

## BOARD OF TRUSTEES MEETING

Tuesday, December 12, 2017

6:00 pm

The Lodge

Regular Meeting

Committee Meetings – 5:30 pm

- **Call to Order (5 min\*)** Chairman Johnson
- **Roll Call** Mrs. Cunningham
- **Approve Minutes (5 min)** Chairman Johnson
  - October 24, 2017
  - November 14, 2017
- **Executive Session (20)**
- **President's Report (15 min)** Dr. Young
  - Institute for Social/Economic Justice – Melissa Knopp
  - Accepting Gift of Real Estate
- **Academic and Student Affairs Committee Report (10 min)** Dr. Davis/Ms. Hagerott
  - HLC Assessment Academy Trustees Forte'/ Mitchell and Stuart Brooks
  - Jamaica Recruitment Ms. Hagerott
  - PTK to present Check to Keith Wasserman for Timothy House
- **Finance Committee Report (10 min)** Trustee Mike Brooks
  - Health Insurance Increase 1/1/18 Trustee Addington and Trustee Fischer/Dr. Tyler
  - Audit
  - Motion - Financing Plan
- **Facilities Committee Report (5 min)** Trustee Budzik/Mr. Daubenmire
  - Review Capital Plan
  - Policy on Energy and Sustainability
  - Purchase of Property – Animal Science
  - Purchase of Property – Fermentation Science Program
- **Personnel Committee Report (5 min)** Trustee Stone/Mr. White
  - Signatory Authority of the President
- **Chairman's Report (10 min)** Chairman Johnson
- **New Business (5 min)** Chairman Johnson
- **Adjournment** Chairman Johnson
- **Event Schedule**

February 12, 2017 (Monday) – 5:30 pm – Subcommittee Meetings  
6:00 pm – Regular 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.

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**December 12, 2017**

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The regular Meeting of the Hocking College Board of Trustees was held Tuesday, December 12, 2017, 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; Mr. Jeff White, Associate Vice President of Human Resources, Diversity and Campus Relations; Art Tyler, Interim CFO; and Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations;

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 Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Leon Forte', Ben Mitchell, Andrew Stone, and Chairman Johnson.

Board members absent: Trustee Ben Mitchell

Members present constitute quorum.

**APPROVAL OF MINUTES**

Chairman Johnson asked if there were any changes to the minutes from the October 24, 2017, regular meeting and the November 14, 2017, special meeting. There being none, a motion was made by Trustee Fischer to approve the minutes as presented. Trustee Stuart Brooks seconded the motion. The motion was unanimously approved.

**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

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  
Ms. 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', Andrew Stone, and Chairman Tom Johnson

Voting No: None.

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

## **RETURN TO REGULAR SESSION**

Chairman Johnson announced the return to regular session at 6:38 pm.

## **PRESIDENT'S REPORT**

Dr. Young reported on the following:

- Kemmler Memorial Foundation – Dr. Young reported the Kemmler Memorial Foundation would like to donate property to the College. The land located before crossing the bridge on Hocking Parkway and also where the Community Garden is located. Dr. Young commented the property will be utilized for the College's Agro Ecology, possibly grazing for horses, etc. The College will also allow the Community Garden to stay.

Motion – A motion was made by Trustee Johnson and seconded by Trustee Stuart Brooks to accept property as a gift from the Kemmler Memorial Foundation to Hocking College. The motion was unanimously approved.

- New Employees – Dr. Young introduced new employees Steve Wilson, who is the new CIO and Denise O'Donnell, who is the new Executive Director of Business, Accounting and Finance. Both individuals gave a brief bio on themselves.
- AG's Office – Dr. Young introduced Amy Golian and Elizabeth Howell, from the Attorney General's Office.



- Phi Theta Kappa – Dr. Young reported Phi Theta Kappa recently had a wonderful project called “Project Homeless” which will be reported on later in the meeting.
- Rapids Grant – The College has received a \$61,000 rapids grant to help fund the new fermentation program.
- Foundation Brochure – Dr. Young reported that the Lodge is in need of restoration before being re-opened to the public. The Foundation is seeking support to renovate the rooms at The Lodge. Dr. Young stated they are excited about “the Lodge” theme and that local HC alumni will be making some of the furniture for the rooms using timber from Hocking College lands. She commented that to date she has received several verbal commitments. This is an exciting project. Anyone wishing to contribute may contact the Hocking College Foundation.
- Program Manager Hospitality – Dr. Young reported Hocking College has hired Nick Miller as the new Program Manager of Hotel and Culinary Hospitality. He comes to Hocking from Jamaica, has his master’s degree and will be overseeing catering, as well as running hotel operations. We are excited to have him with us.
- BA Degree for School of Natural Resources – Dr. Young reported Hocking College applied to be able to offer a Baccalaureate Degree to students in the School of Natural Resources. She stated Hocking will be considered in round two.
- OPBA Negotiations – Dr. Young reported OPBA negotiations are completed. Dr. Young thanked Jeff White and Jacqueline Hagerott, the Administrative Negotiating Team, for their hard work. The following is background information for the Board before considering a motion to approve.

Full-time Police Officers’ and Police Sergeants’ Agreement between Hocking Technical College and Ohio Patrolmen’s Benevolent Association.

An employee of choice is an organization viewed by current employees and prospective employees as a great place to work. Many factors affect this status, including establishing a winning culture, offering a competitive compensation package, and providing employees with the resources necessary to successfully perform their work duties. Achieving and maintaining this status allows the College to attract and retain talented employees. The College recognizes the current negotiation with the Ohio Patrolmen’s Benevolent Association presents an opportunity to accomplish this goal.

Approval by the Board of Trustees and subsequent approval by the Ohio Patrolmen’s Benevolent Association membership results in a new contract effective January 1, 2018 to December 31, 2020. Total approximate cost for salaries of the three-year (January 1, 2018 to December 31, 2020) contract is \$11,856.00. This includes the HAS contribution of \$2600 per employee.

Motion – A motion was made by Trustee Mike Brooks and seconded by Trustee Fischer that the Board of Trustees approve the terms listed in Attachment A. These terms will be effective upon the acceptance of the Ohio Patrolmen's Benevolent Association membership. The motion was unanimously approved.

- Facilities – Dr. Young stated there will be motions to request property for the Animal Science and the Fermentation programs later in the meeting.
- Financial Plan – Dr. Young commented we are anticipating receiving \$3m in capital money from the State. This resulted in the College reviewing the projects and selecting our three top priorities, renovation of the Shaw building, the roof on the Lodge, and renovation and expansion of the multiplex.
- Broadband – Dr. Young stated she attended the meeting at the State House and testified for financial support for broadband access in our rural communities. She commented that in Ohio there are 1 in 12 who still do not have broadband internet. Some individuals, in our area, still have the old dial-up system.

#### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT**

Dr. Davis reported on the following:

- HLC Assessment Academy – Dr. Davis introduced Vic Maxson, Chair for the HLC Assessment Academy to the Board. Mr. Maxson then introduced the Assessment Team: Jason Szotec, Jane Ann Fuller, Terry Hill, Emily Boyer, and Dave Swanson to the Board. He then gave an overview of the goals and responsibilities of the Assessment Academy (see attached). One of the projects of the Assessment Academy is to review all programs. The goal is to have programs linked to LiveText which will allow centralized outcomes and documentation.
- Jamaica Recruitment – Chef Alfonso reported that he was part of the Taste of Jamaica. This was the 10<sup>th</sup> Anniversary of the Taste of Jamaica. He stated he gave six demonstrations in two days. Chef Alfonso stated there is a great demand for workforce development in Jamaica. He commented there is a need for entry level positions as well as at the advanced level. Dr. Davis reported that Dr. Dyer, a Hocking College graduate and of the Heart Trust in Jamaica is providing leadership for workforce development in Jamaica. Dr. Dyer felt she received an excellent education at Hocking College. Her son is also a Hocking College graduate.
- The Ohio Department of Higher Education (ODHE) Duplicative Programs Report – Dr. Davis indicated this is the first year the ODHE has requested this information.

Section 3345.35. of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance. It also required that, for courses with low enrollment, boards evaluate the benefits of delivering the course through regional collaboration. Additionally, HB 49 requires that low enrollment and duplicative



program reports will be submitted every five years as part of the colleges Affordability and Efficiency Report.

The Ohio Department of Higher Education (ODHE) identified duplicative programs within each region of the state mainly aligned to the six JobsOhio regions associated with the main campus. Hocking College was assigned the Southeast Region along with Belmont College, Eastern Gateway Community College, Rio Grande Community College, Washington State Community College, Zane State College.

Programs under evaluation may experience changes in curriculum, credit hours, staffing and/or delivery method possible elimination or modification. Program reviews will be completed. Programs will be evaluated in accordance with state, accreditation mandates and employer and student demand.

The fiscal impact of potential modifications could impact tuition and fees.

### **Hocking College Duplicative Programs Report 2017**

#### **RESOLUTION 2018-05**

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

**WHEREAS**, Section 3345.35. of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance. It also required that, for courses with low enrollment, boards evaluate the benefits of delivering the course through regional collaboration. Additionally, HB 49 requires that low enrollment and duplicative program reports will be submitted every five years as part of the colleges Affordability and Efficiency Report.

**NOW THEREFORE BE IT RESOLVED** that the Hocking College Board of Trustees has reviewed the proposed Duplicative Programs Report 2017 and finds it to be appropriate, as reflected in Exhibit A, attached to this resolution

**BE IT FURTHER RESOLVED**, that the Hocking College Board of Trustees, hereby approves and accepts the proposed Duplicative Programs Report 2017.

Motion – A motion was made by Trustee Stuart Brooks to approve the above resolution. The motion was seconded by Trustee Budzik and unanimously approved.

➤ PTK – Dr. Young introduced Jacqueline Hagerott, VP of Student Affairs and Community Relations, who then introduced Danita Reynolds, Director of Academic

Services and PTK Advisor to the Board. Ms. Reynolds introduced the PTK members to the Board. The PTK members introduced themselves and explained "Project Homeless" to the Board. Students stayed the night in cardboard boxes to simulate what the homeless have to go through. They started with 22 students with 8 students staying the entire night. PTK raised \$700.00 for Timothy House in Athens, which is a shelter for the homeless. PTK presented the check for \$700.00 to Mr. Keith Wasserman, who is the Director of Timothy House.

## **FINANCE COMMITTEE REPORT**

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

- Health Insurance Increase – Dr. Tyler reported the College's health insurance is increasing. He stated open enrollment is in process. The College has budgeted for this increase and is below the threshold.
- Audit – Dr. Tyler reported the Audit is complete and has gone to the State. Hopefully, we will have a response by the February, 2018 meeting.
- Financing Plan – Trustee Brooks read the following motion to the Board:

Motion: Authorize the issuance of General Receipts of Bonds in a principal amount not to exceed \$10,500,000 on a parity basis with certain outstanding debt of the College and authorizing certain documents and matters related thereto.

Approve and adopt as a policy of the College a post-issuance compliance policy with respect to the issuance of tax-exempt and tax-preferred obligations.

Discussion: Dr. Tyler explained these funds would assist in projects that are not covered by State Capital Funds. Projects the funds would assist with include: the renovation of Hocking Heights. After the Heights is renovated most of the rooms could be converted back to doubles thus increasing revenue. Currently, 51 rooms are singles. Trustee Johnson asked about expansion. Dr. Young stated that is not in the project. In the future, the College would like to have living spaces dedicated to those in the Fire program offering a simulation of how fireman actually live while on call.

Dr. Tyler and Dr. Young stated these funds would also provide for a generator for the Multiplex when electricity fails. Students could be temporarily housed there in an emergency.

Dr. Tyler stated this would be a fixed 15 year note at 3.39% with the goal of paying off the loan in 10 years. He feels that with additional revenue from Hocking Heights (after the renovation) and the energy savings, the loan could be paid in 10 years.



There being no further discussion a motion was made by Trustee Addington and seconded by Trustee Forte' to Authorize the issuance of General Receipts of Bonds in a principal amount not to exceed \$10,500,000 on a parity basis with certain outstanding debt of the College and authorizing certain documents and matters related thereto.

Approve and adopt as a policy of the College a post-issuance compliance policy with respect to the issuance of tax-exempt and tax-preferred obligations.

The motion was unanimously approved.

- Clarify HSA – Trustee Stone presented the clarification that the HSA contribution is a benefit that is bargained for along with all other pay and benefits and not an automatic condition of employment.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Forte' to approve the position of the Board that the HSA contribution is a benefit that is bargained for along with all other pay and benefits and not an automatic condition of employment. The motion was unanimously approved.

#### **FACILITIES COMMITTEE REPORT**

Trustee Budzik gave the Facilities Committee report. He first wanted to say what a great job Facilities is doing. In the last few months these projects have been completed: 1) Flooring in Davidson Hall; 2) The boiler replaced in the PSS Building; 3) Lake Snowden – the dam valve has been replace; and 4) The Starr Building is complete and ready for construction management classes. A job well done.

- Review of the Capital Plan – Trustee Budzik stated that projects for the Capital Plan are as follows: 1) Renovating the Shaw Building; 2) Multiplex renovation and expansion; and 3) The roof for the Lodge.
- Policy on Energy and Sustainability – Trustee Budzik presented and read to the Board the policy on Energy and Sustainability. A motion was made by Trustee Stone and seconded by Trustee Mike Brooks to approve the policy as presented. The motion was unanimously approved.
- Purchase of Property – Animal Science – Trustee Budzik presented the following:

The Workforce Development Programs for Animal Science and related programs was approved by the Board of Trustees, November 17, 2016. The College is currently in curriculum development. The College seeks to develop additional space to accommodate the Workforce Development Programs for Animal Care Technician and related programs. This purchase will provide opportunity for growth and expansion of programs. This fiscal impact is \$325,000 from carry-forward.

Motion – A motion was made by Trustee Addington and seconded by Trustee Fischer that the Trustees authorize the President of Hocking College to purchase



property for the Workforce Development Programs for Animal Science and related programs. The motion was unanimously approved.

- Purchase of Property – Fermentation Science Program – Trustee Budzik presented the following:

The Fermentation Science program was approved by the Board of Trustees, November 17, 2016. The College is currently in curriculum development and the program will include certificates in micro-brewing, distilling, viticulture and microbiotic cooking. This is a STEM program. The College seeks to develop additional space to accommodate the Fermentation Science Program. This purchase will provide opportunity for growth and expansion of programs. The Fiscal Impact is \$135,000 for property and \$46,000 for equipment from carry-forward.

Motion – A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks that the Trustees authorize the President of Hocking College to purchase property for the Fermentation Science Program. The motion was unanimously approved.

#### **PERSONNEL COMMITTEE REPORT**

Trustee gave the following report for the Personnel Committee.

- Trustee Stone presented and read to the Board the policy on “Signatory Authority of the President.” There was little discussion and a motion was made by Trustee Budzik and seconded by Trustee Fischer to approve the policy for “signatory Authority of the President” as presented. The motion was unanimously approved.

#### **CHAIRMAN’S REPORT**

No Report.

#### **NEW BUSINESS**

Trustee Budzik wanted to thank Dr. Young and Dr. Davis for their assistance with a single mother that he knew who was attending Hocking College. With Dr. Davis’ and Dr. Young’s assistance, this mother finished school and graduated this year.

He also wanted to thank Dr. Davis. An acquaintance of his called him and stated they had an injured bird of prey. Trustee Budzik stated that Dr. Davis called her staff and problem was solved.

Trustee Budzik stated this is what Hocking College is all about.

#### **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Forte' and seconded by Trustee Michael Brooks. The motion was unanimously approved. The Board adjourned at 7:40 pm.

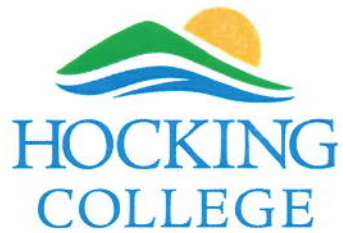


\_\_\_\_\_  
Tom Johnson, Chairman



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Sheree Cunningham, Board Secretary



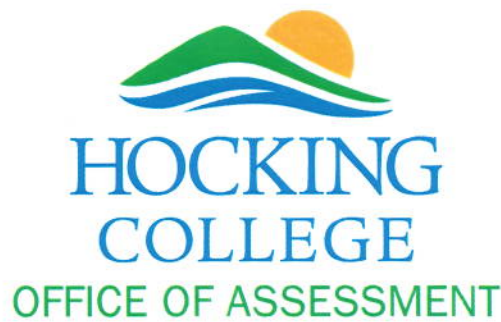


Motion to Approve

The acceptance of property as a gift from the Kemmler Memorial Foundation to Hocking College.

Date: December 12, 2017

  
Tom Johnson, Board Chair



**Higher Learning Commission Assessment Academy**  
**Hocking College Project Update**

Hocking College's participation in the HLC Assessment Academy is due to the leadership and commitment of Dr. Betty Young and her administration. Dr. Young recognized the value this project would bring to Hocking College student success and ensured the financial resources were available for the four-year commitment.

**HLC Academy Description**

HLC's Assessment Academy is a four-year project which provides participating institutions a structured, mentor-facilitated, four-year program aimed at advancing and accelerating an institution's efforts to assess student learning. Institutions progress through the Academy experience together as Academy cohorts. Each institution is assigned a Primary Mentor and a Scholar who provide support for the duration of the Academy experience. Annual events for the Academy team include:

**Year One Academy Roundtable**

The Academy Roundtable is a three-day event at which Academy teams begin building their strategic Academy Projects and goals. The Academy Roundtable provides information on strategies to improve learning through assessment specific to each Academy team's institution.

**Year Two Midpoint Roundtable**

The Academy team attends a multi-day Midpoint Roundtable to share progress, seek advice from other Academy teams and receive in-person mentoring on the next stages of the Academy Project.

**Year Three Third-Year Mentor Consultation**

The Academy team's Primary Mentor consults with the institution to review the team's progress, offer suggestions for final efforts to implement strategies and provide recommendations for the team's final year of the Academy.

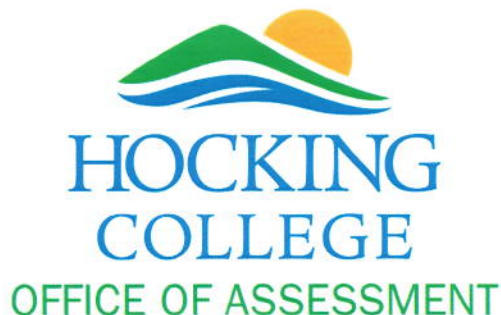
**Year Four Results Forum & Impact Report**

Academy teams attend a multi-day Results Forum to share accomplishments and findings, compare practices and benchmarks, and define strategies to sustain their new assessment efforts. Each Academy team submits an Impact Report chronicling its work in the Academy and the improvements made to the assessment of student learning at its institution.

**The Collaboration Network**

Throughout the four-year Academy, institutions use the Collaboration Network to provide Project Updates on the progress of their Academy Projects approximately every six months. The Primary Mentor and the Scholar respond to the Project Updates with feedback. The Collaboration Network also allows institutions in the Academy to build connections and





maintain dialog with other institutions in the Academy and share strategies and ideas to improve their assessment initiatives.

### **Hocking College Academy Project**

#### **Team Members:**

Dr. Myriah Davis, Vice President of Academic Affairs & Workforce Development

Vic Maxson, Director of Institutional Effectiveness & Planning

Dr. Dave Swanson, Wildlife faculty

Emily Boyer, Biological Sciences faculty

Jane Ann Fuller, Communications faculty

Jason Szostek, Natural & Historical Interpretation faculty

Terry Hill, Physical Therapy Assistant faculty

Lea Wandling, Criminal Justice Department Chair

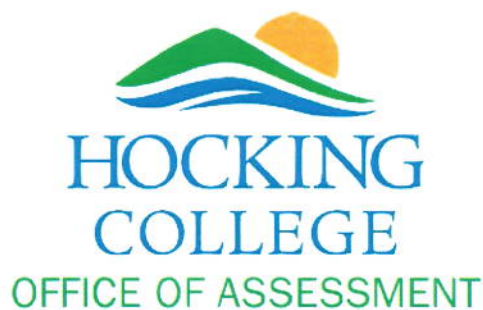
Hocking College's Assessment Academy team has completed the first two years with the Higher Learning Commission. The Academy project addresses the need for a continuous improvement cycle by seeking to systematically reaffirm and reintegrate our institutional and program outcomes using a modern data collection and analytic tool. This systematic reaffirmation and reintegration will span the length of our Academy participation and should secure that the process is reasonable and doable for all parties involved. Furthermore, the project will help to ensure that the assessment process becomes fully embedded into the culture of the institution, securing its continuity even in the face of change. Expected outcomes as a result of Hocking College's Assessment Academy participation include:

- An embedded cycle of assessment for courses, programs, co-curricular, and the institution.
- Campus-wide buy-in for the assessment process.
- Complete integration of our data collection and analytic tool- LiveText.

During the first two year of Academy participation the team has successfully led the institution through the incorporation of summative assessment utilizing our data collection and analytic tool, LiveText. This was primarily accomplished with the Academy team leading deliberate communication and education campaigns.

To accomplish our institutional goals, the team has devised a 32 week plan for incorporating assessment into the daily and weekly processes and conversations at the institution.

Finally, the team recognized the importance of celebration and discussed ways to incorporate it more frequently. Plans include times of celebration at the end of each semester and monthly recognition of those leading the assessment charge.



### **Assessment Topics Weekly Schedule**

#### **Spring 2018**

- Week 1 (Jan. 16) Faculty Introduce Students to Program Outcomes and Success Skills in every class
- Week 2 (Jan. 22) What is Assessment – General Overview
- Week 3 (Jan. 29) Key Terminology
- Week 4 (Feb. 5) Understanding Outcomes, Performance Indicators, & Objectives
- Week 5 (Feb. 12) Curriculum Map Creation
- Week 6 (Feb. 19) Assessment Methods & Curriculum Map Creation Cont.
- Week 7 (Feb. 26) Curriculum Map Creation Cont.
- Week 8 (Mar. 5) Mid-Term Week – No Assessment Activities
- Week 9 (Mar. 19) Introduction to Multi-Page Curriculum Plan
- Week 10 (Mar. 26) Program Guide Creation
- Week 11 (Apr. 2) Course Objective Workshop
- Week 12 (Apr. 9) Course Guide Creation AU Y1
- Week 13 (Apr. 16) Course Guide Creation SP & SU Y1
- Week 14 (Apr. 23) Course Guide Creation AU Y2
- Week 15 (Apr. 30) Course Guide Creation SP & SU Y2
- Week 16 (May 7) Finals Week – No Assessment Activities

#### **Autumn 2018**

- Week 1 (Aug. 20) Faculty Introduce Students to Program Outcomes and Success Skills in every class
- Week 2 (Aug. 27) Progress Review
- Week 3 (Sep. 3) Visual Curriculum Creation
- Week 4 (Sep. 10) Grading vs. Assessment
- Week 5 (Sep. 17) Rubric vs. Scoring Guide
- Week 6 (Sep. 24) Course Level Rubric Development
- Week 7 (Oct. 1) Course Level Rubric Development
- Week 8 (Oct. 8) Mid-Term Week – No Assessment Activities
- Week 9 (Oct. 15) Course Level Rubric Development
- Week 10 (Oct. 22) Course Level Rubric Development
- Week 11 (Oct. 29) Building in LiveText
- Week 12 (Nov. 5) Building in LiveText
- Week 13 (Nov. 12) Data Analysis
- Week 14 (Nov. 19) Thanksgiving Week – No Assessment Activities
- Week 15 (Nov. 26) Reporting - SSAR
- Week 16 (Dec. 3) Finals Week – No Assessment Activities





## MOTION

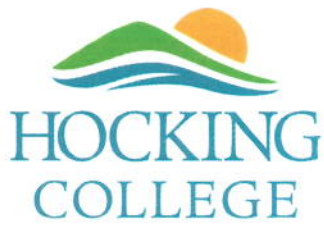
Authorize the issuance of General Receipts Bonds in a principal amount not to exceed \$10,500,000 on a parity basis with certain outstanding debt of the College and authorizing certain documents and matters related thereto.

Approve and adopt as a policy of the College a post-issuance compliance policy with respect to the issuance of tax-exempt and tax-preferred obligations.

Date: December 12, 2017

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Tom Johnson, Board Chair



**Policy Category:** Administration Policy & Procedures

**Board Policy Number:** BP 2.13

**Policy Issued:** April 12, 2016

**Policy Title:** Energy and Sustainability Policy

**Policy Approved:**

**Pages:** 1 of 1

Hocking College recognizes its commitment to global responsibility through its teaching and learning process, its actions as an institution, and its partnership with its communities. Thus, the College is committed to helping to improve our environment through sustainable measures that include prudent energy use and management, promotion of sustainable design, and knowledge development for students, faculty, and staff.

The goal is to make the College a leader in energy effective uses and sustainability that includes, where possible, LEEDS concepts and best practices. Therefore, the Board charges the President to develop the necessary steps to implement this policy, which may include procedures, practices, and curriculum.





**Hocking College  
Board of Trustees Action**

**Date:** 12/12/2017

**Submitted by:** Jeff Daubenmire

**SUBJECT:** Purchase of Property

**BACKGROUND:** The Workforce Development Programs for Animal Science and related programs was approved by the Board of Trustees, November 17, 2016. The College is currently in curriculum development. The College seeks to develop additional space to accommodate the Workforce Development Programs for Animal Care Technician and related programs.

**RECOMMENDATION:** The Trustees authorize the President to purchase property for the Workforce Development Programs for Animal Science and related programs.

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

**FISCAL IMPACT:**  
\$325,00 from carry-forward.

**COMMENTS**



### Motion to Approve

The Trustees authorize the President of Hocking College to purchase property for the Workforce Development Programs for Animal Science and related programs.

Adopted: December 12, 2017

Approved:   
Tom Johnson, Chairman





**Hocking College  
Board of Trustees Action**

**Date:** 12/12/17

**Submitted by:** Jeff Daubenmire

**SUBJECT:** Purchase of Property

**BACKGROUND:** The Fermentation Science program was approved by the Board of Trustees, November 17, 2016. The College is currently in curriculum development and the program will include certificates in micro-brewing, distilling, viticulture and microbiotic cooking. This is a STEM program. The College seeks to develop additional space to accommodate the Fermentation Science Program.

**RECOMMENDATION:** The Trustees authorize the President to purchase property for the Fermentation Science Program.

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

**FISCAL IMPACT:**  
\$135,000 for property and \$46,000 for equipment from carry-forward


**COMMENTS**



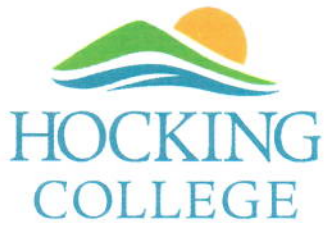
### Motion to Approve

The Trustees authorize the President of Hocking College to purchase property for the Fermentation Science Program.

Adopted: December 12, 2017

Approved:   
Tom Johnson, Chairman





**Policy Category:** Board Governance Policy & Procedures

**Policy Number:** 1.13.b

**Policy Issued:** December 12, 2017

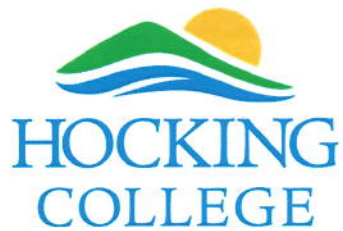
**Policy Title:** Signatory Authority of the President

**Policy Approved/Revised:** July 28, 1970, February 9, 2016, and December 12, 2017

**Pages:** 1 of 1

The President, or designee has the authority to enter into agreements with faculty, staff, and administrators as needed to perform the mission of the College.

Any document requiring the signature of a College representative by external parties (other than acknowledging receipt of delivery of goods or services) and which is not required by law or Board bylaws to be signed by a member of the Board of Trustees, must be reviewed and signed by the President, or designee. Ohio Revised Code requires that the Treasurer of the College, certify all funds for expenditure. Any contract signed by an unauthorized representative of the college may be found to be personally legally binding.



Motion to Approve

The Signatory Authority of the President policy.

Date: December 12, 2017

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized, with a large, sweeping 'T' and 'J'.

Tom Johnson, Board Chair






Motion to Approve

The policy on Energy and Sustainability.

Date: December 12, 2017

  
Tom Johnson, Board Chair



**Hocking College  
Board of Trustees Action**

**Date:** December 12, 2017

**Submitted by:** Jacqueline Hagerott Esq./Jeffrey White Esq.

**SUBJECT**

Full-time Police Officers' and Police Sergeants' Agreement between Hocking Technical College and Ohio Patrolmen's Benevolent Association.

**BACKGROUND**

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

The College recognizes the current negotiation with the Ohio Patrolmen's Benevolent Association presents an opportunity to accomplish this goal.

**RECOMMENDATION**

The Board of Trustees approve the motion to agree to the negotiated terms listed in Attachment A.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Approval by the Board of Trustees and subsequent approval by the Ohio Patrolmen's Benevolent Association membership results in a new contract effective January 1, 2018 – December 31, 2020.

**FISCAL IMPACT**

Total approximate cost for salaries of the three-year (January 1, 2018-December 31, 2020) contract is \$11,856.00.

## Hocking College

### MOTION TO APPROVE

The Board of Trustees approve the motion that Hocking College agrees to the terms listed in Attachment A. These terms will be effective upon the acceptance of the Ohio Patrolmen's Benevolent Association membership.

Adopted: \_\_\_\_\_  
Date

Approved:  \_\_\_\_\_  
Board Representative



**FULL-TIME POLICE OFFICERS' AND POLICE  
SERGEANTS' AGREEMENT**

**between**

**HOCKING TECHNICAL COLLEGE**

**and**

**OHIO PATROLMEN'S BENEVOLENT  
ASSOCIATION**

**December 12 2017**

## Vacation

**VI.M.1.** Commencing with the first full month of employment, fulltime employees will accrue paid vacation leave on a monthly basis pursuant to the following table:

Completed Years	Monthly Accrual Rate
0 – 6	6.72 hours (2 weeks)
7 – 12	10 hours (3 weeks)
13 <del>or more-19</del>	13.36 hours (4 weeks)
<del>20 or more</del>	<del>16.64 hours (5 weeks)</del>

## Wages

### VII.A. Wages

**VII.A.1.** Effective ~~and retroactive to~~ July 1, ~~2015~~ 2018, the hourly wage for each Police Officer shall be increased by two and a half percent (2.5%).

Effective ~~and retroactive to~~ July 1, ~~2015~~ 2018, the hourly wage for each Sergeant shall be increased by two and a half percent (2.5%).

**VII.A.2.** Effective July 1, ~~2016~~ 2019, the hourly wage for each Police Officer shall be increased by two and a half percent (2.5%).

Effective July 1, ~~2016~~ 2019, the hourly wage for each Sergeant shall be increased by two and a half percent (2.5%).

**VII.A.3.** Effective July 1, ~~2017~~ 2020, the hourly wage for each Police Officer shall be increased by two and a half percent (2.5%).

Effective July 1, ~~2017~~ 2020, the hourly wage for each Sergeant shall be increased by two and a half percent (2.5%).

**VII.A.4.** The starting regular hourly wage for Police Officers hired during the term of this contract shall be \$15.~~60~~45. Said Police Officers shall be eligible for the increases described in this article so long as they are hired prior to April 1 of the year of the increase.

The starting hourly wage for Sergeants appointed/hired during the term of this contract shall be ~~\$19.31~~ ten percent (10%) greater than the base wage rate paid to the highest paid Police Officer. Said Sergeants shall be eligible for the increases described in this article so long as they are appointed or hired prior to April 1 of the year of the increase.

Except as identified in this section, all Police Officers and Sergeants shall receive the regular hourly increases identified in this article, at the time so identified in this article.

## Emergency Closing

### VII.D. Emergency Closing

When, ~~normal business operations of the College are interrupted~~ due to an emergency, main campus is closed to the public, employees shall be required to work as scheduled. Employees working any amount of time from commencement of main campus closing to the public ~~the deviation of normal operations to the time main campus is open to the public start of next day on such day~~ shall receive additional hours of compensatory time or regular pay on an hour by hour basis, up to a maximum of eight (8) hours. Accrual of compensatory time during Emergency Closings will not be limited by the 40 hour accrual maximum (set forth in Article VII.B.4.d.) but cannot be rolled over to the next fiscal year.

## Insurance

### IX.A.1. Hospital / Medical / Major Medical / Prescription Drug

~~The College shall provide employees and their families Hospital/Medical/Major Medical/Prescription Drug insurance per the coverage and benefits of the plan options identified in Appendix B. A summary of benefits and coverage for such are attached hereto and incorporated herein as Appendix B.~~

~~Employees shall have the option of selecting family coverage or single coverage. The College shall pay 80% of the applicable insurance premium and the employee shall pay 20% of such applicable insurance premium.~~

### IX.A.2. Dental

~~The College will provide group dental insurance for employees. The college will pay 100% of the monthly premium for single coverage. Employees shall have the option of selecting family coverage in which event the College will pay 100% of the amount equating to the single premium amount and 85% of the excess cost of family coverage. The employee will pay the balance.~~

### IX.A.3. Life

~~The College will provide and pay for life insurance for each employee, which will provide a death benefit of \$75,000.~~

### IX.A.4. Vision Care

~~The College will provide group Vision Care for employees. The College will pay 85% of the monthly premium for single coverage. Employees with single coverage shall pay the remainder. Employees shall have the option of selecting family coverage in which event the College will pay 85% of the monthly premium for family coverage. The employee will pay the balance.~~

### IX.A.5. Insurance Coverage



~~The College may, at its discretion, change the carrier of such hospital, medical, major medical, prescription drug, dental and vision insurance or any combination thereof, providing that the coverage does not reduce any item as identified in Appendix B, nor change the amount of employee payment. From July 1, 2015 – December 31, 2015 the coverage shall be provided as in the prior agreement.~~

#### **IX.A. Insurance**

The College shall provide eligible employees and their families with health, dental, vision, and life insurance. Current plan descriptions shall be posted on the Office of Human Resource's web site. The College may, at its discretion, change the carrier of such health, dental, vision and/or life insurance, or any combination thereof.

In accordance with insurance provisions, the College will provide eligible employees with health insurance, if elected. Bargaining Unit Employees will pay 20% of the premium and the College will pay the remaining 80% of the premium for single and family health coverage.

In accordance with insurance provisions, the College will provide eligible employees with vision insurance, if elected. Bargaining Unit Employees will pay 15% of the premium and the College will pay the remaining 85% of the premium for single and family health coverage.

In accordance with insurance provisions, the College will provide eligible employees with 100% of the premium for single benefit for dental insurance, if elected. In accordance with insurance provisions, Employees shall have the option of selecting family coverage in which event the College will pay 100% of the amount equating to the single premium amount and 85% of the excess cost of family coverage. The employee will pay the balance.

Eligible Bargaining Unit Employees may participate in any, or all, of the employer provided benefits.

The College will provide a \$75,000 life insurance policy for eligible Bargaining Unit Employees.

The College will deposit \$2,600 into eligible Bargaining Unit Employees' Health Savings Accounts (HSA) pursuant to College Policy and Procedure for each of the three-years of the term of the contract. The College will electronically transfer the deduction into the Bargaining Unit Employee's HSA Account.

Current plan descriptions shall be posted on the Office of Human Resource's web site. The College may, at its discretion, change the carrier of such health, dental, vision and/or life insurance, or any combination thereof provided that the change of carrier does not reduce the Schedule of Benefits as listed in Appendix B.

#### **Uniform Allowance**

**IX.H.5. Equipment and Protective Vests** The Employer shall replace equipment that is no longer serviceable and shall provide for all required equipment. The Employer shall provide each employee one (1) ballistic vest every five (5) years or earlier should manufacture specifications require such or if such vest is rendered unserviceable. The employer shall provide the following: 1-uniform badge, 1-jacket badge, 2-pair rank insignia, 1 whistle chain, 1-uniform belt, 1-duty belt, 1-semi-automatic pistol, 3- ammunition magazines, 1-duty belt holster, 1-pair hand cuffs, 1-handcuff case, ~~43~~-belt keepers, 1-Taser holster, 1-Taser, 1-baton, 1- baton holster, 1-protective vest, 1-flashlight 1-flashlight case, patches (as needed) and 1 pair of duty gloves.

### **Cell Phone Allowance**

**IX.H.4. Cellular Phone Allowance** Employees are required to keep a cellular phone and will receive \$~~4538~~.00 per month (gross) on his/her paycheck. To receive payment for this allowance, employees must fill out the Employee Cell Phone Annual Allowance Request form. The cellular phone is to be and will remain the property of the employee.

### **Contract Term**

#### **XVIII.A. Duration**

This Agreement shall be effective January 1, 2018 through December 31, 2020.

In WITNESS THEREOF, the parties have hereunto signed by their authorized representatives this \_\_\_\_ day of \_\_\_\_\_, 2017.

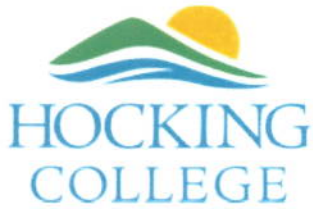
**High Deductible Health Plan (HDHP) with a Health Savings account (HSA)**

**Administrated through South Central Ohio Insurance Consortium (SCOIC)**

**Plan Design**

	<u>In Network</u>	<u>Out of Network</u>
<b><u>Calendar Year Deductible</u></b>		
Per Covered Individual	\$2,700	\$5,000
Per Covered Family	\$5,000	\$10,000
<b><u>Out-of-Pocket Maximum per Calendar Year</u></b> <b>(Includes Calendar Year Deductible)</b>		
Per Covered Individual	\$6,350	\$12,700
Per Covered Family	\$12,700	\$25,400
<b>Primary Care Office Visit Co-payments</b>	Deductible and Coinsurance	
<b>Specialist Office Visit Co-payments</b>	Deductible and Coinsurance	
<b>Urgent Care Co-payments</b>	Deductible and Coinsurance	
<b>Emergency Room Co-payments</b>	Deductible and Coinsurance	
<b><u>Benefit Percentages of UCR Charges:</u></b>		
Adult Preventative Care	100%	70%
Well Child Care	100%	70%
All Other Covered Medical Expenses	80%	70%
<b><u>Prescription Drug Benefit</u></b>		
Co-payment per Generic Rx Order		
Co-payment per Preferred Brand Rx Order		
Co-payment per Non-preferred Brand Name	Deductible and Coinsurance	





## **Board of Trustees Action**

**Date:** December 12, 2017

**Submitted by:** Dr. Myriah Davis

### **SUBJECT:**

The Ohio Department of Higher Education (ODHE) Duplicative Programs Report

### **BACKGROUND:**

Section 3345.35. of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance. It also required that, for courses with low enrollment, boards evaluate the benefits of delivering the course through regional collaboration. Additionally, HB 49 requires that low enrollment and duplicative program reports will be submitted every five years as part of the colleges Affordability and Efficiency Report.

The Ohio Department of Higher Education (ODHE) identified duplicative programs within each region of the state mainly aligned to the six JobsOhio regions associated with the main campus. Hocking College was assigned the Southeast Region along with Belmont College, Eastern Gateway Community College, Rio Grande Community College, Washington State Community College, Zane State College.

### **RECOMMENDATION:**

The Board of Trustee vote to accept the **Duplicative Programs Report 2017**

### **ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Programs under evaluation may experience changes in curriculum, credit hours, staffing and/or delivery method possible elimination or modification. Program reviews will be completed. Programs will be evaluated in accordance with state, accreditation mandates and employer and student demand.

### **FISCAL IMPACT:**

The fiscal impact of potential modifications could impact tuition and fees.

### **COMMENTS**

None

**Hocking College  
Duplicative Programs Report 2017**

**RESOLUTION 2018-05**

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

**WHEREAS**, Section 3345.35, of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance. It also required that, for courses with low enrollment, boards evaluate the benefits of delivering the course through regional collaboration. Additionally, HB 49 requires that low enrollment and duplicative program reports will be submitted every five years as part of the colleges Affordability and Efficiency Report.

**NOW THEREFORE BE IT RESOLVED** that the Hocking College Board of Trustees has reviewed the proposed Duplicative Programs Report 2017 and finds it to be appropriate, as reflected in Exhibit A, attached to this resolution

**BE IT FURTHER RESOLVED**, that the Hocking College Board of Trustees, hereby approves and accepts the proposed Duplicative Programs Report 2017.

Adopted: \_\_\_\_\_  
December 12, 2017

Approved: \_\_\_\_\_  
Tom Johnson, Chair

The process and data used to evaluate the programs included:

ODHE Program Name	CIP	HC Degree	Rational For Leaving Program in its Current Form	Programs Targeted for Action
Natural Resources/Conservation, General	030101	Fish Management & Aquaculture	Hocking College owns and operates Lake Snowden Education and Recreation Park which consists of 640 acres of land, a 137-surface acre lake and a fish hatchery that serves as a live learning lab for our students. Over the last 25 years, students in this degree program also participate in fish management and aquaculture research studies at Haliburton Forest in Canada.	
Culinary Arts/Chef Training	120503	Baking & Culinary Arts	In AU 2017 the program received a five-year American Culinary Federation (ACF) accreditation. Students receive world-class educational experiences as the faculty consists of an American Master Chef and a German Master Chef. Study abroad opportunities expose students to international culinary cuisine and operations.	Hocking College is currently redesigning this program as a transfer degree with a certificate in early childhood education for students interested in education and teaching programs. Projected timeline August 2019.
Early Childhood Education and Teaching	131210	Early Childhood Education	This degree program partners directly with local unions providing apprenticeship pathways for students as well as workforce develop programs.	
Electrical, Electronic and Communications Engineering Technology/Technician	150303	Construction, Electricity		Hocking College is currently redesigning this program as certificate in the Construction Management degree program. Projected timeline August 2019.
Energy Management and Systems Technology/Technician	150503	Advanced Energy		
Drafting and Design Technology/Technician, General	151301	Drafting and Design		Program paused for evaluation
General Studies	240102	A/S AA AS ATS	Hocking College serves students who begin their college education and then transfer to four-year universities. These degree programs provide opportunities for students to earn an associate degree in a cost effective pathway.	



ODHE Duplicative Programs Report  
Hocking College  
December 2017

Sport and Fitness Administration/Management	310504	Fitness Management			Hocking College is currently redesigning this program to include industry relevant certifications directly link employment opportunities for students in fitness and recreation management. Projected timeline August 2019.
	430102	Corrections			This degree program is built as a 2+2 with the University of Cincinnati in Criminal Justice. Additionally, Hocking College is the Southeastern Ohio training center for the Ohio Tactical Officers Association (OTOA) which provides our students real-world training opportunities.
Criminal Justice/Police Science	430107	OPATA Academy			OPOTA is part of the 2+2 articulation agreement with the University of Cincinnati in Criminal Justice. Additionally, Hocking College is the Southeastern Ohio training center for the Ohio Tactical Officers Association (OTOA) which provides our students real-world training opportunities.
Corrections and Criminal Justice, Other	430199	Addiction Studies			Hocking College is currently redesigning this degree program to include transfer opportunities for students in addition to industry recognized credentials in addiction studies and social work. Projected timeline August 2019.
Fire Science/Fire-fighting	430203	Fire Science			Hocking College has a formal partnership with the Ohio Fire Academy and serves as the Southeastern Ohio regional training site. Student pass rates average above 95%.
Health Information/Medical Records Technology/Technician	510707	Health Information Management			Hocking College is currently redesigning this degree program to be delivered online allowing for increased enrollment opportunities for career opportunities for a greater population of students. Projected timeline August 2019.
Medical/Clinical Assistant	510801	Medical Assistant			Hocking College has a partnership with Ohio Health Scholars Program to train their current employees and to provide employees for the new Genesis Health Care Emergency Department in Somerset, Oh. Upon completion of this program students become registered medical assistants vs. other programs that only offer certifications.

ODHE Duplicative Programs Report  
Hocking College  
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Physical Therapy Technician/Assistant	510806	Physical Therapy Assistant	Hocking College is currently making modifications to this CAPTE accredited program designed to increase student completion and state board pass rates. Projected timeline August 2019.
Registered Nursing/Registered Nurse	513801	Nursing	Hocking College's Nursing program prepares students for Ohio's in demand health care jobs as well as transfer pathways into four-year universities. Hocking College students have two options with this Ohio Medical Board accredited program (one-year certification or associate degree). Student state board pass rates average above 95%.
Health Professions and Related Clinical Sciences, Other	519999	Massage Therapy	Hocking College is currently redesigning this degree program to include transfer opportunities for students in addition to industry reconized certifications. Projected timeline August 2019.
Accounting Technology/Technician and Bookkeeping	520302	Accounting	Hocking College is currently evaluating this program and considering a redesign to better meet industry needs. Program paused for evaluation
Administrative Assistant and Secretarial Science, General	520401	Office Administration	
Management: Information Systems and Services, Other	521299	Interactive Multimedia	