

**BOARD OF TRUSTEES MEETING**  
**Thursday, February 16, 2017**

**6:00 p.m.**

**The Lodge**

**Regular Meeting**

**Committee Meetings – 5:30 pm**

- |  |                             |
|--|-----------------------------|
| • <b>Call to Order (5 min*)</b>                                  | Chairman Johnson            |
| • <b>Roll Call</b>   | Mrs. Cunningham             |
| • <b>Executive Session (15 min)</b>                              | Tom Johnson                 |
| • <b>Approve Minutes from Tuesday, December 10, 2016 (5 min)</b> | Chairman Johnson            |
| • <b>President's Report (20 min - includes)</b>                  | Dr. Young                   |
| ➤ HLC  |                             |
| ➤ Campus Safety  |                             |
| • <b>Academic and Student Affairs Committee Report (5 min)</b>   | Trustee Tucker/Dr. Davis    |
| • <b>Budget Committee Report (10 min)</b>                        | Trustee Brooks/Ms. Fetty    |
| ➤ Resolution to accept Audit Report                              |                             |
| ➤ Motion to approve HSA Distribution Policy                      |                             |
| • <b>Facilities Committee Report (10 min)</b>                    | Trustee Budzik/Ms. Hagerott |
| ➤ Motion to approve Welding Facility                             |                             |
| ➤ Motion to approve Meal Plan                                    |                             |
| • <b>Personnel Committee Report (10 min)</b>                     | Trustee Stone/Mr. White     |
| ➤ Motion to approve Conflict of Interest Policy                  |                             |
| • <b>Chairman's Report (10 min)</b>                              | Chairman Johnson            |
| ➤ Motion to approve Ethics Policy and Required Ethics Training   |                             |
| • <b>Executive Session (25 min)</b>                              | Chairman Johnson            |
| • <b>New Business (5 min)</b>                                    | Chairman Johnson            |
| • <b>Adjournment</b>   | Chairman Johnson            |
- 
- **Event Schedule:** March 1, 2017 – BOT Spring Work Session  
March 13 and 14, 2017 – Higher Learning Commission Accreditation Visit  
April 11, 2017 – Next Board of Trustees Meeting  
    5:30 pm – 6:00 pm – Committee Meetings  
    6:00 pm – 7:00 pm – Board Meeting  
April 11, 2017 – 5:00 pm – On Site American Culinary Accreditation Visit

**\*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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**February 16, 2017**

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The regular Meeting of the Hocking College Board of Trustees was held Thursday, February 16, 2017, at The Lodge (formerly The Inn) of Hocking College, Nelsonville, Ohio.

Administrators attending: Dr. Betty Young, President; Dr. Myriah Davis, Vice President of Academic and Student Affairs; Mr. Jeff Daubenmire, Chief-of-Staff; Ms. Jaqueline Hagerott, Vice President / Chief Operating Officer/Associate Chief Financial Officer; Jeff White, Associate Vice President of Human Resources, Diversity and Campus Relations; Alan McMillan, Vice President, Enrollment and Student Development; Kim Mullen, Dean, School of Natural Resources; Gina Fetty, VP of Financial Services; Sarah Parker-Clever, Dean of Arts, Business and Sciences; Trent DeBruin, Director of Administrative Services/College Architect; Andrew Freeman, Executive Director of Physical Plant and Land Management, and Tim Brunicardi, Executive Director of Marketing, Public and Community Relations

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

**CALL TO ORDER**

Vice Chairman Mitchell called the meeting to order at 6:05 pm.

**ROLL CALL**

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Stuart Brooks, Mike Budzik, Leon Forte', Paula Tucker, and Vice Chairman Ben Mitchell.

Board member absent: Chairman Tom Johnson; Trustee Mike Brooks; and Trustee Andrew Stone

Members present constitute quorum: Yes

**EXECUTIVE SESSION**

Vice Chairman Mitchell requested to go into Executive Session for the following:

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

In pursuant to Ohio Revised Code 121.22 (G) (6) – Details relative to the security arrangements and emergency response protocols for a public body or a public office, if



meals on campus and \$2.29/meal for students eating all their meals on campus Monday – Friday.

To address this issue the College has researched other campuses and has developed the following proposed plan to be responsive to the needs of our students and provide transparency of actual food costs. The proposed plan is a combination of a board plan (guarantees a set amount of **meals**) and declining balance (functions like a debit card) plan.

**Semester**

<b>Plan</b>		<b>Cost</b>	<b>Value</b>
19 meals/week	\$1,520	\$1,670	(\$1,520 Hawks Nest Dining + \$150 Hawk Bucks)
14 meals/week*	\$1,440	\$1,540	(\$1,440 Hawks Nest Dining + \$100 Hawk Bucks)
10 meals/week	\$1,120	\$1,170	(\$1,120 Hawks Nest Dining + \$50 Hawk Bucks)

**Meal:** Students can choose one of the following, which includes a fountain drink: Daily Menu Feature, Theme Meal Feature, Grill Combo Meal, Pizza Combo Meal, or Salad Bar. Additional feature options will be added based on student feedback.

**Hawk Bucks:** Additional money that can be added to the meal plan for purchases of a la carte items, grab and go items, bottled drinks, packaged snacks, dining at Rhapsody.

**Process:** All weekly meals must be used by Saturday evening. Students can use meals to pay for guests. Hawks Bucks must be used by the end each semester.

**Camp Plan:** An optional program that can be added to the student's account on a weekly basis which allows the above dining privileges for such activities as "SmartStart", Athletic Camps, etc.

\*Minimum Requirement for students living in residence halls.

The proposed meal plan is responsive to the needs of our students based on best practices of other institutions and provides transparency of actual food costs. The College is asking the Board of Trustees to consider and approve the meal plan effective Fall Semester 2017.

**MOTION TO APPROVE**

**Semester**

<b>Plan</b>		<b>Cost</b>	<b>Value</b>
19 meals/week	\$1,520	\$1,670	(\$1,520 Hawks Nest Dining + \$150 Hawk Bucks)
14 meals/week*	\$1,440	\$1,540	(\$1,440 Hawks Nest Dining + \$100 Hawk Bucks)
10 meals/week	\$1,120	\$1,170	(\$1,120 Hawks Nest Dining + \$50 Hawk Bucks)

weapons on campus with the exception of individuals with a concealed carry permit who are permitted to store their handgun(s) in a trunk, glove box ,or other compartment within his/her vehicle immediately upon entering the Hocking College Campus pursuant to the Ohio Revised Code.

The policy currently allows hunting on College campuses. Hocking College land is used by students, staff and the public for a number of various purposes including, but not limited to, academic and leisurely activities. In order to provide a safe and positive campus environment for teaching, learning and working, the proposed policy will prohibit hunting on all property owned, leased, or controlled by Hocking College. Trapping will be allowed for legitimate academic purposes pursuant to College procedures.

**RESOLUTION 2017-11**  
**Board Governance Policies**

**WHEREAS**, the Board of Trustees using Policy Governance establishes policies for Hocking College operations and,

**NOW THEREFORE BE IT RESOLVED**, that the Hocking College Board of Trustees has reviewed the Deadly Weapons Policy attached to this resolution,

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of the Deadly Weapons Policy. Policy Number 2.15.

A motion was made by Trustee Addington to approve the above resolution, was seconded by Trustee Stuart Brooks, and unanimously approved.

Dr. Young stated the College has purchased "Barricades" for all of our classrooms. The device barricades from the inside. If there were an active shooter, this would be a deterrent. Installation begins Friday and will be finished by autumn term.

5. This Old House – Dr. Young referenced an article in the board packet, from "This Old House." The article mentions Caleb Smith, a Hocking College student in our Carpentry Program. He received the mikeroweWORKS Foundation Work Ethic Scholarship. The article also mentioned Hocking College. This Old House is a national magazine.
6. Strategic Plan – Dr. Young reported that in January she shared the completed Strategic Plan. The Campus participated in an activity to identify action items to achieve the five (5) strategic priorities. There were about 300 suggestions. Dr. Young stated the topics were then categorized into themes and initiatives will be proposed from these ideas and will follow our shared governance and budget hearing process.



**Meal:** Students can choose one of the following, which includes a fountain drink: Daily Menu Feature, Theme Meal Feature, Grill Combo Meal, Pizza Combo Meal, or Salad Bar. Additional feature options will be added based on student feedback.

**Hawk Bucks:** Additional money that can be added to the meal plan for purchases of a la carte items, grab and go items, bottled drinks, packaged snacks, dining at Rhapsody.

**Process:** All weekly meals must be used by Saturday evening. Students can use meals to pay for guests. Hawk Bucks must be used by the end each semester.

**Camp Plan:** An optional program that can be added to the student's account on a weekly basis, which allows the above dining privileges for such activities as "SmartStart", Athletic Camps, etc.

\*Minimum Requirement for students living in residence halls.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Budzik to adopt the proposed meal plan effective Fall 2017. After a brief discussion, the motion was unanimously approved.

Allocation Funding for a Welding Facility – Ms. Hagerott gave the background information for the allocation for funding for a welding facility at the Logan Campus. Revitalizing an Industry-ready Skilling Ecosystem for Sustainability Appalachia (RISES), the Hocking College workforce development project funded by the Appalachian Regional Commission (ARC) 2016 Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative, will create training programs that reflect current and anticipated industry needs in Appalachia Ohio through a regional partnership model linking college, industry, and government entities who have vested interests in the near-term and long-term supply of a highly-skilled workforce.

While servicing existing and emerging sectors, the main components of the programs entail 1) training for new and re-entry jobs skills constitutive of technical and soft skills, 2) proficiency training for sector-specific and allied sub-sectors, and 3) remedial skills training. Training will be implemented using state-of-the-art facilities, equipment and instructional programs that deliver comprehensive curricula that cover topics and techniques. This curriculum crosswalk will enable trainees to gain instruction in multiple areas including welding.

Hocking College continues to work with the regional and state workforce development agencies to build training programs that will answer the demand of industry and the needs of workforce development agencies. A training gap in welding has been noted not just at the state level, but nationally, as companies struggle to find high-skilled workers, particularly in advanced welding and manufacturing.



President to Negotiate – Trustee Budzik presented a motion to approve the President to negotiate towards the purchase of a 31,040 square foot building, constructed in 1951 and expanded in 1968, situated on 6.00 acres of land area (known locally as Starr Machine). The motion was seconded by Trustee Forte' and unanimously approved.

Property Adjacent to Hocking College Perry Campus – Trustee Budzik gave the following background:

Conveyance is made upon the condition that the Grantee (Hocking College) will utilize this property (see attached deed) for educational purposes by developing educational programming on the land within five (5) years of the date of the execution of the deed (10/8/1988). Should the Grantee, for any reason, fail to utilize this property for educational purposes by developing educational programming on the land within five (5) years of the date of execution of this deed, then in such event, this conveyance shall be null and void and the property described herein shall revert to the ownership of the Board of County Commissioners of Perry County, Ohio

Motion - A motion was made from the floor by Trustee Budzik to clear the Perry County Conveyance on property adjacent to the Hocking College Perry County Campus. The property will revert back to the Perry County Commissioners. The motion was seconded by Trustee Forte' and unanimously approved.

## **PERSONNEL COMMITTEE REPORT**

Due to Trustee Stone being absent for an emergency water situation for the City of Athens, Mr. White presented the following Personnel Committee report.

Conflict of Interest Policy – Mr. White stated the Office of Human Resources is committed to making all Hocking College policies easy to understand for employees and useful to employees and the College alike. To further those efforts, the Office of Human Resources undertakes a regular review of Hocking College Policies. In the course of that review, it was determined that the general tenor of the *Conflict of Interest* policy required adjustment. Rather than focusing simply on prior approval of extramural activities during work time (the current practice), the most appropriate course of action to protect the interests of employees and the College is to create a regular, annual reporting cycle. Each year employees will be required to disclose all current outside employment and extramural activities. Further, employees will have a duty to disclose any changes between reporting cycles. Specifically, employees must seek prior approval from the appropriate college/departmental official for all outside employment and extramural activities not previously reported.

The *Conflict of Interest* policy is currently in affect. This recommendation modifies only section II(C) of the existing policy. Through the creation and use of a corresponding disclosure and approval form, it is anticipated that this change in policy will eliminate confusion among employees and mitigate the risk that employees and Hocking College may unintentionally run afoul of Ohio Ethics law.

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of the Board Governance Ethics Policy. Policy Number 1.13.

Motion – A motion was made by Trustee Budzik to approve the above resolution, Board Governance Ethics Policy, seconded by Trustee Stuart Brooks and unanimously approved.

### **EXECUTIVE SESSION**

Vice Chairman Mitchell requested to go into Executive Session for the following:

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. Gina Fetty, Ms. Jacqueline Hagerott and Mr. Jeff White. The Board convened into Executive Session at 7:13 pm.

### **RETURN TO REGULAR SESSION**

Vice Chairman Mitchell announced the return to regular session at 7:42 pm.

### **NEW BUSINESS**

Trustee Budzik announced the Wild Game Dinner on March 4, 2017, at the Antioch Alliance Church. Doors open at 5:00 pm with dinner at 6:00 pm.

Dr. Young announced the Foundation will have a fundraiser scheduled at The Lodge for April 29. Information will be forthcoming.

Dr. Young reminded everyone of the State of the College scheduled at The Lodge for March 28, 2017. Invitations will be sent in the near future. She also reported the Foundation would like to schedule a "meet and greet" with the Board of Trustees members. This meeting is being scheduled at 5:00 pm prior to the State of the College.

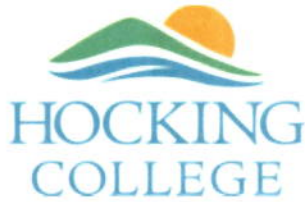
### **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Tucker and seconded by Trustee Stuart Brooks. The Board adjourned at 7:45 p.m.

  
Ben Mitchell, Vice Chairman

  
Sheree Cunningham, Board Secretary





**Hocking College  
Board of Trustees Action**

**Date:** February 9, 2017

**Submitted by:** Gina L. Fetty, CPA

**SUBJECT:** Distribution schedule for payment of annual employer contribution to employee's health savings account (HSA).

**BACKGROUND:** For the first two years (calendar years 2016 and 2017) of coverage under the College's health insurance plan the College has paid into in to eligible individual employee Health Savings account the amount of \$2,600 in one lump sum in early January of each year. The College made that commitment, both in dollar amount and in timing of payment, to assist employees in making the transition to a higher deductible plan.

**RECOMMENDATION:** Approve motion to allow the College to distribute an eligible employee's annual HSA employer contribution (amount to be determined through the annual budget process) as the rate of 1/26<sup>th</sup> per pay period. This change is to take effect on January 1, 2018, consistent with the annual insurance renewal.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:** Minimal. Other deductions and benefits are already set up this way. This policy will facilitate payroll automation.

**FISCAL IMPACT:** Employees working for the full 26 pay periods and paid 26 pay periods would receive the full benefit amount. Employees who separate during the calendar year will receive HSA payments for the weeks worked. This could result in a savings to the College.

**COMMENTS:** None.



**Hocking College**  
**RESOLUTION 2017-10**  
**HSA Payment Schedule**

Authorize the College to distribute eligible employee's annual HSA employer contribution (amount to be determined through the annual budget process) as the rate of 1/26<sup>th</sup> per pay period. This change is to take effect on January 1, 2018, consistent with the annual insurance renewal.

Adopted: \_\_\_\_\_  
February 16, 2017

Approved:   
Ben Mitchell, Vice Chairman



**Hocking College  
Board of Trustees Action**

**Date:** February 16, 2017

**Submitted by:** Jacqueline Hagerott

**SUBJECT**

Hawks Nest Dining Meal Plan

**BACKGROUND**

The current meal plan offered by Hocking College does not adequately provide sufficient funding for daily meals for students. Many students have completely exhausted their meal plans long before the end of the semester with no additional funding to purchase food. For residential students the current plan allows for \$1.64/meal for those students eating all of their meals on campus and \$2.29/meal for students eating all their meals on campus Monday – Friday.

To address this issue the College has researched other campuses and has developed the following proposed plan to be responsive to the needs of our students and provide transparency of actual food costs. The proposed plan is a combination of a board plan (guarantees a set amount of meals) and declining balance (functions like a debit card) plan.

**Semester**

<b>Plan</b>	<b>Cost</b>	<b>Value</b>
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**Hawk Bucks:** Additional money that can be added to the meal plan for purchases of a la carte items, grab and go items, bottled drinks, packaged snacks, dining at Rhapsody.

**Process:** All weekly meals must be used by Saturday evening. Students can use meals to pay for guests. Hawks Bucks must be used by the end each semester.

**Camp Plan:** An optional program that can be added to the student's account on a weekly basis which allows the above dining privileges for such activities as "SmartStart", Athletic Camps, etc.

\*Minimum Requirement for students living in residence halls.



## **RECOMMENDATION**

Adopt the proposed meal plan effective Fall Semester 2017.

## **ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The proposed meal plan is responsive to the needs of our students based on best practices of other institutions and provides transparency of actual food costs.

## **FISCAL IMPACT**

Student funded

# Hocking College

## MOTION TO APPROVE

Adopt the proposed meal plan effective Fall 2017.

### Semester

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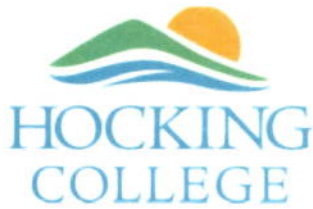
**Camp Plan:** An optional program that can be added to the student's account on a weekly basis, which allows the above dining privileges for such activities as "SmartStart", Athletic Camps, etc.

\*Minimum Requirement for students living in residence halls.

Adopted: 2/16/17

Approved:   
Ben Mitchell, Vice-Chairman





**Hocking College  
Board of Trustees Action**

**Date:** February 16, 2017

**Submitted by:** Jeff White

**SUBJECT:**

Approval of motion to modify Hocking College's *Conflict of Interest* policy.

**BACKGROUND:**

The Office of Human Resources is committed to making all Hocking College policies easy to understand for employees and useful to employees and the College alike. To further those efforts, the Office of Human Resources undertakes a regular review of Hocking College Policies. In the course of that review, it was determined that the general tenor of the *Conflict of Interest* policy required adjustment. Rather than focusing simply on prior approval of extramural activities during work time (the current practice), the most appropriate course of action to protect the interests of employees and the College is to create a regular, annual reporting cycle. Each year employees will be required to disclose all current outside employment and extramural activities. Further, employees will have a duty to disclose any changes between reporting cycles. Specifically, employees must seek prior approval from the appropriate college/departmental official for all outside employment and extramural activities not previously reported.

The *Conflict of Interest* policy is currently in affect. This motion modifies only section II(C) of the existing policy.

**RECOMMENDATION:**

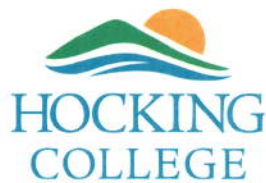
That the Board approve the proposed motion to modify section II(C) of the current *Conflict of Interest* policy.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Through the creation and use of a corresponding disclosure and approval form, it is anticipated that this change in policy will eliminate confusion among employees and mitigate the risk that employees and Hocking College may unintentionally run afoul of Ohio Ethics law.

**FISCAL IMPACT:**

**COMMENTS**



**Policy Category:** Administrative Policies

**Policy Number:** 2.14

**Policy Issued:** 1/20/2012

**Policy Revised:** 2/16/2017

**Policy Title:** Conflict of Interest

**Policy Approved:** 2/16/2017

**Resolution #:** 2017-09

**Pages:** 1 of 3

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College employees are expected to devote their work activities primarily to functions of the College. They may, however, engage in extramural activities provided that such activities do not detract from the performance of their duties and responsibilities to the College and/or create conflict of interest with their assigned College responsibilities. Extramural activities means any work not performed as a College employee, whether or not compensated. It is expected that such extramural activities will take place outside of the employee's designated work time. Authorization may be granted to employees who want to perform work outside of the College during their designated work time. Any such time will be charged to accrued vacation, leave without pay, or documented flex time approved by the employee's supervisor. Employees shall not engage in any activities or outside employment that may result in a conflict of interest. A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising any College duty or responsibility. Employees shall not use their positions to secure anything of value, financial gain, or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the course of their employment by the College.

## **POLICY GUIDELINES**

### **I. Definitions**

Conflict of interest - situation where financial interests or other opportunities for personal benefit may exert a substantial or improper influence upon an employee's professional judgment in exercising a College duty or responsibility.

Designated work time - hours of day agreed upon by supervisor of when an employee will perform work for the College.

Extramural activities - any work not performed as a College employee, whether or not compensated.



Externally compensated activities - any work not performed as a College employee for which compensation is received.

Intellectual property - inventions, works of authorship, patents, copyrights, licenses, etc., relating to sponsored programs or other research activities.

## **II. Conflict of Interest and Work Outside the College**

### **A. State ethics law**

All employees of state-assisted colleges are covered by Chapters 102 (*Ethics*) and 2921 (*Offenses Against Justice and Public Administration*) of the Ohio Revised Code. In accordance with the law, copies of Chapters 102 and 2921 will be provided to each new faculty or employee of the College.

### **B. Extramural activities**

Employees engaging in extramural activities must avoid the use of information or procedures that may involve a conflict of interest with assigned College responsibilities, particularly as related to an area of ongoing research, including sponsored programs with specific contractual restrictions. Failure to adequately perform College responsibilities due to involvement in extramural activities is considered a neglect of duty and may result in termination, regardless of whether the activity is approved.

### **C. Disclosure**

Employees shall disclose all outside employment and extramural activities upon request by Hocking College. Employees seeking to engage in outside employment and/or extramural activities must have the prior approval of the appropriate college/departmental official. Employees have a duty to disclose all outside employment and extramural activities not previously reported and approved.

## **III. Use of College Resources**

### **A. Use of College name**

Employees engaging in extramural activities shall not use the name of Hocking College, its units, or any other College trademark, service mark, or trade name in such a manner as to suggest institutional endorsement or support of a non-College enterprise, product, or service. Neither business cards bearing the College name, address, or campus telephone numbers nor College stationery is to be used in such a manner as to suggest institutional endorsement or support of a non-College enterprise, product, or service.

**B. Use of College employees**

Employees engaging in extramural activities shall not utilize other College employees during designated work time.

**C. Use of facilities**

College space, supplies, computer resources, and equipment cannot be used for extramural activities unless permission is obtained and appropriate fees paid to the College for the use of such facilities.

**D. Use of College intellectual property**

College intellectual property shall not be used for extramural activities except as approved by the College.

**IV. Compensated Extramural Activities**

Employees must use accrued vacation, leave without pay, or documented flex time approved by the employee's supervisor for externally compensated activities occurring during designated work time. This includes but is not limited to the following examples of compensated services:

- Providing services to a corporation, business, or industry as an individual officer, director, owner, agent, consultant, or employee.
- Providing services to a school system, educational institution, or governmental agency as a scheduled lecturer, consultant, or employee.
- Providing services to a private foundation or professional or trade association as a consultant, officer, director, or employee.
- Providing services as a voluntary expert witness in any civil or criminal case.
- Providing services as an editor or reviewer for professional journals.

**V. Non-Compensated Extramural Activities**

Employees who participate in non-compensated extramural activities during designated work time should use accrued vacation, leave without pay, or documented flex time approved by the employee's supervisor. Approved activities that serve to enhance the College and for which no compensation is involved, such as serving on accreditation teams and College-sponsored volunteer work, (excluding travel and meal allowances) will not be subject to this provision. Prior approval must be obtained from the employee's supervisor to participate in such activity during work time.

**Hocking College**

**RESOLUTION 2017-09  
Administrative Policies  
Conflict of Interest**

**WHEREAS**, the Board of Trustees using Policy Governance establishes policies for Hocking College operations and,

**NOW THEREFORE BE IT RESOLVED**, that the Hocking College Board of Trustees has reviewed the Conflict Interest Policy attached to this resolution,

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of the Conflict of Interest Policy.

Adopted: February 16, 2017

Approved:

  
Ben Mitchell, Vice-Chairman





**Hocking College  
Board of Trustees Action**

**Date:** February 16, 2017

**Submitted by:** Jacqueline Hagerott

**SUBJECT**

Allocate funding for a Welding Lab

**BACKGROUND**

Revitalizing an Industry-ready Skilling Ecosystem for Sustainability (RISES), the Hocking College workforce development project funded by the Appalachian Regional Commission (ARC) 2016 Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative, will create training programs that reflect current and anticipated industry needs in Appalachia Ohio through a regional partnership model linking college, industry, and government entities who have vested interests in the near-term and long-term supply of a highly-skilled workforce.

While servicing existing and emerging sectors, the main components of the programs entail 1) training for new and re-entry jobs skills constitutive of technical and soft skills, 2) proficiency training for sector-specific and allied sub-sectors, and 3) remedial skills training. Training will be implemented using state-of-the-art facilities, equipment and instructional programs that deliver comprehensive curricula that cover topics and techniques. This curriculum crosswalk will enable trainees to gain instruction in multiple areas including welding.

Hocking College continues to work with the regional and state workforce development agencies to build training programs that will answer the demand of industry and the needs of workforce development agencies. A training gap in welding has been noted not just at the state level, but nationally, as companies struggle to find high-skilled workers, particularly in advanced welding and manufacturing.

A state of the art welding lab and equipment have been designed for Hocking College by Lincoln Electric, a global manufacturer and market leader of the highest quality welding, cutting, and joining products. The lab will be housed in a 7,000 square foot pre-engineered steel building at the Logan Campus adjacent to the Energy Institute.

The welding lab at Hocking College will serve both the Advanced Welding program and beginning welding courses currently in various AAS and certificate programs at the College, including Construction, Petroleum Technology, Advanced Energy, and Automotive Technology.

Partnering with a consortium of training institutions, government agencies and industry leaders, Hocking College will deliver advanced training in welding processes to include shielded metal arc welding, gas metal arc welding, flux cored arc welding, metallurgy,

oxyfuel and arc cutting processes, gas tungsten arc welding, welding fabrication, cutting, and pipe and high pressure system welding using a variety of metals to include mild steel, stainless steel and aluminum.

Training programs will prepare students to test for structural certifications issued through the American Welding Society (AWS) in 2G, 3G, 4G, V-groove, SMAW as well as pipe certification in 6G, SMAW, and 6G GTAW/SMAW or DD equivalent.

The Advanced Welding program at Hocking College will utilize a pathway of stackable credentials that lead to an AAS degree, utilizing courses in STEM that prepare students for careers in existing and emerging industries including advanced manufacturing, mechatronics, and robotics.

### **RECOMMENDATION**

#### **Option One**

Approve the allocation of \$286,964.61 which represents our ownership interest as a former insured in United Educators Insurance and \$250,000 from unrestricted operating funds towards the new construction of a 7,000 square foot Welding Facility at Logan Campus.

#### **Option Two**

Approve the allocation of \$286,964.61 which represents our ownership interest as a former insured in United Educators Insurance and \$75,000 from unrestricted operating funds towards the purchase of a 31,040 square foot building, constructed in 1951 and expanded in 1968, situated on 6.00 acres of land area (known locally as Starr Machine).

#### **Option Three**

Approve the allocation of \$475,000 the purchase and building improvements of a 31,040 square foot building, constructed in 1951 and expanded in 1968, situated on 6.00 acres of land area (known locally as Starr Machine).

### **ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Hocking College is providing programming that meets the demands of the industry and workforce development agencies through a collaborative effort with Lincoln Electric, Tri-County Career and Technical Center and New Lexington Public Schools. This programming creates a pipeline for employment for Hocking College students.

Options Two and Three meet additional demands of the industry from other programs such as HVAC and future programs.

### **FISCAL IMPACT**

An increase in revenue resulting from enrollment in the Welding Program that will initially accept 20 students in the first cohort. The College will continue to maximize funds by self-performing portions of the construction process in collaboration with the Heavy Equipment Management Program which will reduce cost and give students hands-on learning experience.

Options Two and Three add additional revenue through other programs such as HVAC.

Option One: 7,000 square foot building

Estimated Total Cost	\$995,000 (new construction/equipment)
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Sources of Funding

ARC Grant Funding	\$400,350
Hocking College Self-performing Value	\$60,000
Ownership interest in insurance	\$286,964
Unrestricted Operating Funds	\$250,000

Option Two: 31,040 square foot building

Estimated Total Cost	\$762,350 (building/furniture/equipment)
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Sources of Funding

ARC Grant Funding	\$400,350
Ownership interest in insurance	\$286,964
Unrestricted Operating Funds	\$75,000

Option Three: 31,040 square foot building

Estimated Total Cost	\$475,000 (building + improvements)
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Allocation of Operating Funds

Building	\$325,000
Building Improvements	\$125,000



# Hocking College

## MOTION TO APPROVE

Approve the allocation of \$286,964.61 which represents our ownership interest as a former insured in United Educators Insurance and \$250,000 from unrestricted operating funds for the construction of the welding lab.

Adopted: February 16, 2017

Approved:

  
Ben Mitchell, Vice Chairman

## Hocking College

### MOTION TO APPROVE

Approve the allocation of \$286,964.61 which represents our ownership interest as a former insured in United Educators Insurance and \$75,000 from unrestricted operating funds towards the purchase of a 31,040 square foot building, constructed in 1951 and expanded in 1968, situated on 6.00 acres of land area (known locally as Starr Machine).

Adopted: February 16, 2017

Approved:

  
Ben Mitchell, Vice Chairman

## Hocking College

### MOTION TO APPROVE

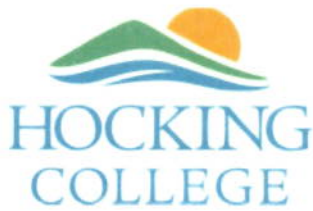
Approve the President to negotiate towards the purchase of a 31,040 square foot building, constructed in 1951 and expanded in 1968, situated on 6.00 acres of land area (known locally as Starr Machine).

Adopted: February 16, 2017

Approved:

  
Ben Mitchell, Vice Chair





**Hocking College  
Board of Trustees Action**

**Date:** February 16, 2017

**Submitted by:** Dr. Betty Young

**SUBJECT:**

Board Governance Ethics Policy

**BACKGROUND:**

As a best practice the College regularly reviews and updates College Policies to assure compliance with State and Federal Laws, and alignment with accreditation requirements and any and all other College requirements.

Ethics policies support a culture of transparency, trust, and integrity in all Board of Trustees' leadership and business practices. The policy supports the Board of Trustees, in accordance with ethical guidelines, to ensure that members of the Board of Trustees conduct themselves in a manner that fosters public confidence in the integrity of the Board.

**RECOMMENDATION:**

Adopt the Board Governance Ethics Policy attached to this resolution.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The Board Governance Ethics Policy sets forth elements necessary to ensure compliance with Ohio's Ethics Laws as codified in Chapters 102 and 2921 of the Ohio Revised Code and as interpreted by the courts of this State and by the Opinions of the Ohio Ethics Commission (the "Ethics Laws").

**FISCAL IMPACT**

No direct fiscal impact.



Policy Category:	Board Governance Policy
Policy Number:	1.13
Policy Issued:	February 16, 2017
Policy Title:	Ethics Policy
Policy Approved:	February 16, 2017
Resolution #:	2017-08
Pages:	1 of 1

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#### Purpose.

This policy support a culture of transparency, trust, and integrity in all Board of Trustees' leadership and business practices.

It is the policy of the Board of Trustees to carry out the College Mission in accordance with ethical guidelines and to ensure that members of the Board of Trustees conduct themselves in a manner that fosters public confidence in the integrity of the Board.

#### Adherence to Ethics Laws.

The Board of Trustees shall adhere to the ethical standards as embodied in Ohio's Ethics Laws as codified in Chapters 102 and 2921 of the Ohio Revised Code and as interpreted by the courts of this State and by the Opinions of the Ohio Ethics Commission (the "Ethics Laws").

#### Financial Disclosure.

Every member of the Board of Trustees shall file a financial disclosure statement with the Ohio Ethics Commission each year. See <http://ethics.ohio.gov/fds/>.

#### Conflicts of Interest.

The Board of Trustees shall avoid conflicts of interest pursuant the Hocking College Board Governance Conflict of Interest Policy 1.04, incorporated herein by reference.

#### Required Ethics Training.

The Board of Trustees shall participate in annual Ethics training.

## Hocking College

### **RESOLUTION 2017-08** **Board Governance Policies**


**WHEREAS**, the Board of Trustees using Policy Governance establishes policies for Hocking College operations and,

**NOW THEREFORE BE IT RESOLVED**, that the Hocking College Board of Trustees has reviewed the Board Governance Ethics Policy attached to this resolution,

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of the Board Governance Ethics Policy. Policy Number 1.13.

Adopted: February 16, 2017

Approved: \_\_\_\_\_

  
Ben Mitchel, Vice Chairman





**Hocking College  
Board of Trustees Action**

**Date:** February 16, 2017

**Submitted by:** Gina L. Fetty, CPA

**SUBJECT:** To accept the College's annual audit report for FY 2016.

**BACKGROUND:** As required by law, the books of the College are audited on an annual basis. The Auditor of State's Office is responsible for ensuring that the audit is completed. The Auditor of State's Office and Hocking College have entered into a five-year agreement with Millhuff-Stang, CPA, Inc. out of Portsmouth, Ohio. Two years of that agreement have now been completed. The audit report was filed with the Auditor of State's Office by the deadline of December 31, 2016 and has since been accepted by the Auditor of State's Office with no required modifications. The College received a clean audit opinion and with no comments of material weaknesses or significant deficiencies.

**RECOMMENDATION:** Approve motion to accept the College's annual audit report for FY 2016.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:** It is a best practice for the Board to acknowledge the audit report through acceptance.

**FISCAL IMPACT:** None.

**COMMENTS:** None.

**Hocking College**

**MOTION TO APPROVE**

Approve to accept the College's annual audit report for FY 2016.

Adopted: \_\_\_\_\_  
February 16, 2017

Approved:   
Ben Mitchell, Vice-Chairman



**Hocking College  
Board of Trustees Action**

**Date:** February 16, 2017

**Submitted by:** Dr. Betty Young

**SUBJECT:**

Deadly Weapons Policy

**BACKGROUND:**

An environment of safety and security is critical to cultivate a climate conducive to knowledge and learning. Therefore, Hocking College prohibits weapons on campus with the exception of individuals with a concealed carry permit who are permitted to store their handgun(s) in a trunk, glove box, or other compartment within his/her vehicle immediately upon entering the Hocking College Campus pursuant to the Ohio Revised Code.

The policy currently allows hunting on College campuses. Hocking College land is used by students, staff and the public for a number of various purposes including, but not limited to, academic and leisurely activities. In order to provide a safe and positive campus environment for teaching, learning and working, the proposed policy prohibits hunting on all property owned, leased, or controlled by Hocking College. Trapping will be allowed for legitimate academic purposes pursuant to College procedures.

**RECOMMENDATION:**

Adopt the Deadly Weapons Policy attached to this resolution.

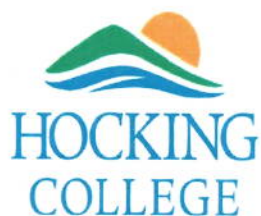
**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The Deadly Weapons Policy sets forth elements necessary to ensure that Hocking College is a safe and secure environment for teaching, learning, and working for students, staff, and visitors.

**FISCAL IMPACT**

None.





Policy Category: Administrative Policy  
Policy Number: 2.15  
Policy Issued: February 16, 2017  
Policy Title: Deadly Weapons Policy  
Policy Approved: February 16, 2017  
Resolution #: 2017-11  
Pages: 1 of 2

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### **Purpose**

Hocking College is committed to providing its students, staff and visitors an environment that is safe and secure. This commitment includes prohibiting students, staff and visitors from possessing or having under their control, a deadly weapon while on the Hocking College Campus or conducting College business while off college property or in a college vehicle.

### **Concealed Handgun License**

Any staff, student or visitor who possesses a Concealed Handgun License issued by the State of Ohio, or another state with which Ohio has reciprocity, must secure the handgun in the trunk, glove box or other compartment within his/her vehicle immediately upon entering the Hocking College Campus.

### **Exceptions**

An officer, agent, or employee of Ohio or any other state or the United States, or a law enforcement officer, when authorized to carry or have loaded or accessible firearms and acting within the scope of the officer's, agent's, or employee's duties. An individual shall produce their credentials when requested to do so by a representative of the Hocking College Police Department or law enforcement personnel.

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Tools prohibited under this policy such as knives (other than a small folding knife or knife with a blade less than four (4) inches in length), guns, and bows and arrows used for legitimate academic, athletic or training purposes must be transported and stored pursuant to College procedures.

Weapons used for hunting must be transported and stored pursuant to College procedures. This provision is effective upon completion of Hocking College Police Department Renovation.

### **Definitions:**

"Deadly weapon" means any instrument, device, or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon.

"Handgun" means any of the following: (1) Any firearm that has a short stock and is designed to be held and fired by the use of a single hand; (2) Any combination of parts from which a firearm of a type described in division (C)(1) of this section can be assembled.

"Hocking College Campus" means all property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

### **Violation**

Violations of this policy may result in disciplinary action up to and including expulsion for student offences, termination for employee offenses, and a trespass from campus for offending members of the community. Criminal violations will be referred to local law enforcement.

**Hocking College**  
**RESOLUTION 2017-11**  
**Board Governance Policies**

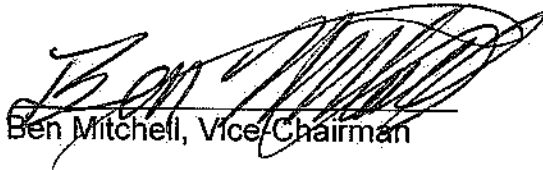
**WHEREAS**, the Board of Trustees using Policy Governance establishes policies for Hocking College operations and,

**NOW THEREFORE BE IT RESOLVED**, that the Hocking College Board of Trustees has reviewed the Deadly Weapons Policy attached to this resolution,

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of the Deadly Weapons Policy. Policy Number 2.15.

Adopted: February 16, 2017

Approved:

  
Ben Mitchell, Vice Chairman