



BOARD OF TRUSTEES MEETING

Thursday, February 15, 2018

6:00 p.m.

The Lodge

Regular Meeting

Committee Meetings – 5:30 pm

- | | |
|--|---|
| • Call to Order (5 min*) | Chairman Johnson |
| • Roll Call | Mrs. Cunningham |
| • Executive Session (15 min) | Tom Johnson |
| • Approve Minutes from Tuesday, December 10, 2016 (5 min) | Chairman Johnson |
| • President's Report (20 min - includes) | Dr. Young |
| ➤ Motion Capital Projects Endorsement | |
| • Academic and Student Affairs Committee Report (5 min) | Trustees Forte / Mitchell and Stuart
Brooks/Dr. Davis and Ms. Hagerott |
| ➤ Motion Hocking College Education Guarantee | |
| ➤ Motion Revision Winter Break 2018 | |
| • Budget Committee Report (10 min) | Trustees Mike Brooks / Fischer/
Addington and Dr. Tyler |
| ➤ Motion to accept Audit Report | |
| ➤ Motion Auxiliary Budget for FY 2017-2018 | |
| ➤ Motion Scholarship Program for Border State Students | |
| ➤ Motion Logan Building Reallocation for Capital Projects | |
| • Facilities Committee Report (10 min) | Trustee Budzik/Mr. Daubenmire |
| ➤ Motion to Accept the Hocking Heights Building | |
| ➤ Motion for Dental Hygiene Contractor Approval | |
| ➤ Motion for Dental Hygiene Equipment Approval | |
| ➤ Motion Purchase of Property | |
| • Personnel Committee Report (10 min) | Trustee Stone/Mr. White |
| • Chairman's Report (10 min) | Chairman Johnson |
| • Executive Session (25 min) | Chairman Johnson |
| • New Business (5 min) | Chairman Johnson |
| • Adjournment | Chairman Johnson |

• **Event Schedule:**

April 12, 2018 – State of College – Logan Campus

April 16, 2018 – 5:30 pm – 6:00 pm – Committee Meetings

6:00 pm – 7:00 pm – Board Meeting

***Estimate time allotted for each agenda item is noted in (). Please allow 2 hours for regular meetings.**

Our Mission

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

February 15, 2018

The regular Meeting of the Hocking College Board of Trustees was held Thursday, February 15, 2018, at The Lodge of Hocking College, Nelsonville, Ohio.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Dr. Myriah Davis, Vice President of Academic Affairs; Ms. Jaqueline Hagerott, Treasurer / Vice President of Students Affairs and Community Relations; Alan McMillan, Vice President of Enrollment and Student Development; Art Tyler, Interim CFO; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Denise O'Donnell, Executive Director of Business, Finance, and Accounting; Elizabeth Howell, AG's Office.

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

CALL TO ORDER

Chairman Johnson called the meeting to order at 6:00 pm.

ROLL CALL

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Daniel Fischer, Leon Forte', Ben Mitchell, Andrew Stone, and Chairman Johnson.

Board members absent: None

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Johnson asked if there were any changes to the minutes from the December 10, 2016, regular meeting. There being none, a motion was made by Trustee Addington to approve the minutes as presented. Trustee Mitchell seconded the motion. The motion was unanimously approved.

ATHLETICS – ARCHERY TEAM

Chairman Johnson introduced Senator Frank Hoagland. Senator Hoagland attended tonight's board meeting to present a letter of accommodation to the Award Winning Archery Team. Senator Hoagland read the letter to the Archery Team and congratulated them on a great season. Dr. Young asked each member to introduce themselves, state their area of study, and their awards.

EXECUTIVE SESSION

Chairman Johnson requested a motion to adjourn into Executive Session:

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

In pursuant to Ohio Revised Code 121.22 (G) (3) to discuss a pending or imminent court action; and

The Executive Session invitation may include:

Dr. Betty Young
Dr. Myriah Davis
Dr. Art Tyler
Denise O'Donnell
Jeff White

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Dan Fischer, Leon Forte', Ben Mitchell, Andrew Stone, and Chairman Tom Johnson

The Board adjourned to Executive Session at 6:10 pm.

RETURN TO REGULAR SESSION

Chairman Johnson announced the return to regular session at 6:40 pm.

PRESIDENT'S REPORT

Dr. Young reported on the following:

- Capital Projects Endorsement – The College anticipates capital funding for the 2018-2020 biennium in the amount of \$3,055,000. The College has identified priorities for building renovation and expansion. The College is recommending that the Hocking College Board of Trustees endorse the following project allocations:

- Shaw Hall Renovation = \$1,200,000
- NR / PSS Lab Expansion = \$1,100,000
- Lodge Roof = \$755,000

Capital funds will be used to make significant campus improvements to enhance the current infrastructure of facilities for music, media arts, web and application design, ecotourism, recreation management, police and fire sciences and EMS. The fiscal impacted is \$3,055,000 of 2018-2020 Capital Funds invested in the facilities of Hocking College upon State approval.

Motion – A motion was made by Trustee Mike Brooks to endorse the following project allocations for the 2018-2020 Capital Funds: Shaw Hall Renovation = \$1,200,000; NR / PSS Lab Expansion = \$1,100,000; and Lodge Roof = \$755,000 and seconded by Trustee Fischer. The motion was unanimously approve.

- Second 8-Week Session – The second 8-week session will begin immediately after spring break on March 19th.
- PTK – Dr. Young reported at the February Board meeting our PTK students were here to present a check to the Timothy House as part of their service work in our community. She stated these are our honor students and she is very proud of all they are accomplishing and their leadership on our campus.

Dr. Young then reported in April she will travel with our PTK students to Kansas City for the Annual PTK (honor society) conference. The students have nominated her for the Shirley B. Gordon Award of Distinction, which she has been selected to receive. Dr. Young stated she is honored and humbled to receive this recognition from our students.

College presidents and campus CEOs are selected for this award based on outstanding efforts given toward promoting the goals of Phi Theta Kappa. The award is named for the late Dr. Shirley B. Gordon, Phi Theta Kappa's longest-serving Board of Directors Chair and President Emeritus of Highline Community College in Des Moines, Washington. Gordon was named Phi Theta Kappa's Most Distinguished College President in 1984.

- CDL – Congratulations to our recent CDL graduating class of nine (9). All passed the CDL licensure exam.
- Hawk Scholars Mentoring Program – Angie Lee and Kevin Cox have worked to receive a grant and to develop and implement the Hawk's Scholars Mentoring Program. This program is open to Hocking students who are current or former foster youth and want to be partnered with a mentor to help them develop personal and academic goals and someone from whom they can seek advice. Mentors may be mature students and employees of Hocking College, and members of the community who want to volunteer their time to help others. The mentors are people who have wisdom to offer, are willing to listen, answer questions or help to find the answers and share all of the things they wish somebody had shared with them when they were in school.
- Logan and Perry Campus – The Logan campus is undergoing a comprehensive renovation this spring including opening up the south end of the building for a state-of-the-art welding lab. Much of this project was funded with the ARC Power Grant which included electrical upgrades and equipment. We expect to hold our State of the College address at Logan this year and will plan for a ribbon cutting that same evening.

The welding program will serve the needs of the energy industry as well as construction and other employment opportunities. The petroleum technology program will also operate from this facility in collaboration with Stark State College.

In addition, we are in the process of developing the STNA lab at Logan as well. This will serve a need the community has expressed for CNAs and will provide a pathway for those who want to enter the nursing or medical assisting track. No classes are being offered at the Logan campus until the remodeling is complete; this is a comprehensive remodeling project.

The facilities committee will give updates on the many other campus renovations that are continuing including the expectation for a complete remodel of the Shaw building which is to house the Music, Video, and Web and App Design programs. We are expecting Capital Funding for this much needed project.

You also have on the agenda tonight the selection of a contractor and equipment vendor for the Dental Hygiene program at the Perry Campus. Again, Capital funded, the remodeling is expected to begin this spring and therefore no classes are currently being held at the Perry Campus to accommodate this major project.

- School of Natural Resources – Congratulations to the School of Natural Resources for receiving the Ohio Division of Watercraft Boater Education Grant of \$30,000. This will provide new equipment for Watercraft Operation and Kayaking courses as well as leisure learning courses.
- Guarantee Education – The faculty at Hocking College provide a quality educational experience second to none for our students. The hands on learning is touted by employers as giving our graduates an advantage in the workplace and the success of our graduates speaks to the quality of the education our faculty provides.

Consider the major investments you make in your life and what you expect when you make those investments. For example when you buy a home you have a home expectation to be sure you are getting what you are paying for, purchase a new car you expect to have a warranty. Higher Education is another one of those major investments individuals and families make in their future and while our cost is highly affordable the investment of both time and money is still significant.

That is why tonight, Hocking College is asking the Board of Trustees to approve a Hocking College education guarantee. With this guarantee our graduates, and their employers, will know that if they are not successful in a licensure or certification exam they can remediate with us at no additional charge; and if an

employer believes a graduate is not proficient in an area included in their degree program they can have them return to Hocking for remediation in that area.

If you make your educational investment here at Hocking College, we are willing to guarantee you get what you need to succeed as a graduate.

- Default Recovery Program – As part of our "Bridges to Opportunity" initiative, we have come to recognize that some adults in our local community may have attempted College earlier in their life and for various reasons did not complete their education. Some of these individuals lost their way along the way, had a misfire, and need a second chance to rebuild their life. Dr. Young recently talked to a woman who is one such example and through addiction lost everything. She is now living in recovery for more than a year and wants and needs to get on a pathway to work to care for herself and her family. She does not have the skills for a good job and does not have the resources to attend College, as she is in default on her earlier student loan and therefore, cannot receive grants or other resources to return to college.

We have developed a default recovery program that will help individuals who, now have matured, put their life back together with job skills and education to be productive and to work.

We are beginning a campaign for individuals to come into the College and work with our financial aid team to contact their loan company and begin the process of default recovery so they will qualify for the resources necessary to finish their College education or job ready certificates and be able to work.

Poverty and Opioids/drugs and alcohol addiction, family violence, and a myriad of other social issues have plagued the lives of too many people in our Appalachian communities. It is incumbent upon assets like Hocking College to address these issues head on and the default recovery program is one way for us to be a solution for rising our citizens out of poverty and into prosperity.

- Border States Scholarship (Regional College) – Hocking College is a unique 2-year college in Ohio and neighboring states. We have been and continue to be a regional college with unique programs that attract students from all over Ohio and neighboring states. Our dorms provide the housing and co-curricular programming similar to a private or a large public institution. For these reasons we have the opportunity to educate more people and to have that talent learn here and fuel our local economic development.

To attract more enrollment from the neighboring states, we are requesting the Board approve a Boarder State Scholarship. Historically, these students paid twice the tuition rate of in-state students. The proposal tonight will recommend a scholarship for these students so their tuition would be \$500 more than in-state students. Based on our current enrollment, we will need an additional 17 students from the Border States to break-even. We believe we should attract no

less than 30 additional students resulting in additional revenue of approximately \$310,000.

The scholarship will require new border state students to live in the dorms for the first two semesters to receive the scholarship. This provides the opportunity to deliver co-curricular programming facilitating retention and ultimately completion.

- Retention and Job Fair – Speaking of retention, Dr. Young stated she was thrilled to report to the Board that our faculty, who also serve as advisors to our students, have done an outstanding job of building positive relationships and inspiring our students to achieve. The retention rate from fall to spring semester increased by 4% this year. Dr. Young stated she gives all the credit to our faculty and staff who provide the guidance and caring environment to help students connect and develop a vision for themselves as graduates.

The College held a job fair this week and had 120 employers and over 500 students attend. The Career and University center went to classes and conducted seminars to help students prepare for the job fair including doing business cards for the students to give to perspective employers. The employers were looking for permanent employees and for interns. We have heard from students who received job offers and others that made the important connections to land internships.

We also had several 4-year Colleges at the Job fair recruiting our students for transfer. Our students do exceedingly well as transfer students and the 4-year institutions are excited to receive our graduates.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Dr. Davis reported on the following:

- Hocking College Education Guarantee – Dr. Davis stated as Dr. Young mentioned earlier we are recommending the Hocking College Board of Trustees adopt a motion in support of the Hocking College Education and Guarantee program.

Background - The shift to greater accountability across the nation and from our accrediting bodies has provide Hocking College with the opportunity to consider how we might best exceed all expectations.

Hocking College is committed to excellence in the quality of education our students receive. Our faculty are highly qualified and bring unparalleled professional experiences and industry connections into their classrooms. Our curriculum is designed to provide students with real-world, hands-on experiences making our students preferred candidates when competing for jobs.

The Hocking College Education Guarantee is a commitment to our students, their families, our faculty, our accrediting bodies and the employers who hire Hocking College graduates. Hocking College is providing a guarantee our students are well prepared to enter the career field they have chosen. This guarantee furthers our mission to serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.

How the program works: If graduates are unsuccessful in state or national licensing exams in their professions, within one year of graduating, they will be remediated at no charge to the student.

- If an employer determines that within one year of graduation a graduate is not proficient in the field as represented by the program of study, and needed to perform their job, they will be remediated at no charge to the student or the employer.
- The Hocking College Education Guarantee is effective immediately.

Organizational / Administrative Impact:

Students utilizing the Hocking College Education Guarantee program will work directly with the Career and University Center to develop a remediation plan based on their individual needs. In collaboration with the academic department(s), the Office of Career Services will act as the liaison between the student, the academic department and the employer to ensure the student is successfully remediated.

Fiscal Impact – Actual cost will vary depending on individual remediation plans. There will be no cost to the student or the employer.

Motion – A motion was made by Trustee Addington and seconded by Trustee Fischer to approve and adopt the Hocking College Education Guarantee Program. The motion was unanimously approved.

- **Winter Break** - As a regular practice, Hocking College closes for a period of two-weeks in December. The academic calendar previously approved by the Board of Trustees did not take into consideration the timing of the New Year's holiday. Therefore, a revision to the Winter Break dates is being requested.

Hocking College is recommending the Hocking College Board of Trustees adopt a motion in support of revising the Winter Break dates for non-instructional employees as indicated below:

December 17, 2018 – December 28, 2018 (original)

December 17, 2018 – January 1, 2019 (proposed revision)

There is no organizational impact with this revision. The revised schedule will provide for one additional day of paid Winter Break closure for non-instructional employees for the 2018 winter break.

Motion – A motion was made by Trustee Mitchell that the Hocking College Board of Trustees adopt the change in Winter Break to December 17, 2018 – January 2, 2019 for non-instructional employees. The motion was seconded by Trustee Mike Brooks and unanimously approved.

- **Fermentation Program** – Dr. Davis reported she has received approval from the Ohio Department of Education for the Fermentation Program. She will be working with Marketing to move forward. There are additional programs at the State level for final review. Dr. Davis hopes to have an update on these programs by the next Board meeting.
- **Ohio Board of Nursing** – Dr. Davis reported that the Associate Nursing Degree received full accreditation. She stated that there are always quality improvement reports that need submitted.

Dr. Davis then reported that the LPN program received a Provisional accreditation. She stated that we are still accepting students and graduating students. The concern was that when doing clinical rotation for example: OB rotation, there were not any babies born during the student's rotation. To solve this concern, Hocking College is investing in a simulator to assist with clinical rotations.

Andros Island (For Far Lab) – Dr. Davis reported that she, Dr. Young and Kathy Temple-Miller traveled to Andros Island to observe the land lab for our Ecotourism students. She commented that the program is such a great experience for our students. Twelve (12) students were there studying this semester. Three of these students had never flown, nor had they every traveled outside of their local communities. Dr. Davis commented that it was such a rewarding experience to see these students grow.

Dr. Davis reported they met representatives from Bahamas Agriculture and Marine Science Institute (BAMSI), which is a two-year institution. We are hoping to have an agreement with them where their students will come here for training and Hocking College will send our students to their college for training.

FINANCE COMMITTEE REPORT

Trustee Brooks asked Dr. Tyler to give the Finance Committee report.

- Dr. Tyler stated that the Board should have received a copy of the Auditor's Report. He stated that we hit the mark and then some. The bottom line is

that the College is \$7 million dollars better this budget than the previous budget. He commented the team did an outstanding job.

Dr. Tyler reported annually the College is required by Section 117.11, revised Code to be audited by an independent audit firm to evaluate its fiscal controls and compliance with General Approved Accounting Practices (GAAP), Government Accounting Standards Bulletins (GASB), and state regulations. The State Auditor released their approval of the Hocking Technical College Audit Report (July 1, 2016 – June 30, 2017) on January 16, 2018. The Annual Audit Report (See Attached) was prepared by the firm of Millhuff-Stang, Certified Public Accountants (CPA). Dr. Tyler is recommending that the Board vote to approve and accept the Annual Audit Report.

Motion – A motion was made by Trustee Mike Brooks and seconded by Trustee Mitchel to approve the Annual Audit Report for FY 2016-2017. The motion was unanimously approved.

- Auxiliary Budgets for FY 2017-2018 - Annually the Board approves auxiliary budgets. Although the Board reviewed the proposed Auxiliary budget in June 2017 at its regular meeting, the Board action to approve these budgets was not reflected in the subsequent minutes. Action is required to correct the record. Attached is a review of 2016-17 actuals as compared with the proposed budget for 2017-18.

The College is recommending the Board vote to approve the attached budgets for the auxiliaries:

Bookstore – Revenue and Expense = \$700,000 each; Net: 0
Residence & Dining Services - Revenue and Expense = \$4,200,000 each; Net: 0
Lake Snowden – Revenue and Expense = \$175,000 each; Net: 0
Parking Services – Revenue and Expense = \$100,000; Net 0
TOTAL – Revenue and Expense = \$5,175,000; Net: 0

Auxiliary budgets are revenue producing departments and intended to be neutral (net 0) or make a minimal profit since they are business enterprises that support students.

Motion – A motion was made by Trustee Fischer and seconded by Trustee Mike Brooks to approve the Auxiliary Budgets for FY 2017-2018 (attached). The motion was unanimously approved.

- New Tuition and Scholarship Program for Border State Students - There are five bordering states to Ohio - Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia. Currently, there are 129 students enrolled from these states who pay out of state tuition at the rate of 200%.

Current Rates

Tuition	\$ 2,195.00
Out-of-State-Surcharge	200%
Total Cost Per Semester	\$ 4,390.00

Current Border-State Eligible Students

Indiana	21
Kentucky	6
Michigan	44
Pennsylvania	15
West Virginia	43
Total Border State	129

The total tuition revenue from these students is \$566,310. About 80% of these students live in the dormitories and have meal plans. This adds an additional \$555,835 in revenue per semester for a total of \$1,122,145 annually. However, these students are not required to stay in the dorms and have meal plans. Review and analysis of other institutions that offer scholarship programs for border state students indicate that enrollments increase significantly when tuition is reduced and dormitories are available for these students.

Board approve a scholarship program that changes tuition for border state students to the in-state rate plus \$500, and requires these full-time scholarshipped students to live in the dorm and participate in the meal plan for their first year (two (2) fall and spring semesters). This rate change would be effective Fall 2018.

Example: A scholarship was given to the border state students and their tuition was set at the in-state rate (\$2,195) plus \$500 a total of \$2,695 per semester. All border state scholarship students are required to live in the dormitory and have meal plans.

The revenue under this program from 129 students would be \$1,058,316. This is slightly less than current revenue (\$63,870), which means we would need an increase of 17 students to breakeven.

The preliminary conservative estimates for enrollment growth from these border-states suggest there is the potential of adding 30 students annually if this tuition/scholarship plan were implemented.

Border State growth under these estimates would add \$309,810 in revenue.

Motion – A motion was made by Trustee Fischer and seconded by Trustee Mitchell that the Board of Trustees approve the Border State Scholarship Program for students, who reside in Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia sets tuition at the in-state rate plus \$500, and requires these students to live in the dorm and participate in the meal plan for their first year to receive this scholarship benefit. This rate change would be effective Fall 2018. The motion was unanimously approved.

- Capital Budget for FY 2017-2018 - The Board approved 2017-18 budget and included \$1.344 million for the purchase of a Logan property from the fund balances of 2017 and 2018. Initial \$500,000 was approved to be moved in June 2017 and the remaining \$844,000 was approved to be used by not later than June 2018. Ultimately the college decided not to purchase this property.

The College is recommending the Board approve reallocation of the \$1.344 million previously allocated for the Logan property to fund new property purchases approved by the Board, make improvements to infrastructure deemed appropriate by the President in FY 2018.

The following property and projects will be funded from this capital fund:

- Welding Program- Logan Campus Renovation: \$200,000
- Purchase Myers Street Property: \$320,000
- Purchase New Straitsville property and Equipment: \$135,000
- Starr Building Improvements: \$400,000
- Myers Street Building Improvements: \$25,000
- Lake Snowden Improvements: \$100,000
- Other Infrastructure Improvements: \$164,000

In August 2017, the Board directed the President to use these funds to new capital requirements (purchase of land and building, infrastructure upgrades, and renovations). However, the Board has not voted to affirm the specific projects.

For the last 3-years the college has had a surplus which has increased its fund balance. In FY 2017, the College's operating balance was positive \$1.6 million and this amount was slightly higher based on the annual audit completed in December 2017 and approved by the Ohio State Auditor on January 3, 2018.

As discussed at the June 2017 Board meeting, the use of \$1.344 million would reduce the amount of the college fund balance by that amount but would have a negligible effect on any of the colleges SSI ratios since cash and property are both capital assets. It was noted that the college put an additional \$1M in reserve in each of the last 3-years and is doing so for its 2017-18 budget year. The purchase of property and facility upgrades funded by this action will reduce an annual lease obligation of \$204,000 previously incurred by the College.

Motion – A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks that the Board approve reallocation of the \$1.344 million previously allocated for the Logan property to fund new property purchases approved by the Board, make improvements to infrastructure deemed appropriate by the President in FY 2018.

The following property and projects will be funded from this capital fund:

- Welding Program- Logan Campus Renovation: \$200,000
- Purchase Myers Street Property: \$320,000
- Purchase New Straitsville property and Equipment: \$135,000
- Starr Building Improvements: \$400,000
- Myers Street Building Improvements: \$25,000
- Lake Snowden Improvements: \$100,000
- Other Infrastructure Improvements: \$164,000

The motion was unanimously approved.

FACILITIES COMMITTEE REPORT

Trustee Budzik presented the following to the Board:

- Hocking Heights Dormitory Building – The Hocking College Foundation has held the ownership of this property and at its most recent meeting took action to transfer this ownership to the College. The College is recommending the Board of Trustees accept the transfer of the ownership of Hocking Heights Dormitory from the Hocking College Foundation to Hocking Technical College. Upon ownership transfer, the College will invest in a significant renovation of the facility to improve the mechanical and energy related upgrades to bring the building to current standards. The transfer has no direct fiscal impact, but following the transfer the College will invest funds to make these improvements.

Motion – A motion was made by Trustee Mitchell and seconded by Trustee Fischer that the Board of Trustees accept the transfer of ownership of the Hocking Heights Dormitory from the Hocking College Foundation to Hocking Technical College. The motion was unanimously approved.

- Perry Campus Dental Hygiene Capital Improvement Project Contractor Approval (Supplier) – Hocking College has solicited bids for Dental Equipment for the equipment portion of a renovation project. Separate bids were solicited for General Construction. The work includes providing and installation of the necessary dental equipment. See attached Letter of Recommendation from the College Architect. Award the Contact for Dental Equipment of the Perry Campus Dental Hygiene Project to: Patterson Dental Supply, Inc. See attached Letter of Recommendation from the College Architect. Award the Contact for Dental Equipment of the Perry Campus Dental Hygiene Project to: Patterson Dental Supply, Inc.

Construction Costs are included in the \$1 million capital funding already allocated for this project. Approval of the Dental Equipment Supplier will allow a submission to the Controlling Board Agenda on February 22, 2018 for approval at the Controlling Board Meeting on March 26, 2018.

Motion – A motion was made by Trustee Mitchell and seconded by Trustee Fischer to award the contract for construction of the Dental Hygiene Capital Funded project to the lowest responsive and responsible bidder. The selected contracting firm is: Hoon, Inc., PO Box 804, Athens, OH 45701. The motion was unanimously approved.

- Perry Campus Dental Hygiene Capital Improvement Project – Dental Equipment – Contractor Approval – Hocking College has solicited bids for Dental Equipment for the equipment portion of a renovation project. Separate bids were solicited for General Construction. The work includes providing and installation of the necessary dental equipment. See attached Letter of Recommendation from the College Architect. Award the Contact for Dental Equipment of the Perry Campus Dental Hygiene Project to: Patterson Dental Supply, Inc. Approval of this Dental Equipment Supplier will allow the Project to remain on schedule with the expected Construction completion in the Fall of 2018. Construction Costs are included in the \$1 million capital funding already allocated for this project. Approval of the Dental Equipment Supplier will allow a submission to the Controlling Board Agenda on February 22, 2018 for approval at the Controlling Board Meeting on March 26, 2018.

Motion – A motion was made by Trustee Mike Brooks and seconded by Trustee Fischer that the Board award the contract for supplying of Dental Equipment for the Dental Hygiene Capital funded project to the lowest responsive and responsible bidder. The selected Dental Equipment Supplier is: Patterson Dental Supply, Inc., 1031 Mendota Heights Road, St. Paul, MN 55120. The motion was unanimously approved.

- Purchase of Property – The College seeks to expand programming and is in need of securing additional space to expand its culinary arts program. The College is recommending the Board authorize the President to negotiate and purchase property in Nelsonville for the purpose of expanding its culinary arts program. This will provide opportunity for growth and expansion of programs. The amount of this purchase is not to exceed \$25,000.

Motion – A motion was made by Trustee Mitchell and seconded by Trustee Stuart Brooks that the Board authorize the President of Hocking College to negotiate and purchase property for the expansion of its culinary arts program. The motion was unanimously approved.

- Project Updates – Trustee Budzik gave the following project updates:

- HCEI – occupancy April 2018
- Adventure Water Park – Lake Snowden – May 2018
- Sylvania Ave (STARR) Building – Fire Trucks – April 2018
- Sylvania Ave (STARR) Building – Lab Science Program - May 2018
- Light Hall Third Floor Classroom Expansion – August 2018
- Police Station Renovations – July 2018
- Athletic Field House – August 2018
- Fermentation Science – The Lodge – August 2018
- Fermentation Science – New Stratisville – August 2018
- Hocking Heights Renovations – August 2018
- Animal Care Building – August 2018
- The Lodge – Parking Lot – 2018 – Grant applications being reviewed
- The Lodge Roof and Rooms – July 2019
- Robbins Crossing – Phase I – December 2018

Trustee Budzik thanked Jeff Daubenmire and Trent DeBruin for their excellent work. He commented that Jeff and Trent have a great team.

PERSONNEL COMMITTEE REPORT

No Report.

CHAIRMAN'S REPORT

Chairman Johnson reported he attended a luncheon today in Columbus where the topic was workforce development for unemployed individuals. He commented that they talked about barriers such as transportation, housing, food, etc. Chairman Johnson stated that he knows Dr. Young is passionate about “pathways to prosperity.” He commented it is exciting to see what is happening in our communities compared to other initiatives around the State.

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) (3) to discuss a pending or imminent court action; and,

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

The Executive Session invitation may include:

Dr. Betty Young
 Dr. Myriah Davis
 Jacqueline Hagerott

Jeff Daubenmire
Jeff White

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Dan Fischer, Leon Forte', Ben Mitchell, Andrew Stone, and Chairman Tom Johnson

The Board adjourned to Executive Session at 7:40 pm.

RETURN TO REGULAR SESSION

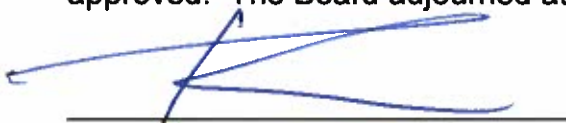
Chairman Johnson announced the return to regular session at 7:55 pm.

NEW BUSINESS

Trustee Budzik announced the "Wild Game" dinner scheduled at the Antioch Church on March 3, 2018. Doors open at 5:00 pm with dinner promptly at 6:00 pm. Chef Alfonso will be the chef for the evening. Chairman Johnson asked that a reminder notice be emailed to the Board members.

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Fischer and seconded by Trustee Budzik. The motion was unanimously approved. The Board adjourned at 7:57 pm.



Tom Johnson, Chairman

Sheree Cunningham, Board Secretary

Auxiliary Units	2017 Budget	2017 Actuals	2018 Budget
Fund 61 - Bookstore			
Revenues	\$ 800,000	\$ 702,715	\$ 700,000
Expenditure	\$ (800,000)	\$ (843,405)	\$ (700,000)
Net	\$ -	\$ (140,689)	\$ -
Resident & Dining Services			
Revenues	\$ 4,200,000	\$ 4,725,596	\$ 4,200,000
Expenditure	\$ (4,200,000)	\$ (3,754,135)	\$ (4,200,000)
Net	\$ -	\$ 971,460	\$ -
Lake Snowden			
Revenues	\$ 175,000	\$ 177,077	\$ 175,000
Expenditure	\$ (175,000)	\$ (269,824)	\$ (175,000)
Net	\$ -	\$ (92,748)	\$ -
Parking Services			
Revenues	\$ 160,000	\$ 112,270	\$ 100,000
Expenditure	\$ (160,000)	\$ (103,756)	\$ (100,000)
Net	\$ -	\$ 8,514	\$ -
TOTAL			
Revenues	\$ 5,335,000	\$ 5,717,658	\$ 5,175,000
Expenditure	\$ (5,335,000)	\$ (4,971,120)	\$ (5,175,000)
Net	\$ -	\$ 746,537	\$ -

Auxiliary Units	2017 Budget	2017 Actuals	2018 Budget
Fund 61 - Bookstore			
Revenues	\$ 800,000	\$ 702,715	\$ 700,000
Expenditure	\$ (800,000)	\$ (843,405)	\$ (700,000)
Net	\$ -	\$ (140,689)	\$ -
Resident & Dining Services			
Revenues	\$ 4,200,000	\$ 4,725,596	\$ 4,200,000
Expenditure	\$ (4,200,000)	\$ (3,754,135)	\$ (4,200,000)
Net	\$ -	\$ 971,460	\$ -
Lake Snowden			
Revenues	\$ 175,000	\$ 177,077	\$ 175,000
Expenditure	\$ (175,000)	\$ (269,824)	\$ (175,000)
Net	\$ -	\$ (92,748)	\$ -
Parking Services			
Revenues	\$ 160,000	\$ 112,270	\$ 100,000
Expenditure	\$ (160,000)	\$ (103,756)	\$ (100,000)
Net	\$ -	\$ 8,514	\$ -
TOTAL			
Revenues	\$ 5,335,000	\$ 5,717,658	\$ 5,175,000
Expenditure	\$ (5,335,000)	\$ (4,971,120)	\$ (5,175,000)
Net	\$ -	\$ 746,537	\$ -



**Hocking College
Board of Trustees Action**

Date: 2/15/2018

Submitted by: Jeff Daubenmire

SUBJECT:

Capital Projects Endorsement

BACKGROUND:

The College anticipates capital funding for the 2018-2020 biennium in the amount of \$3,055,000. The College has identified priorities for building renovation and expansion.

RECOMMENDATION:

It is recommended that the Hocking College Board of Trustees endorse the following project allocations:

- Shaw Hall Renovation = \$1,200,000
- NR / PSS Lab Expansion = \$1,100,000
- Lodge Roof = \$755,000

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Capital funds will be used to make significant campus improvements to enhance the current infrastructure of facilities for music, media arts, web and application design, ecotourism, recreation management, police and fire sciences and EMS.

FISCAL IMPACT:

\$3,055,000 of 2018-2020 Capital Funds invested in the facilities of Hocking College upon State approval.

COMMENTS:

None




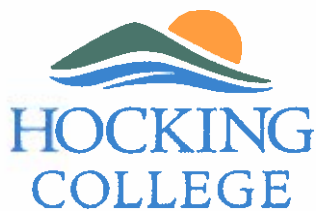
Motion to Approve

To endorse the following project allocations for the 2018-2020 Capital Funds.

- Shaw Hall Renovation = \$1,200,000
- NR / PSS Lab Expansion = \$1,100,000
- Lodge Roof = \$755,000

Adopted: 2/15/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: January 26, 2018

Submitted by: Dr. Betty Young & Dr.
Myriah Davis

SUBJECT:

Hocking College Education Guarantee

BACKGROUND:

The shift to greater accountability across the nation and from our accrediting bodies has provide Hocking College with the opportunity to consider how we might best exceed all expectations.

Hocking College is committed to excellence in the quality of education our students receive. Our faculty are highly qualified and bring unparalleled professional experiences and industry connections into their classrooms. Our curriculum is designed to provide students with real-world, hands-on experiences making our students preferred candidates when competing for jobs.

The Hocking College Education Guarantee is a commitment to our students, their families, our faculty, our accrediting bodies and the employers who hire Hocking College graduates. Hocking College is providing a guarantee our students are well prepared to enter the career field they have chosen. This guarantee furthers our mission to serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.

How the program works:

- If graduates are unsuccessful in state or national licensing exams in their professions, within one year of graduating, they will be remediated at no charge to the student.
- If an employer determines that within one year of graduation a graduate is not proficient in the field as represented by the program of study, and needed to perform their job, they will be remediated at no charge to the student or the employer.
- The Hocking College Education Guarantee is effective immediately.

RECOMMENDATION:

The Hocking College Board of Trustees adopt a motion in support of the Hocking College Education Guarantee program.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Students utilizing the Hocking College Education Guarantee program will work directly with the Career and University Center to develop a remediation plan based on their individual needs. In collaboration with the academic department(s), the Office of Career Services will act as the liaison between the student, the academic department and the employer to ensure the student is successfully remediated.

FISCAL IMPACT:

Actual cost will vary depending on individual remediation plans. There will be no cost to the student or the employer.


COMMENTS:

None



**Motion to Approve and Adopt the
Hocking College Education Guarantee program.**

Adopted: 2/15/18

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: 2/15/18

Submitted by: Jeff Daubenmire

SUBJECT: Purchase of Property

BACKGROUND: The College seeks to expand programming and is in need of securing additional space to expand its culinary arts program.

RECOMMENDATION: The Board authorizes the President to negotiate and purchase property in Nelsonville for the purpose of expanding its culinary arts program.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: Provide opportunity for growth and expansion of programs.

FISCAL IMPACT: The amount for this purchase is not to exceed \$25,000.

COMMENTS

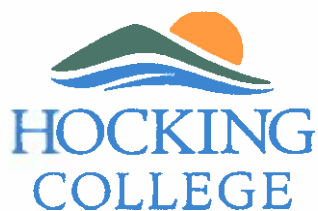
Hocking College

MOTION TO APPROVE

The Trustees authorize the President of Hocking College to negotiate and purchase property for the expansion of its culinary arts program.

Adopted: 2/15/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: February 12, 2018

Submitted by: Dr. Art Tyler

SUBJECT: Annual Audit for FY 2017-2018

BACKGROUND:

Annually the college is required by Section 117.11, revised Code to be audited by an independent audit firm to evaluate its fiscal controls and compliance with General Approved Accounting Practices (GAAP), Government Accounting Standards Bulletins (GASB), and state regulations. The State Auditor released their approval of the Hocking Technical College Audit Report (July 1, 2016 – June 30, 2017) on January 16, 2018. The Annual Audit Report (See Attached) was prepared by the firm of Millhuff-Stang, Certified Public Accountants (CPA).

RECOMMENDATION:

The Board vote to approve and accept the Annual Audit Report.

ADMINISTRATIVE IMPACT:

None

FISCAL IMPACT:

None

COMMENTS:

None

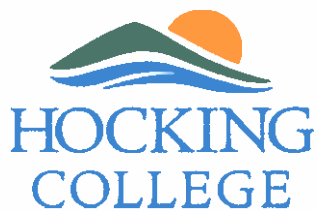


Motion to Approve and Accept the

Annual Audit Report for FY 2016-2017.

Adopted: 2/15/2018

Approved: [Signature]
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: February 12, 2018

Submitted by: Dr. Art Tyler

SUBJECT: Auxiliary Budgets for FY 2017-2018

BACKGROUND:

Annually the Board approves auxiliary budgets. Although the Board reviewed the proposed Auxiliary budget in June 2017 at its regular meeting, the Board action to approve these budgets was not reflected in the subsequent minutes. Action is required to correct the record. Attached is a review of 2016-17 actuals as compared with the proposed budget for 2017-18.

RECOMMENDATION:

The Board vote to approve the attached budgets for the auxiliaries:

Bookstore – Revenue and Expense = \$700,000 each; Net: 0

Residence & Dining Services - Revenue and Expense = \$4,200,000 each; Net: 0

Lake Snowden – Revenue and Expense = \$175,000 each; Net: 0

Parking Services – Revenue and Expense = \$100,000; Net 0

TOTAL – Revenue and Expense = \$5,175,000; Net: 0

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

None

FISCAL IMPACT:

Auxiliary budgets are revenue producing departments and intended to be neutral (net 0) or make a minimal profit since they are business enterprises that support students.

COMMENTS

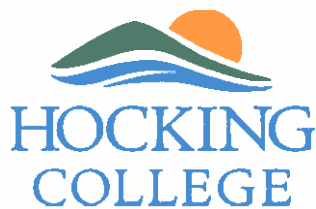


Motion to Approve

Affirmation of the approval of the Auxiliary Budgets for FY 2017-2018 as stated in the attached budget sheet.

Adopted: 2/15/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: February 12, 2018

Submitted by: Dr. Art Tyler

SUBJECT: New Tuition and Scholarship Program for Border State Students

BACKGROUND:

There are five bordering states to Ohio - Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia. Currently, there are 129 students enrolled from these states who pay out of state tuition at the rate of 200%.

Current Rates

Tuition	\$ 2,195.00
Out-of-State-Surcharge	200%
Total Cost Per Semester	\$ 4,390.00

Current Border-State Eligible Students

Indiana	21
Kentucky	6
Michigan	44
Pennsylvania	15
West Virginia	43
Total Border State	129

The total tuition revenue from these students is \$566,310. About 80% of these students live in the dormitories and have meal plans. This adds an additional \$555,835 in revenue per semester for a total of \$1,122,145 annually. However, these students are not required to stay in the dorms and have meal plans.

Review and analysis of other institutions that offer scholarship programs for border state students indicate that enrollments increase significantly when tuition is reduced and dormitories are available for these students.

RECOMMENDATION:

Board approve a scholarship program that changes tuition for border state students to the in-state rate plus \$500, and requires these full-time scholarshiped students to live in the dorm and participate in the meal plan for their first year (two (2) fall and spring semesters). This rate change would be effective Fall 2018.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

None

FISCAL IMPACT:

Example: A scholarship was given to the border state students and their tuition was set at the in-state rate (\$2,195) plus \$500 a total of \$2,695 per semester. All border state scholarship students are required to live in the dormitory and have meal plans.

The revenue under this program from 129 students would be \$1,058,316. This is slightly less than current revenue (\$63,870), which means we would need an increase of 17 students to breakeven.

The preliminary conservative estimates for enrollment growth from these border-states suggest there is the potential of adding 30 students annually if this tuition/scholarship plan were implemented.

Border State growth under these estimates would add \$309,810 in revenue.

COMMENTS:

None



Motion to Approve

The Border State Scholarship Program for students, who reside in Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia sets tuition at the in-state rate plus \$500, and requires these students to live in the dorm and participate in the meal plan for their first year to receive this scholarship benefit. This rate change would be effective Fall 2018.

Adopted: 2/15/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: February 12, 2018

Submitted by: Dr. Art Tyler

SUBJECT: Capital Budget for FY 2017-2018

BACKGROUND:

The Board approved 2017-18 budget and included \$1.344 million for the purchase of a Logan property from the fund balances of 2017 and 2018. Initial \$500,000 was approved to be moved in June 2017 and the remaining \$844,000 was approved to be used by not later than June 2018. Ultimately the college decided not to purchase this property.

RECOMMENDATION:

The Board approve reallocation of the \$1.344 million previously allocated for the Logan property to fund new property purchases approved by the Board, make improvements to infrastructure deemed appropriate by the President in FY 2018.

The following property and projects will be funded from this capital fund:

- Welding Program- Logan Campus Renovation: \$200,000
- Purchase Myers Street Property: \$320,000
- Purchase New Straitsville property and Equipment: \$135,000
- Starr Building Improvements: \$400,000
- Myers Street Building Improvements: \$25,000
- Lake Snowden Improvements: \$100,000
- Other Infrastructure Improvements: \$164,000

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

In August 2017, the Board directed the President to use these funds to new capital requirements (purchase of land and building, infrastructure upgrades, and renovations). However, the Board has not voted to affirm the specific projects.

FISCAL IMPACT:

For the last 3-years the college has had a surplus which has increased its fund balance. In FY 2017, the College's operating balance was positive \$1.6 million and this amount was slightly higher based on the annual audit completed in December 2017 and approved by the Ohio State Auditor on January 3, 2018.

As discussed at the June 2017 Board meeting, the use of \$1.344 million would reduce the amount of the college fund balance by that amount but would have a negligible effect on any of the colleges SSI ratios since cash and property are both capital assets. It was noted that the college put an additional \$1M in reserve in each of the last 3-years and is doing so for its 2017-18 budget year. The purchase of property and facility upgrades funded by this action will reduce an annual lease obligation of \$204,000 previously incurred by the College.

COMMENTS:

None




Motion to Approve

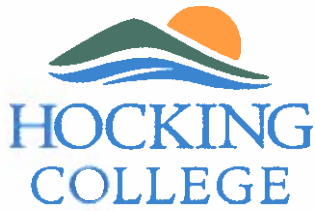
Approve reallocation of the \$1.344 million previously allocated for the Logan property to fund new property purchases approved by the Board, make improvements to infrastructure deemed appropriate by the President in FY 2018.

The following property and projects will be funded from this capital fund:

- Welding Program- Logan Campus Renovation: \$200,000
- Purchase Myers Street Property: \$320,000
- Purchase New Straitsville property and Equipment: \$135,000
- Starr Building Improvements: \$400,000
- Myers Street Building Improvements: \$25,000
- Lake Snowden Improvements: \$100,000
- Other Infrastructure Improvements: \$164,000

Adopted: 2/15/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: 2/15/18

Submitted by: Jeff Daubenmire

SUBJECT: Hocking Heights Dormitory Building

BACKGROUND:

The Hocking College Foundation has held the ownership of this property and at its most recent meeting took action to transfer this ownership to the College.

RECOMMENDATION:

The Board of Trustees accept the transfer of the ownership of Hocking Heights Dormitory from the Hocking College Foundation to Hocking Technical College.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Upon ownership transfer, the College will invest in a significant renovation of the facility to improve the mechanical and energy related upgrades to bring the building to current standards.

FISCAL IMPACT:

The transfer has no direct fiscal impact, but following the transfer the College will invest funds to make these improvements.

COMMENTS:

None



Motion to Approve

The Board of Trustees accept the transfer of the ownership of the Hocking Heights Dormitory Building from the Hocking College Foundation to Hocking Technical College.

Adopted: 2-15-2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: February 15, 2018

Submitted by: Jeffrey Daubenmire

SUBJECT:

Perry Campus Dental Hygiene Capital Improvement Project

Contractor Approval (General)

BACKGROUND:

Hocking College has solicited bids for General Construction for the construction portion of a renovation project. Separate bids were solicited for dental equipment. The work includes the renovation of the existing community room and two classrooms.

RECOMMENDATION:

See attached Letter of Recommendation from the College Architect. Award the Contact for General Construction of the Perry Campus Dental Hygiene Project to Hoon, Inc.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Approval of this General Contractor will allow the Project to remain on schedule with the expected Construction completion in the Fall of 2018.

FISCAL IMPACT:

Construction Costs are included in the \$1 million capital funding already allocated for this project.

COMMENTS:

Approval of the General Contractor will allow a submission to the Controlling Board Agenda on February 22, 2018 for approval at the Controlling Board Meeting on March 26, 2018.

Hocking College

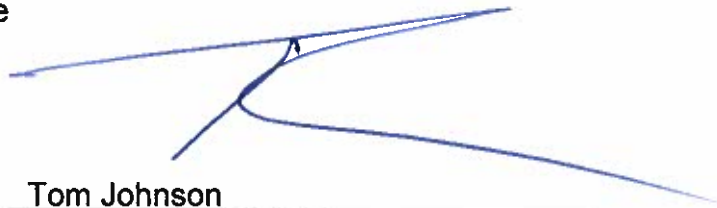
MOTION TO APPROVE

Award the contract for construction of the Dental Hygiene Capital Funded project to the lowest responsive and responsible bidder.

The selected contracting firm is:

Hoon, Inc.
PO Box 804
Athens, Ohio 45701

Adopted: 2/15/18
Date

A handwritten signature in blue ink, appearing to be 'Tom Johnson', is written over the signature line.

Approved: Tom Johnson
Board Representative



February 14, 2018

Perry Campus Community Room Renovation/Upgrade
Dental Hygiene Program
Hocking College Perry Campus

Jeffrey Daubenmire
Chief of Staff
Hocking College
3301 Hocking Parkway
Nelsonville, Ohio 45764

RE: Contractor for Construction/Renovation Recommendation
Project No. HTC-17DENT-a

Mr. Daubenmire,

Bids were received on the above referenced project on Tuesday, February 13, 2018. This Bid was for General Construction. Upon review of the Bid Forms for the project and performing a Bid Scope Review with the apparent low bid Contractor, I have the following recommendation:

Dental Hygiene Construction/Renovation Contract

For the Dental Hygiene Construction/Renovation Contract I recommend that the low bid Contractor be awarded the contract.

The recommended Contractor is:

Hoon, Inc.
PO Box 804
Athens, Ohio 45701
Federal Tax ID: 31-07183215

Base Bid: \$307,654.00



The college was awarded \$1,000, 000 for this project. The project was bid with two separate contracts: General Construction and Dental Equipment.

General Construction – Base Bid: \$307,654.00

Dental Equipment – Base Bid: \$546,404.08

Engineering Services - \$ 29,500.00

Project Total: \$883,558.08

If you require any further information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trent DeBruin", is written over the word "Sincerely,".

Trent DeBruin
College Architect
Hocking College
3301 Hocking Parkway
Nelsonville, OH 45764
phone: 740-753-6129
email: debruin@hocking.edu

Attachment: Bid Scope Review



Bid Scope Clarification Questionnaire

January 14, 2018

Project:

**Hocking College
Perry Campus – Dental Hygiene
Construction/Renovation
5454 OH-37
New Lexington, Ohio
Project Number: HTC-17DENT-a**

Owner:

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

Bidder Information

**Company Name: Hoon, Inc.
Company Representative: John Williams
Company Address: PO Box 804
Attend Pre-Bid: Yes /No**

Bidders Concerns:

None

Bidder to confirm that by Submission of their Bid, the following is accurate:

- 1. All Bid Documents (Drawings, Project Manual/Specifications, Addendums) are included in the Bid Amount. Yes /No**
- 2. Bidder confirms receipt, examination and understanding of the Bid Documents and agrees to the terms and conditions set forth. Yes /No**
- 3. The Bid Documents were Biddable and are Buildable and otherwise are fully adequate to provide a complete and functional installation of the work. Yes /No**
- 4. Responsibilities / Coordination regarding Owner Furnished Items are fully understood. Yes /No**



5. Bid Amount includes the following:

- a. Prevailing Wage Rates for Perry County. **Yes /No**
- b. All necessary regular time, overtime, and / or shift work required to meet the published schedule. **Yes /No**
- c. Attendance to weekly progress and Coordination Meetings. **Yes /No**
- d. All permits and fees not covered by the General Conditions. **Yes/No**
 - i. **No permitting was included**
- e. All necessary testing not covered by the General Conditions. **Yes/No**
 - i. **No other outstanding testing**
- f. All necessary survey and layout work. **Yes /No**
- g. All inclement weather costs for the project location and duration of Construction. **Yes /No**
- h. All means to remove existing and/or set new equipment (hoisting equipment, etc.) **Yes /No**
- i. All necessary protection of work prior to acceptance by Owner. **Yes /No**
- j. All necessary as-built documents. **Yes /No**
 - i. Final drawings by Architect
- k. Deviations or Assumptions
 - i. **None**
- l. Communication/Data - including cabling, jacks and testing **Yes /No**
- m. Cabinetry/Casework **Yes /No**

6. Subcontractor List:

- a. **Lanning Mechanical - HVAC**
- b. **Limbach - Plumbing**
- c. **A&A – Electric**
- d. **Advance Painting**

7. Manufacture / Supplier List

- a. **Ott Inc. – Doors and Lockers**
- b. **Logan Millwork - Cabinets**
- c. **Elite Tile and Marble**

8. Proposed Project Manager: **To be determined**

9. Proposed Superintendent: **Jeff Bickley**

10. Bidders brief description of the Construction work plan, including sequencing:

Demolition, Interior wall layout, start mechanical, core drilling, removal of ceilings as required, drywall, paint, floor coverings.



11. Bidders understanding of the importance and execution of the Project Schedule

- a. The Field Management and Operations Staff has reviewed and can comply with the time for Substantial Completion as noted in the Bid Form. **Yes /~~No~~**
- b. Sequencing of construction will minimize the time utilities and / or systems will be offline. **Yes /~~No~~**
- c. Bidders understands the schedule development as specified in the Bid Documents and will comply. **Yes /~~No~~**
- d. Bidder will review the Construction Schedule and will provide comments **Yes /~~No~~**
- e. Bidder has reviewed long lead items / deliveries and has confirmed they will not affect the Construction Schedule. **Yes /~~No~~**
- f. Bidder is committed to providing shop drawings within two weeks of the Notice to Proceed. **Yes /~~No~~**
- g. Bidders suggestions to improve / expedite the Construction Schedule:
 - i. **None**

12. Bidders understanding of the Site Conditions

- a. Site access is understood by the Bidder. **Yes /~~No~~**
- b. Site storage, lay down areas and staging requirements are understood by the Bidder and the Bid Amount has adequate funds included to meet those requirements. **Yes /~~No~~**
- c. Daily clean-up is required of each Contractor and the Bidder has included the necessary funds in their Bid Amount for this requirement. **Yes /~~No~~**
- d. 'Good Neighbor' policy (dust containment, drive/street/ parking lot cleaning, construction traffic, pedestrian traffic, etc) is imperative and the Bidder has included the necessary funds to meet these requirements. **Yes /~~No~~**

13. Bidders understanding of Construction Engineering

- a. Construction Engineering requirements are understood by the Bidder and have include the necessary funds in the Bid Amount. **Yes/~~No~~**
 - i. **Not aware of any Construction Engineering in the project.**
 - ii. **Yes, Means and Methods are included.**
- b. Submittals and shop drawings will be thoroughly reviewed by the Bidder prior to submitting for review and any party associated with the project in need of this information will have it shared with them. **Yes /~~No~~**
- c. Quality Control requirements (inspections, etc) are understood and will be complied with by the Bidder. **Yes /~~No~~**
- d. Lump Sum Change Order pricing is not permitted. Bidder understands and agrees to provide itemized material and labor costs for all changes to scope throughout the project. **Yes /~~No~~**
- e. Project Closeout requirements are imperative to the Owner to have the proper documentation to operate and maintain the facility. Bidder understands these requirements and will provide the necessary information. **Yes /~~No~~**

14. Additional Items / Comments:

a. None

The undersigned acknowledges to responding to this questionnaire and agrees to the project details documented above.

Contractor: (signature)



Contractor: (print name)

John Williams

College Architect: (signature)



College Architect: (print name)

Trent M. DeBruin

Attachments: None

END OF QUESTIONNAIRE



**Hocking College
Board of Trustees Action**

Date: February 15, 2018

Submitted by: Jeffrey Daubenmire

SUBJECT:

Perry Campus Dental Hygiene Capital Improvement Project
Contractor Approval (Supplier)

BACKGROUND:

Hocking College has solicited bids for Dental Equipment for the equipment portion of a renovation project. Separate bids were solicited for General Construction. The work includes providing and installation of the necessary dental equipment.

RECOMMENDATION:

See attached Letter of Recommendation from the College Architect. Award the Contact for Dental Equipment of the Perry Campus Dental Hygiene Project to: Patterson Dental Supply, Inc.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Approval of this Dental Equipment Supplier will allow the Project to remain on schedule with the expected Construction completion in the Fall of 2018.

FISCAL IMPACT:

Construction Costs are included in the \$1 million capital funding already allocated for this project.

COMMENTS:

Approval of the Dental Equipment Supplier will allow a submission to the Controlling Board Agenda on February 22, 2018 for approval at the Controlling Board Meeting on March 26, 2018.

Hocking College


MOTION TO APPROVE

Award the contract for supplying of Dental Equipment for the Dental Hygiene Capital Funded project to the lowest responsive and responsible bidder.

The selected Dental Equipment Supplier is:

Patterson Dental Supply, Inc.
1031 Mendota Heights Rd.
St. Paul, MN 55120

Adopted: 2/15/2018
Date

Approved: 
Board Representative



February 14, 2018

Perry Campus Community Room Renovation/Upgrade
Dental Hygiene Program
Hocking College Perry Campus

Jeffrey Daubenmire
Chief of Staff
Hocking College
3301 Hocking Parkway
Nelsonville, Ohio 45764

RE: Dental Equipment Supplier Recommendation
Project No. HTC-17DENT-b

Mr. Daubenmire,

Bids were received on the above referenced project on Tuesday, February 13, 2018.
This Bid was for supplying of Dental Equipment.

The published estimate was \$500,000. Bids in excess of ten percent over the estimate would require the project to be rebid. While the low bid was higher than the estimate, it was less than ten percent over the published estimate. Therefore, the low bid can be accepted. Upon review of the Bid Forms for the project and performing a Bid Scope Review with the apparent low bid Contractor, I have the following recommendation:

Dental Hygiene, Dental Equipment Supplier Contract

For the Dental Hygiene Dental Equipment Supplier Contract, I recommend that the low bid Contractor be awarded the contract.

The recommended Contractor is:

Patterson Dental Supply, Inc.
1031 Mendota Heights Rd.
St. Paul, MN 55120
Federal Tax ID: 41-1833619

Base Bid: \$546,404.08



The college was awarded \$1,000,000 for this project. The project was bid with two separate contracts: General Construction and Dental Equipment.

General Construction – Base Bid:	\$307,654.00
Dental Equipment – Base Bid:	\$546,404.08
Engineering Services -	\$ 29,500.00
Project Total:	\$883,558.08

If you require any further information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Trent DeBruin", is written over the word "Sincerely,".

Trent DeBruin
College Architect
Hocking College
3301 Hocking Parkway
Nelsonville, OH 45764
phone: 740-753-6129
email: debruint@hocking.edu

Attachment: Bid Scope Review



Bid Scope Clarification Questionnaire

January 14, 2018

Project:
Hocking College
Perry Campus – Dental Hygiene
Dental Equipment
5454 OH-37
New Lexington, Ohio
Project Number: HTC-17DENT-b

Owner:
Hocking College
3301 Hocking Parkway
Nelsonville, Ohio 45764

Bidder Information

Company Name:	Patterson Dental Supply, Inc.
Company Representative:	Randy Kreuter
Company Address:	1031 Mendota Heights Rd. St. Paul, MN 55120
Attend Pre-Bid:	Yes /No

Bidders Concerns:

None

Bidder to confirm that by Submission of their Bid, the following is accurate:

1. All Bid Documents (Drawings, Project Manual/Specifications, Addendums) are included in the Bid Amount. **Yes /~~No~~**
2. Bidder confirms receipt, examination and understanding of the Bid Documents and agrees to the terms and conditions set forth. **Yes /~~No~~**
3. The Bid Documents were Biddable and are Buildable and otherwise are fully adequate to provide a complete and functional installation of the work. **Yes /~~No~~**
4. Bid Amount includes the following:
 - a. Prevailing Wage Rates for Perry County. **Yes /~~No~~**



- b. All necessary regular time, overtime, and / or shift work required to meet the published schedule. **Yes /~~No~~**
 - c. Attendance to weekly progress and Coordination Meetings. **Yes /~~No~~**
 - d. All necessary protection of work prior to acceptance by Owner. **Yes /~~No~~**
 - e. All necessary as-built documentation and final drawings. **Yes /~~No~~**
 - f. Deviations or Assumptions
 - i. N/A
 - g. Coordination Drawings **Yes /~~No~~**
 - h. Floor Penetration Template(s) **Yes /~~No~~**
 - i. 240 volt equipment, where noted **Yes /~~No~~**
5. Subcontractor List:
a. N/A
6. Manufacture / Supplier List
a. **Provided on Quotation included with Bid**
7. Proposed Project Manager: **Joe Drury – Lead Service Tech**
8. Proposed Superintendent: **Randy Kreuter**
9. Bidders brief description of the Construction work plan, including sequencing:
Lead time for equipment is two (2) months prior to installation date. Installation is three- four (3-4) weeks prior to completion of construction (after the floor is installed).
10. Bidders understanding of the importance and execution of the Project Schedule
- a. The Field Management and Operations Staff has reviewed and can comply with the time for Substantial Completion as noted in the Bid Form. **Yes /~~No~~**
 - b. Bidders understands the schedule development as specified in the Bid Documents and will comply. **Yes /~~No~~**
 - c. Bidder can and will provide the necessary tasks and durations necessary for their work within three days of being notified they are the successful Contractor. **Yes /~~No~~**
 - d. Bidder will review the Construction Schedule and will provide comments **Yes /~~No~~**
 - e. Bidder has reviewed long lead items / deliveries and has confirmed they will not affect the Construction Schedule. **Yes /~~No~~**
 - f. Bidder is committed to providing shop drawings/Submittals within two weeks of the Notice to Proceed. **Yes /~~No~~**
 - g. Bidders suggestions to improve / expedite the Construction Schedule:
 - i. **None**



11. Bidders understanding of the Site Conditions

- a. Site access is understood by the Bidder. **Yes /No**
- b. Site storage, lay down areas and staging requirements are understood by the Bidder and the Bid Amount has adequate funds included to meet those requirements. **Yes /No**
- c. Daily clean-up is required of each Contractor and the Bidder has included the necessary funds in their Bid Amount for this requirement. **Yes /No**

12. Bidders understanding of Construction Engineering

- a. Submittals and shop drawings will be thoroughly reviewed by the Bidder prior to submitting for review and any party associated with the project in need of this information will have it shared with them. **Yes /No**
- b. Quality Control requirements (inspections, etc) are understood and will be complied with by the Bidder. **Yes /No**
- c. Lump Sum Change Order pricing is not permitted. Bidder understands and agrees to provide itemized material and labor costs for all changes to scope throughout the project. **Yes /No**
- d. Project Closeout requirements are imperative to the Owner to have the proper documentation to operate and maintain the facility. Bidder understands these requirements and will provide the necessary information. **Yes /No**

13. Additional Items / Comments:

- a. **Patterson Dental will remove all of their packing from the site.**
- b. **They do not have prevailing wage requirements (not used on other state projects)**

The undersigned acknowledges to responding to this questionnaire and agrees to the project details documented above.

Contractor: (signature)

Contractor: (print name)

Randy Kreuter

College Architect: (signature)

College Architect: (print name)

Trent M. DeBruin

Attachments: None

END OF QUESTIONNAIRE