impact on public perception, community enthusiasm, engagement and so forth as people are less aware of all the good things going on in the community. Today many young people are making a living in alternative media, blogs and social media channels. Dr. Young commented that the college is establishing a blog titled "Get A Life" where regular blogs will discuss strategies for getting a life, education, the mindset of those upwardly mobile, challenges and strategies in growing careers and in becoming an active positive influence in your community. Trustee Addington commented that with the decline in newspapers

especially in our rural areas how do we fill the gap and how do we bring the community into the know. Trustee Mitchell asked a question regarding broadband and stated there is a gap in much of our area as a lot of people do not have broadband access in their homes.

Dr. Young said she testified several times last year to the state legislature and spoke on a panel at a broadband conference in Ohio about the challenges lack of broadband creates in rural Ohio. The College will continue to report on local media coverage and will continue to seek new avenues for getting the news out to the community.

- Update on Workforce Development Center – Lancaster – Sean Terrell reported legal documents/agreements and MOU's are in the process of being developed and signed. The Port Authority and Mayor of Lancaster will distribute dollars. Hocking College will receive \$750,000. Programs will be offered starting Summer of 2020. Hocking College will be delivering construction, electrical, advanced robotics, as well as other programs such as STNA's, and animal assisted therapy. Mr. Terrell stated they are anxious to get programming started at the Workforce Development Center. He also commented we will begin to see more on Branding the Workforce Development Center.

**NEW BUSINESS** - None

**NEXT MEETING** – The next meeting is scheduled for February 20, 2020, at The Lodge.

### **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Mike Brooks and seconded by Trustee Mark Dean. The motion was unanimously approved. The Board adjourned at 8:10 pm.



\_\_\_\_\_  
Tom Johnson, Chairman



\_\_\_\_\_  
Sheree Cunningham, Board Secretary



## International Partnership Report

Presented to Hocking College Board of Trustees

December 19, 2019

Hocking College has a long history of fostering international partnerships. This legacy and dedication continues as reflected in our *2019-2022 Strategic Plan*.

*Priority 1: Teaching and Learning; Graduating Citizens of the World: building on the Hocking College legacy of world-class innovative hands-on experiential teaching and learning to develop relevant workplace, academic and life skills providing a pathway to prosperity in an interconnected society on a journey that is a fulfilling life.*

### Canada

#### **Haliburton Forest and Wildlife Reserve**

Twenty-five years ago, Hocking College and Haliburton Forest and Wildlife Reserve met at a wildlife conference and decided to form a partnership to benefit the students, the college and the nearly 100,000 acre Haliburton Forest. As a result, for the past 25 years, 15 to 20 Hocking College students take the annual trip up each summer to live and study within the forest in a rustic lake shore camp for one month, known as Stocking Lake Moose Camp with no electricity, phones, or running water, for a practical experience like no other. This has become the Canada Field School.

Over the 25-year relationship, 360 Hocking College students have made the journey to Haliburton Forest. Haliburton is located six hours north of Toronto, Ontario, Canada. The program provides an integrated curriculum for students, studying the northern ecosystems including lakes, forests, rivers, streams, plants, and animals while living within the ecosystems they are studying.

The Haliburton management philosophy consists of five pillars including: forestry, wildlife, fisheries, recreation and education. Hocking College's studies match and integrate the focus of the forest and the goal of our curriculum making a near perfect match. All our studies directly affect the policy decision making and management practices on the forest lands.

In 2019, leaders from Hocking College were the first administrators to visit the field school. As a result of this visit, a team from Haliburton Forest and Wildlife Reserve traveling to Hocking College in October 2019. In 2020 the program will include dedicated educational programming for forestry and eco-tourism students as an expansion of our partnership.

Hocking College faculty teaching at Canada Field School: Ron Cass, Sayre Flanagan, Homer Elliott, Franklin Woitel.



## Jamaica

*Hocking College Board of Trustees approved G.R.E.A.T Scholarship providing in-state tuition for all Jamaican students in alignment with the State of Ohio's G.R.E.A.T. initiative to foster international relationships.*

### **Western Hospitality Institute**

Hocking College has enjoyed a 25-year partnership with Western Hospitality Institute. Over the years, many students have earned their degree from Hocking College as a direct result of this relationship.

- **Student Exchange**

Hocking College and Western Hospitality Institute have entered into a Student Exchange partnership where Hocking College students study in Jamaica and Jamaican students study at Hocking College. This exchange is designed to provide international education and travel opportunities for Culinary Arts and Hospitality students from both institutions.

Students pay their home institution costs (tuition, fees, on-campus housing and meal plan) for the term they are traveling. This program is designed as a 1+1 exchange model.

Spring 2019 Hocking College hosted 5 students from Western Hospitality Institute

Autumn 2019 Western Hospitality hosted 2 Culinary Arts students from Hocking College

### **Ministry of Education, Youth & Information**

The national strategic plan for Jamaica as documented in the *2030 National Development Plan for Jamaica*, the development of the Jamaican workforce is defined as "one of the critical drivers for national development, economic growth, and sustainability to make the vision of Jamaica the place to do business, work, live, and raise families". Hocking College has been a long standing educational partner spanning 25 years. It's because of this relationship that we have been chosen as a partner at the national and local levels.

- **Center for Occupational Studies (COS)**

Dual certification pathways have developed allowing Jamaican students earning an Occupational Associate Degree from a Joint Commission for Tertiary Education (JCTE) college in Jamaica to transition into an associate degree at Hocking College. The Center for Occupational Studies (COS) is a newly established division within the Ministry of





Education, Youth & Information, therefore students will not be eligible to matriculate to Hocking College until 2020 and beyond.

- **Protocol & Etiquette Training**

Students in the Center for Occupational Studies (COS) degree programs in Jamaica are provided with a Hocking College certificate in Protocol & Etiquette. This program was jointly developed between Hocking College staff and staff from the Ministry of Education, Youth & Information and delivered in Jamaica by a qualified staff member of the Ministry of Education, Youth & Information Center for Occupational Studies (COS).

280 students trained in Jamaica  
Revenue Generated 2018 – 2019      \$2,850

- **UpSkilling Professional Development Training**

Hocking College faculty are invited by the Ministry of Education, Youth & Information to provide professional development training in specified fields to advance knowledge and teaching techniques for educators in Jamaica. These training programs are delivered in two-week sessions at Hocking College or on college campuses in Jamaica. The training locations are determined annually based on topics and available learning laboratories.

The Ministry of Education, Youth & Information provides airfare, food and accommodations for each Hocking College faculty/staff member requested to provide training in Jamaica. Additionally, \$1399 is provided to Hocking College.

The UpSkilling Professional Development programs are typically offered in the summer and have included the following programs. Planning for 2020 is currently in development.

- Culinary Arts
- Automotive
- Risk Prevention & Management
- Protocol & Etiquette
- Interpretive Guide Technique

Hocking College faculty/staff delivering UpSkilling Training in Jamaica: Chef Alfonso Contrisciani, Chef Katie McGushin, Chef Touria Semingson, Jason Szostek, Will Alder, Jacqueline Hagerott, Danita Reynolds, Dr. Betty Young

Revenue Generated 2018 – 2019      \$25,628



### **Joint Commission for Tertiary Education (JCTE)**

In September 2016, a memorandum of understanding (MOU) was signed between Joint Commission for Tertiary Education (JCTE) in Jamaica and Hocking College. The purpose of the MOU is to “*strengthen the bonds between two organizations, which will further the academic, social and cultural objectives of the institutions, and provide avenues for achievement of the mission of Hocking College, and the accomplishment of JCTE’s and Center for Occupational Studies (COS) missions*”.

- **College Presidents Visit to Hocking College**

In November 2019, Hocking College hosted the following college and university presidents from Jamaica representing public and private institutions registered to the University Council of Jamaica. The purpose of the visit was to begin initial discussions around the possibilities of creating degree pathways for JCTE students to earn a certificate and/or associate degree from Hocking College.

Dr. Cecil Cornwall, JCTE Chairman & President Western Hospitality Institute

Dr. Winston Adams, Past JCTE Chairman

Mr. Howard Issac, JCTE Vice Chairman & Principal of The Moneague Teachers College

Dr. Ashburn Pinnock, JCTE Board member & Principal of The Mico University College

Dr. Maureen Nelson, Principal of Montego Bay Community College

Dr. Nicolene Degrasse-Johnson, Principal of Edna Manley College of Visual & Performing Arts

Mr. Philmore McCarthy, JCTE Treasurer & Principle Excelsior Community College

Mrs. Althea Heron, Executive Director of the University Council of Jamaica and board member

Mr. Stephen Vascianne, President of the University of Technology – Jamaica – Board

- **Joint Commission for Tertiary Education (JCTE) Annual Conference**

Dr. Betty Young, Dr. Myriah Davis and Ms. Jacqueline Hagerott were invited by the Chairman of the JCTE to present at the 2019 annual conference held in Negril, Jamaica. JCTE provided accommodations and airfare for the Hocking College team.

- **Excelsior Community College**

In September 2016, a memorandum of understanding (MOU) was signed between Excelsior Community College (ECC) in Jamaica and Hocking College. The MOU allows Jamaican students to study abroad at Hocking College as they earn their associate degree from Hocking College in specific degree completion pathways (*Health Information Management, Cyber Security, others in development*).



## Bahamas

*Hocking College Board of Trustees approved G.R.E.A.T Scholarship providing in-state tuition for all Bahamian students in alignment with the State of Ohio G.R.E.A.T. initiative to foster international relationships.*

### **Royal Bahamas Defense Force**

- **Military Personnel Degree Pathways and Professional Development Training**

In 2018 Dr. Betty Young and Dr. Myriah Davis were invited to meet with Commodore Bethel, Commander of the Royal Bahamas Defense Force, to consider educational pathways for marines preparing for retirement from the Defense Force. The series of meetings, established by Lt. Delvonne Duncombe, resulted in the development of a partnership between the two organizations. Hocking College will create individual degree plans for military personnel as they transition out of military service and into civilian life.

- **Ranger Academy**

Summer 2019 Hocking College hosted 35 youth from the Royal Bahamas Defense Force Ranger Academy. Lt. Devlonne Duncombe and his staff spent 10-days with these young men and women as they participated in a Skills Camp designed to give them hands-on exposure to Hocking College programs. Lt. Duncombe envisions this as a yearly event. As a result, Rangers are selecting Hocking College, for their college career, with at least four beginning their educational journey on campus in 2020.

Revenue Generated 2019                      \$34,500

### **Bahamas Agricultural and Marine Science Institute (BAMSI)**

In 2018 Hocking College and Bahamas Agricultural and Marine Science entered into an MOU for the purpose of *“to strengthen, promote and develop co-operation in education, training, research, development and innovation”*.

- **UpSkilling Professional Development Training**

Hocking College faculty are invited by Bahamas Agricultural and Marine Science Institute (BAMSI) to provide professional development training in specified fields to advance knowledge and teaching techniques for educators in the Bahamas.

BAMSI provides airfare, food and accommodations for each Hocking College faculty/staff member requested to provide training in the Bahamas. Additionally, \$750/per week is provided to Hocking College.



Hocking College faculty/staff delivering UpSkilling Training in Bahamas: Whitney Goller, Adam Fowler, Will Alder

Revenue Generated 2019     \$2,250

- **Degree Program Pathways**

Hocking College Eco-Tourism, Agroecology and Fish Management will have the opportunity to participate in educational programs at BAMSI on Andros Island designed to full-till curriculum requirements beginning 2020-2021 academic year. Additionally, a jointly developed Marine Science program has been submitted for HLC approval. If approved, students would spend one year at Hocking College and one year at BAMSI to earn an associate degree from Hocking College.

### **Germany Study Abroad 2018**

12 Culinary Arts & Hospitality students visited the southern State of Bavaria Germany. Students experienced the local regional and national cuisine as well as traditional baked goods and charcuterie in addition to hands on baking Lebkuchen and old world style Cookies.

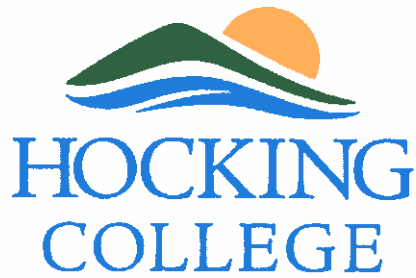
Students toured several Hotels and Restaurants, and participated in Lecture and Lab at two local Hospitality Colleges, then visited the Colleges brewing Program where German Students study brewing culminating in a Master Brewer degree.

German Master Chef Vincenzo Sclama conversed with Faculty about teaching techniques and methods as well as difficulties and challenges of the current education and industry problems and the need of an international collaboration.

Besides the educational benefit for all Students all had a highly cultural experience from visiting the Holocaust remembrance site of Dachau to several castles and city tours of Munich, Nuremberg and Rothenberg der Tauber. The relationships established during the program resulted in students being considered for professional opportunities after graduation.

### **Italy Study Abroad 2019**

13 students and German Master Chef Vincenzo Sclama spent two-weeks on a study abroad program exploring Italy. This trip provided the opportunity for our students to study the cuisine and culture of three distinct regions of Italy including Lazio, Emilia Romagna, and Piemonte. The



focus was on studying and working with many of the key ingredients that make the Italian cuisine known worldwide. Included among these ingredients are wines, charcuterie, breads, cheeses, pasta, and other regional specialties.

### **New Partnerships Being Considered**

#### **Kingdom Apostolic Network of Churches (Bahamas)**

- Purpose: As a result of our relationship with Lt. Delvonne Duncombe, Hocking College has been invited to the Bahamas to attend a meeting designed to consider the establishment of church sponsored scholarships for Bahamian students to study at Hocking College

#### **University of Limerick (Ireland)**

- Purpose: Establish an articulation agreement for Hocking College Equine students to earn a bachelor's degree in Equine Studies

#### **Dominican Republic**

- Purpose: As a result of our relationship with a mission program operating out of Logan, Ohio, Hocking College has been invited to consider providing opportunities for nursing and dental hygiene students to teach mothers in the Dominican Republic basic infant and child health care.

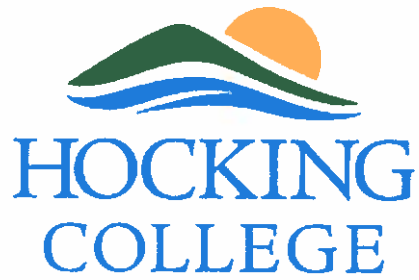
#### **Ecuador**

- Purpose: Establish a field school for Hocking College Agroecology and Eco-Tourism students.

#### **Operational Notes:**

- Each international opportunity Hocking College participates in is the direct result of an established relationship. Through relationships, opportunities are presented, explored and reviewed to see if the partnership is in the best interest of Hocking College students, faculty and staff.
- International programming is supported by each schools operating budget
- Partnerships are monitored and reviewed by the President, Vice President of Academic Affairs and Workforce Development and the Dean of the school involved in the program. Hocking College may consider discontinuing a partnership for a variety of reasons, including but not limited to: the educational programming no longer meets Hocking College standards; the program becomes cost prohibitive for our students; the mission of the partner institution and Hocking College are no longer aligned.





- The number of students coming from Jamaica to earn their associate degree will depend largely on the financial resources available to them and/or government funding support. The greatest opportunities for Hocking College will continue to be in providing UpSkilling Professional Development training at Hocking College and in Jamaica as requested by the Ministry of Education, Technology and Youth.

Hocking College projects three (3) students per year will matriculate to Hocking College based on our relationship with the Royal Bahamas Defense Force Ranger Academy.

- Hocking College received a total of \$65,228 for 2018-2019 international training.



**Hocking College  
Board of Trustees Action**

**Date:** 12/19/2019  
**Submitted by:** Michelle Robinson

**SUBJECT:** Authorizing Mark Fuller as signatory for the Alcohol and Tobacco Tax and Trade Bureau (TTB).

**BACKGROUND:** Currently, Sean Terrell and Michelle Robinson are the only two authorized as signatory with access to on-line form and filing through the TTB. Mark Fuller is also active with reporting to the TTB and needs to have direct access. The TTB requires a Power of Attorney per the attached.

**RECOMMENDATION:** It is the recommendation that the Board approve providing the required Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing Mark Fuller as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:** Speed reporting process and efficiency allowing for more than one person to have access for reporting all distilling, brewing, and wine making activities.

**FISCAL IMPACT:** None


**COMMENTS:**



Motion to Approve

It is the recommendation that the Board approve providing the required Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing Mark Fuller, Treasurer, as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations.

Adopted: 12/19/19

Approved:   
Tom Johnson, Chairman

**DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)  
POWER OF ATTORNEY**

*(Please read instructions before completing this form)*

1. PRINCIPAL <i>(Name of Partnership, Corporation, Association, Limited Liability Company, Estate, or Individual)</i>	2. BUSINESS IN WHICH ENGAGED
---	------------------------------

3. ADDRESS *(Number, Street, City, State, ZIP Code)*, TELEPHONE NUMBER, AND E-MAIL ADDRESS

4. PRINCIPAL'S EMPLOYER IDENTIFICATION NUMBER <i>(Employer Identification Number or Social Security Number)</i>	5. PERMIT NUMBER / REGISTRY NUMBER <i>(If applicable)</i>
---	---

6. NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF APPOINTED ATTORNEY

7. ADDRESS *(Number, Street, City, State, and ZIP Code)*

8. The above named principal, engaged in the business shown, has appointed the above named attorney to: *(See Instruction 2)*

- (a) Execute for him/her all applications, notices, bonds, tax returns, tax information disclosure authorizations, and other instruments, claims, offers in compromise, letters, writings, and papers, and to act for him/her in dealing with the Alcohol and Tobacco Tax and Trade Bureau (TTB) in connection with matters relating to the laws and regulations administered by it. The principal authorizes the attorney named above to receive on his/her behalf any and all notices, papers, and letters from the Alcohol and Tobacco Tax and Trade Bureau in connection with all such matters, and grants him/her full power and authority to do all that is essential in and about the premises, as duly as the principal could do if personally present, with full power of substitution and revocation. The principal hereby ratifies and confirms all that the attorney must lawfully do or cause to be by virtue of this appointment.
- (b) Authorization limited to:

9. The power is to apply to the following. (If authority is restricted to a particular factory, plant, premises, etc., give name as: Distilled Spirits Plant, Tobacco Products Factory, Tobacco Export Warehouse, etc., and address and registry number; or, if a Wholesale Liquor Dealer, SDA, or Tax-Free Alcohol User; or if this Power of Attorney may be used for manufacturing or importing firearms or ammunition, etc., give permit number.)

10. SIGNATURE OF APPOINTED ATTORNEY	DATE
-------------------------------------	------

**EXECUTION** *(See Instruction 3)*

11. SIGNATURE IF PRINCIPAL IS INDIVIDUAL <i>(Signature of Principal)</i>	DATE
--	------

12. SIGNATURE IF PRINCIPAL IS PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP (LLP), ESTATE, CORPORATION, LIMITED LIABILITY COMPANY (LLC), OR ASSOCIATION.  
Under penalties of perjury, I declare that I have the authority to execute this power of attorney on behalf of the principal.

Signature	Title	Date

13. Seal of Corporation, Association, or LLC (A corporation, association or LLC will impress their seal below if they have one. If there is no seal, check the "Not Applicable box". The person(s) signing in Items 11 or 12 must have been granted signing authority (other than Power of Attorney) on another document previously approved or accepted by TTB).

Not Applicable

**14. ACKNOWLEDGMENT, WITNESSING, OR DECLARATION (Complete 14a, 14b, or 14c)**

**14a. ACKNOWLEDGMENT**

The above-named person(s) signing as or for the principal(s) appeared before me today and acknowledged this power of attorney as his/her/their voluntary act and deed. The notarial seal must be affixed unless a seal is not required under the laws of the state where the power of attorney is executed.

NOTARIAL SEAL  
(If required)

Signature of Notary or Other Officer
Date Title

**14b. WITNESSING**

This power of attorney was signed by or for the principal(s) by a person or persons known to, and in the presence of, the two disinterested witnesses whose signatures appear below:

Signature of Witness	Date
Signature of Witness	Date

**14c. DECLARATION by attorney or certified public accountant who is granted the power of attorney by this form.**

I declare that I am currently: (Check applicable box)

- A member in good standing of the bar of the highest court of <sup>1</sup>
- Qualified to practice as a certified public accountant in <sup>1</sup>

<sup>1</sup> Insert Name of State, Possession, or District of Columbia

Printed Name	Signature	Date
--------------	-----------	------

**FOR TTB USE ONLY**

DATE RECEIVED FOR FILING	TTB OFFICE	RECEIVED BY (Signature and Title)
--------------------------	------------	-----------------------------------

**INSTRUCTIONS**

- GENERAL.** This form is filed with TTB to show the appointed attorney is to represent the principal.
- ITEM 8.** A full power of attorney is granted by paragraph 8(a). The power of attorney may be limited or restricted by deleting all of paragraph 8(a) and listing the specific powers to be conferred in section 8(b).
- EXECUTION.** This form must be signed by or on behalf of the principal(s) as follows:
  - (a) **INDIVIDUAL** by his or her completion of item 11.
  - (b) **PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP (LLP)** by completion of item 12 by all partners, or one partner who attaches his/her authorization to act on behalf of all the partners unless this authorization is provided by State law.
  - (c) **CORPORATION or ASSOCIATION** by completion of items 12 and 13, an officer authorized by supporting corporate or organizational documents (preferably the president, vice-president, or treasurer; or LLC member or manager), must sign in item 12.
  - (d) **ESTATE** by completion of item 12 by the executor or administrator and attaching other such documents as may be required by TTB.
  - (e) **LIMITED LIABILITY COMPANY (LLC)** by completion of item 12 by all members or managers, or one member or manager who attaches his/her authorization to act on behalf of the LLC.
- FILING.** This form must be completed in duplicate, unless otherwise required, and submitted to the Director, National Revenue Center, 550 Main St., Ste. 8002, Cincinnati, OH 45202-5215. The original with any attachments will be retained by the Director, National Revenue Center, and all other copies will be returned to the principal. If the power of attorney is applicable to more than one business establishment, additional copies must be submitted for each.

- The additional copies will be filed in the same manner as when the power of attorney relates to only one establishment or business. Copies reproduced by photographic process need not be certified as copies of the original.
- 5. ORIGINAL OF A RULING.** The Alcohol and Tobacco Tax and Trade Bureau will give to an appointed attorney the original of a ruling concerning the principal about TTB matters if a statement is made to that effect in item 8(b).
- 6. REVOCATION.** A power of attorney remains in effect until revoked by the principal in written notice to the Director, National Revenue Center.
- 7. RULES.** All persons representing clients before the Alcohol and Tobacco Tax and Trade Bureau must comply with the regulations governing representation (26 CFR Part 601 or those regulations as recodified in 27 CFR Part 71) and any other applicable rules and statutes.

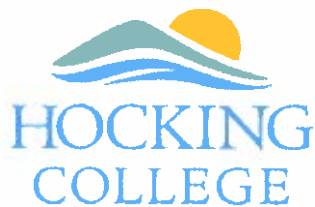
**PAPERWORK REDUCTION ACT NOTICE**

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used by TTB to ensure that only duly authorized individuals are signing documents. The information is voluntary. The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G St., NW, Box 12, Washington, DC 20005. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current, valid OMB control number.

**Privacy Act Information**

- AUTHORITY.** TTB requests the information on this form to carry out the requirements of the Internal Revenue Code of 1986 and the Federal Alcohol Administration Act since signatures are required on various returns and other documents required by those laws. See, 26 U.S.C. 6061(a) and 27 U.S.C. 204(c). The provision of the information on this form is voluntary.
- PURPOSES.** TTB collects the information on this form to ensure that only duly authorized individuals are signing documents submitted to TTB and to establish the extent of the designee's authority.
- ROUTINE USES.** The information will be used by TTB to make determinations set forth in paragraph 2 above. TTB officers may disclose the information to individuals to verify its accuracy where such disclosure is not prohibited by law. TTB officers may also disclose this information to other Federal, State, foreign, or local law enforcement and regulatory agency personnel for purposes of enforcement of the laws of such other agencies where not otherwise prohibited by law. The information may be disclosed to the Justice Department if the information appears to be false or misleading.
- EFFECTS OF NOT SUPPLYING INFORMATION REQUESTED.** Although the provision of the information on this form is voluntary, TTB may delay or deny the approval of the form where information is not complete or missing.
- DISCLOSURE OF EMPLOYER IDENTIFICATION NUMBER AND SOCIAL SECURITY NUMBER.** You do not have to supply these numbers. These numbers are used to identify an individual or business. If you do not supply the numbers, however, processing may be delayed.





**Hocking College  
Board of Trustees Action**

**Date:** 12/19/2019  
**Submitted by:** Jeff Daubenmire

**SUBJECT:**

Scholarship for active duty and/or retired law enforcement designated as out-of-state residents.

**BACKGROUND:**

Hocking College seeks to provide scholarship funds to active duty and/or retired law enforcement to compensate for the out-of-state surcharge.

**RECOMMENDATION:**

Recommend the Board of Trustees authorize the President and the Chief Financial Officer to provide scholarships to qualified active duty and/or retired law enforcement designated as out-of-state residents.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The College would provide a scholarship to eligible students allowing them to obtain a degree or certification.

**FISCAL IMPACT:**

Expectation is for 10 students to receive this scholarship per semester.

- Reduction in tuition for students would be \$21,950 (10 @ \$2195.00 out of state surcharge).



Motion to approve

Motion to authorize the President and the Chief Financial Officer to provide scholarships to qualified active duty and/or retired law enforcement designated as out-of-state residents.

Adopted: 12/19/2019

Approved:   
Tom Johnson, Chairman



**Hocking College  
Board of Trustees Action**

**Date:** December 19, 2019

**Submitted by:** Mark Fuller

**SUBJECT:**

Accept funding gift from Hocking College Foundation and purchase real estate

**BACKGROUND:**

The Hocking College Foundation has approved a proposal to gift \$170,000 to Hocking College for the purchase and improvement of a dwelling located at 583 Jackson Street in Nelsonville. Hocking College seeks to purchase the property to serve students who need additional support which a traditional dorm cannot provide. The house will have a full-time house parent and provide a structured program to assist student development.

**RECOMMENDATION:**

The Board of Trustees approve the motion to accept funding from the Hocking College Foundation and purchase real estate located at 583 Jackson Street, Nelsonville.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The motion will allow Hocking College to provide a structured program to assist student development.

**FISCAL IMPACT**

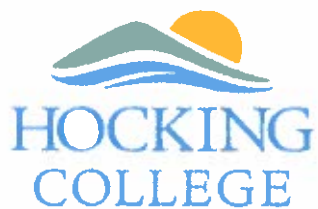
The college will be responsible for paying utilities and upkeep for the property. The \$170,000 provided by the Hocking College Foundation will pay for the purchase and improvement of the property.



Motion to accept \$170,000 funding gift from Hocking College Foundation to purchase real estate located at 583 Jackson Street in Nelsonville.

Adopted: 12/19/19

Approved:   
Tom Johnson



**Hocking College  
Board of Trustees Action**

**Date:** 12/19/19  
**Submitted by:** Jeff Daubenmire

**SUBJECT:** Lodge Renovation

**BACKGROUND:** The College seeks to renovate the existing lodge to accommodate 40 rooms.

**RECOMMENDATION:** It is recommended the Board approve the following contractors for the Lodge renovations:

Fire Suppression Contractor – Brewer  
Mechanical Contractor – WC Contracting  
Electrical Contractor – KAL Electric

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The Lodge will serve the College as a teaching space for Hospitality Management and provide lodging for conferences and other events in the region.

**FISCAL IMPACT:** The total project cost is estimated at \$2,630,000, with funds coming from College reserves and fundraising.

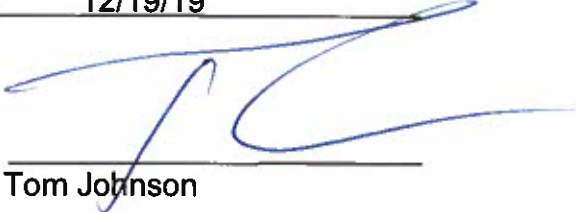
**COMMENTS:** Project completion is anticipated to be August, 2020.



Motion to accept the following contractors for the Lodge Renovations:

Fire Suppression Contractor – Brewer  
Mechanical Contractor – WC Contracting  
Electrical Contractor – KAL Electric

Adopted: 12/19/19

Approved:   
Tom Johnson





**Hocking College  
Board of Trustees Action**

**Date:** 12/19/19  
**Submitted by:** Jeff Daubenmire

**SUBJECT:** Lodge Renovation

**BACKGROUND:** The College seeks to renovate the existing lodge to accommodate 40 rooms.

**RECOMMENDATION:** It is recommended the Board approve the following contractors for the Lodge renovations:

Fire Suppression Contractor – Brewer  
Mechanical Contractor – WC Contracting  
Electrical Contractor – KAL Electric

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The Lodge will serve the College as a teaching space for Hospitality Management and provide lodging for conferences and other events in the region.

**FISCAL IMPACT:** The total project cost is estimated at \$2,630,000, with funds coming from College reserves and fundraising.

**COMMENTS:** Project completion is anticipated to be August, 2020.



Motion to accept the following contractors for the Lodge Renovations:

Fire Suppression Contractor – Brewer  
Mechanical Contractor – WC Contracting  
Electrical Contractor – KAL Electric

Adopted: 12/19/19

Approved:   
Tom Johnson