



BOARD OF TRUSTEES MEETING
Tuesday, December 13, 2016
6:00 p.m.
The Lodge
Regular Meeting
Committee Meetings – 5:30 pm

- **Call to Order (5 min*)** Chairman Johnson
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from Thursday, September 29, 2016 and Thursday, November 17, 2016 (5 min*)** Chairman Johnson
- **President's Report (30 min - includes)** Dr. Young
 - ARC Power Grant
 - Recognition – Student Loan Cohort Default Rate
 - Video: Archery
 - HLC Update
 - Strategic Plan
 - Motion: Approval of 2017-2022 Strategic Plan and Mission Documents
 - Insurance Increase 18% - effective 1/1/17
Adjusted the budget accordingly
 - Safety – Reminder OSU, Training has occurred, Safety tips on website, sent out occasionally, Cornerstone Seminar
 - Launch of Institute for Social and Economic Advancement – Veteran's Mental Health Training
- **Academic and Student Affairs Committee Report (5 min)** Trustee Tucker/Dr. Davis
 - Resolution G.R.E.A.T. Ohio
 - Resolution Scholarships (2) JCTE – Career Readiness
- **Budget Committee Report (10 min)** Trustee Brooks/Ms. Fetty
- **Facilities Committee Report (5 min)** Trustee Budzik/Ms. Hagerott
- **Personnel Committee Report (5 min)** Trustee Stone/Mr. White
- **Chairman's Report (10 min)** Chairman Johnson
 - Motion: Approve the Bylaws of the HC Board of Trustees
- **Executive Session (25 min)** Chairman Johnson
- **New Business (5 min)** Chairman Johnson
- **Adjournment** Chairman Johnson
 - **Event Schedule:** February 14, 2017 – Next Regular Board Meeting and Ethics Training
5:30 pm – 6:00 pm – Committee Meetings
6:00 pm – 7:00 pm – Board Meeting
March 13 and 14, 2017 – Higher Learning Commission Accreditation Visit

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

December 13, 2016

The regular Meeting of the Hocking College Board of Trustees was held Tuesday, December 13, 2016, in the University Center JL 193, on the Hocking College Main Campus, 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; Bonnie Allen-Smith, Dean of Health and Nursing; Melissa Knopp, Director, HC Institute for Social and Economic Justice; Billie Handa, Executive Director of Foundation; and Andrew Freeman, Executive Director of Physical Plant and Land Management.

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

CALL TO ORDER

Vice Chairman Mitchell 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', Andrew Stone, Paula Tucker, and Vice Chairman Ben Mitchell.

Board member absent: Chairman Tom Johnson.

Members present constitute quorum: Yes

APPROVAL OF MINUTES

Vice Chairman Mitchell asked if there were any changes to the minutes from the September 29, 2016, regular meeting. There being none, Trustee Addington moved, seconded by Trustee Mike Brooks, that the minutes be approved as written. The motion was unanimously passed.

Vice Chairman Mitchell then asked if there were any changes to the minutes form the November 17, 2016, special meeting. There being none, Trustee Addington moved, seconded by Trustee Stuart Brooks, that the minutes be approved as written. The motion was unanimously passed.

PRESIDENT'S REPORT

Dr. Young reported the reason for moving the meeting to Main Campus is the lack of heat at The Lodge.

1. Proposed Board Calendar for 2017 – Dr. Young reported there were a couple movements to the Board Calendar. The calendar will be distributed to the Board members as soon as possible.
2. Thank You Notes – Billie Handa provided thank you notes to Dr. Young from students receiving scholarships. Dr. Young distributed the thank you notes to the Board members for review.
3. ARC Grant – The announcement of the ARC Grant at the end of October will help people negatively impacted by the changes in the coal industry, CDL, Welding, Solar Electrical, Automotive/Hybrid Technology, Petroleum Technology, etc. The programs will merge current skills and emerging job skills for the jobs of today and in the future. Dr. Young thanked Chairman Johnson for being astutely aware of what grants were available and encouraged the College to apply. Dr. Young also thanked everyone who had a part in working on the grant.
4. Recognition – Student Loan Cohort Default Rate – Dr. Young introduced Deneene Merchant, Executive Director of Financial Aid to the Board. A letter was received congratulating the College on their Student Loan Default Rate from 34.9% to 21.9%. Ms. Merchant stated that she could not have done this without her staff, Carrie Arnold and Jody Lewis. The Board stated they appreciated the staff and their hard work.
5. Video: Archery – Dr. Young stated we are unable to show the video due to the change in location of the meeting. She sent the video to board members in an email.
6. HLC Update – The HLC report is near completion thanks to the great work of the Steering Committee. Dr. Young stated the Co-Chairs are Dr. Myriah Davis and Mr. Jeff Daubenmire. She reported input has been received from faculty, staff, and administration who are all doing a final read and making recommendations for the final copy.
7. Insurance Increase of 18% - Effective January 1, 2017, insurance rates will increase 18%. The budget has been adjusted accordingly.
8. Safety – Dr. Young stated in light of the OSU tragedy, we want to keep safety top in our minds for our students, faculty and staff. Students, faculty and staff have been through multiple trainings. Safety tips are reviewed in Cornerstone classes, and are available on the Website. The link was sent to all campus email as a reminder.

9. HB48 – Dr. Young reported the House approved individuals to carry concealed weapons on college campuses and day care centers. To date, the bill has not been signed by the Governor. If signed, the College will need to develop guidelines for addressing the bill. Dr. Young stated she is not ready to talk in detail, but will bring information to the Board later and ultimately will ask the Board to approve a policy.

10. Institute for Social and Economic Advancement – Dr. Young reported there were 70 attendees at the first training session held in the newly renovated workforce Center at The Lodge at Hocking College. The program focused on services available to veterans involved in the Judicial System. Former Justice Evelyn Stratton and Ohio Attorney General was in attendance.

Strategic Plan – As part of the effective operation of Hocking College and in compliance with expectations of our community, accreditors, and regulators the College operates under a strategic plan. The last plan was developed in 2009 to serve the period of 2010-2015. The College was in a period of transition in 2015 and elected to extend the 2010-2015 plan to 2010-2017 to allow time for the transition and for the new administration to gain a perspective on the future of the College.

Stakeholders have been surveyed, shared governance committees have dialogued and administration and the Board of Trustees have considered the many multiple priorities of an institution of higher education in the 21st century. As a result, five strategic priorities have been identified. The mission and mission documents including the vision statement have been revised. Attached is the Strategic Plan, titled “Beyond the Horizon” to reflect our vision for a bright future and symbolized in our College Logo (see front cover of the plan).

The campus community will continue their work in developing a list of gaps and plans to address the gaps beginning in January 2017. These will be presented to the Board as follow-up to this planning document.

The final document you have before you today was reviewed by The Partnership, the comprehensive shared governance committee which includes, faculty, staff, administrators, bargaining unit representatives, and is open to all campus members to observe these weekly meetings. The Partnership reached consensus on these proposed strategic plan and mission documents. The College is recommending approval of the attached 2017-2022 Strategic Plan “Beyond the Horizon” and associated mission documents for Hocking College.

**Hocking College
Mission Statement and Strategic Plan**

RESOLUTION 2017-05

WHEREAS, in accordance with expectations of regulatory agencies and as a part of the effective operation of Hocking College shall establish a clear mission statement and strategic priorities to guide daily operation and allocation of limited resources, and

WHEREAS, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage day-to-day operations of the College, and

WHEREAS, the College has conducted a comprehensive strategic planning process with input of College Stakeholders, the Board of Trustees and vetted through the College shared Governance Committee; The Partnership,

NOW THEREFORE BE RESOLVED, the Board of Trustees of Hocking College approves the 2017-2022 Strategic Plan "Beyond the Horizon" including: A revised mission statement; revised vision statement, updated commitment to diversity, values and purpose and five (5) strategic priorities. This 2017-2022 Strategic Plan and Mission documents shall serve as guidance for Hocking College for the next five (5) years.

A motion was made by Trustee Tucker to approve the above resolution, was seconded by Trustee Forte' and unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE REPORT

Trustee Tucker asked that Dr. Davis give the Academic and Student Affairs Committee Report. Dr. Davis presented background information on the Ohio G.R.E.A.T. Global Reach to Engage Academic Talen Initiative and Ministry of Education Joint Commission for Tertiary Education Scholarship.

During the 2014 school year, 29,488 international students on temporary visas enrolled at higher education institutions across Ohio, from more than 92 countries. In 2014, Ohio's Governor, Chancellor and legislature championed the state's postsecondary globalization initiative, Global Reach to Engage Academic Talent (Ohio G.R.E.A.T.). Ohio's delivery of world-class higher education drives business innovation to improve lives and create prosperity in a global market. Ohio law directed the Chancellor of the The Ohio Department of Higher Education to designate a postsecondary globalization liaison to work with state institutions of higher education, other state agencies, and representatives of the business community to enhance the state's globalization efforts.

The law further required the Chancellor to submit recommendations on future efforts to promote postsecondary globalization in the state to the Governor, the Speaker of the House of Representatives, and the President of the Senate. The Chancellor's recommendations include a statewide model demonstrating that Ohio values higher education and its relationship to innovation on a global level. Our state has prioritized Global Reach to Engage Academic Talent in study and in business. The College is recommending the following:

The Hocking College Board of Trustees pass a resolution to accept Ohio G.R.E.A.T Global Reach to Engage Academic Talent resolution as presented.

Hocking College approve a resolution to create the Ministry of Education Joint Commission for Tertiary Education scholarship in support of the outreach program in Jamaica.

Hocking College

RESOLUTION 2017-07

Global Reach to Engage Academic Talent (Ohio G.R.E.A.T.) Initiative
&
Ministry of Jamaica Joint Commission for Tertiary Education Scholarship

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

WHEREAS, During the 2014 school year, 29,488 international students on temporary visas enrolled at higher education institutions across Ohio, from more than 92 countries.

In 2014, Ohio's Governor, Chancellor and legislature championed the state's postsecondary globalization initiative, Global Reach to Engage Academic Talent (Ohio G.R.E.A.T.). Ohio's delivery of world-class higher education drives business innovation to improve lives and create prosperity in a global market.

Ohio law directed the Chancellor of the The Ohio Department of Higher Education to designate a postsecondary globalization liaison to work with state institutions of higher education, other state agencies, and representatives of the business community to enhance the state's globalization efforts.

The law further required the Chancellor to submit recommendations on future efforts to promote postsecondary globalization in the state to the Governor, the Speaker of the House of Representatives, and the President of the Senate. The Chancellor's recommendations include a statewide model demonstrating that Ohio values higher education and its relationship to innovation on a global level. Our

state has prioritized Global Reach to Engage Academic Talent in study and in business.

WHEREAS, Ohio G.R.E.A.T. is unique and innovative in its state-level platform; inclusion of diverse education, business, public interest and community stakeholders; and three-pronged, interlocked policy priorities:

- Promote Ohio as a postsecondary destination globally.
- Encourage international postsecondary students to remain in the state beyond their study.
- Enhance global economic competitiveness for native Ohio students.

The Ohio Board of Regents unanimously adopted the attached Resolution aimed at encouraging each institution of higher education in Ohio to internationalize its campus, advance its domestic students' global economic competitiveness; and provide a context for academic learning that expands into global economic environments.

NOW THEREFORE BE IT RESOLVED, that the Hocking College Board of Trustees has reviewed the Global Reach to Engage Academic Talent (Ohio G.R.E.A.T.) Ohio Department of Higher Education resolution and adopts as presented and create the Ministry of Jamaica Joint Commission for Tertiary Education Scholarship.

After discussion, a motion was made by Trustee Mike Brooks to approve the above resolution, was seconded by Trustee Budzik and unanimously approved.

Career Readiness Certificate Program – Jacqueline Hagerott, Vice President, Chief Operating Officer/Associate Vice President of Financial Services presented the following to the Board:

The Career Readiness Certificate Program consists of four courses completed sequentially. Upon successful completion of the Program students will be able to:

- Perform the essential work skills deemed critical for employability in 21st century jobs across industries and occupations;
- Demonstrate the ability to perform cognitive (“hard”) and non-cognitive (“soft”) skills needed for success in the workforce as prescribed by WorkKeys®. See Appendix A.
- Discuss generational poverty and strategies to create their own pathway to success as well as the ability to assist others to accomplish the same goal; and
- Develop writing, interviewing and negotiation skills necessary to motivate an employer to extend a job offer. This course includes the completion of a portfolio including, but not limited to a professional resume and cover letter, letter(s) of recommendation from supervisors and faculty, sample of work product – written and hands-on such as photos of sidewalks completed by the work crew.

Each course includes a lecture, written assessments, and a hands-on learning lab in which students will be assigned to a work crew with a 16-week set schedule where they will learn life skills in a team environment practicing the skills necessary to be successful in the workforce. Hocking College is recommending approving this certificate program.

**Hocking College
Career Readiness Certificate Program**

RESOLUTION 2017-06

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

WHEREAS, The Hocking College Board of Trustees is authorized to allocate scholarship funding proposed by Administration.

NOW THEREFORE BE IT RESOLVED that Hocking College Board of Trustees has reviewed the outcomes for the Career Readiness Certificate Program submitted by the Office of Academic Affairs, Administrative Services Department and the Hocking College President.

BE IT FURTHER RESOLVED, that the Hocking College Board of Trustees, hereby approves and accepts the proposed allocation of scholarship funding to students that register for Career Readiness Certificate Program courses.

After discussion, a motion was made by Trustee Budzik to approve the above resolution, was seconded by Trustee Stuart Brooks and unanimously approved.

Dr. Davis commented that in the last ten months they have submitted seven degree or certificate programs to the State of Ohio for approval, which is a big accomplishment. She wanted to thank the Board for their support.

Dr. Young briefly discussed compressed schedules for classes. She stated that Dr. Davis and her staff have been doing a great job in reviewing the positive and negatives and will complete a comprehensive analysis before making recommendations. Dr. Young stated that this is not a decision that the College will make lightly. Other schools have seen improved enrollment and retention, goals of Hocking College. If the College chooses to go down this path, it would be at least an 18 to 24-month implementation process.

BUDGET COMMITTEE REPORT

Trustee Mike Brooks asked that Ms. Fetty give the Budget Report. Ms. Fetty briefly reviewed three items: 1) Audit is underway and will be filed by December 31, 2016; 2) Ms. Fetty is finalizing Criterion #5 for the HLC Report; and 3) Financially the College is trending well. Health insurance will increase 18% January 1, 2017. The College budget anticipated an increase.

FACILITIES COMMITTEE REPORT

Trustee Budzik asked that Ms. Hagerott give the Facilities Committee Report. Ms. Hagerott stated there are 14 major projects. Ten (10) will be completed by next year. She reported the work will be completed with nine (9) full time staff and students. Ms. Hagerott introduced Trent DeBruin, Director of Administrative Services/College Architect. Trustee Budzik commended Ms. Hagerott and her staff for a tremendous job. Well done.

PERSONNEL COMMITTEE REPORT

Trustee Stone reported on the following from the Personnel Committee:

1. Hire-A-Hawk Program – Flyers and business cards were distributed to Board members to advertise the Hire-a-Hawk program. The program is to pair students with community individuals who need assistance with projects, such as moving furniture, yard work, etc. Trustee Forte' commented that the program is the best advertisement for the school. The program speaks to the community. The program is getting the "salt out of the shaker" which is doing more good than you realize.

Students are taught how to negotiate, how to turn down a job, and how to be safe. These students do not work for the College. The College is just connecting them to the Community. Earning a few dollars will help students stay in school.

2. Background Checks – At the February meeting, a comprehensive proposal will be presented to the Board for their consideration. This is something that will protect the College.
3. HR Generalist Position – There is an HR Generalist position open. If anyone knows of an individual who is interested, please contact Jeff White, Human Resources.

CHAIRMAN'S REPORT

Vice Chair Mitchell presented the updated Bylaws to the Board. The Board regularly reviews its Bylaws and proposes changes to improve the operation of the Board.

**Hocking College
Update – Board of Trustees Bylaws**

RESOLUTION 2017-04

WHEREAS, the Board of Trustees regularly reviews its policies and Bylaws and,

WHEREAS, that review of Bylaws has been completed and modifications made.

NOW THEREFORE, be resolved the Bylaws dated December 13, 2016 shall replace all prior Bylaws documents.

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

EXECUTIVE SESSION

Vice Chairman Mitchell requested a motion to adjourn into Executive Session:

In pursuant to Ohio Revised Code 121.22 (G) (2) to consider the purchase or sale 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. Gina Fetty, Ms. Jacqueline Hagerott and Mr. Jeff White.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Andrew Stone, Paula Tucker and Vice Chairman Mitchell.

Voting No: None.

The Board adjourned to Executive Session at 7:26 P.M.

RETURN TO REGULAR SESSION

Vice Chairman Mitchell announced the return to regular session at 7:58 P.M.

NEW BUSINESS

- Trustee Stone stated that the College of Engineering would like to use Lake Snowden for canoeing competition. The event will take place April 2018. Trustee Stone invited a team from Hocking's Construction Program to compete. Ms. Hagerott will follow-up with facilities and Lake Snowden. Dr. Davis will follow-up on the academic side.
- Trustee Budzik complimented those responsible for the OPOTA graduating ceremony as well as the Nursing Pinning ceremony. He stated that both were well done.

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Tucker and seconded by Trustee Forte'. The Board adjourned at 8:09 P.M.


Ben Mitchell, Vice Chairman


Sheree Cunningham, Board Secretary