



## BOARD OF TRUSTEES MEETING

Tuesday, August 9, 2016

6:00 p.m.

**Perry Campus - Room #210**  
**(Parking – Upper Level – Enter Building)**  
**Regular Meeting**

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| ▪ <b>Call to Order</b>  | Chairman Johnson            |
| ▪ <b>Roll Call</b>  | Mrs. Cunningham             |
| ▪ <b>Approve Minutes from Thursday, June 9, 2016</b>  | Chairman Johnson            |
| ▪ <b>President's Report</b>   | Dr. Young                   |
| ▪ <b>Academic and Student Affairs Committee Report</b>  | Trustee Tucker/Dr. Davis    |
| ▪ <b>Budget Committee Report</b> <ul style="list-style-type: none"><li>○ Efficiency Report Resolution</li></ul>                                     | Trustee Brooks/Ms. Fetty    |
| ▪ <b>Facilities Committee Report</b> <ul style="list-style-type: none"><li>○ Sidewalk Materials: Motion</li><li>○ Surplus Auction: Motion</li></ul> | Trustee Budzik/Ms. Hagerott |
| ▪ <b>Personnel Committee Report</b> <ul style="list-style-type: none"><li>○ Benefits Eligibility Policy (Resolution)</li></ul>                      | Trustee Stone/Mr. White     |
| ▪ <b>Chairman's Report</b>  | Chairman Johnson            |
| ▪ <b>Executive Session</b>  | Chairman Johnson            |
| ▪ <b>New Business</b>   | Chairman Johnson            |
| ▪ <b>Adjournment</b>  | Chairman Johnson            |

- **Event Schedule:** October 11, 2016 – Next Regular Board Meeting  
5:30 pm – 6:00 pm – Committee Meetings  
6:00 pm – 7:00 pm – Board Meeting  
Place: TBD

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**August 9, 2016**

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The regular Meeting of the Hocking College Board of Trustees was held Tuesday, August 9, 2016, in Room 210, at the Perry Campus in New Lexington, 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; Ms. Christine Woodgeard, Director of Enrollment Management; Jeff White, Associate Vice President of Human Resources, Diversity and Campus Relations; Ken Teter, Student Success Advocate, Military-Veterans; Alan McMillan, Vice President, Enrollment and Student Development; and Bonnie Allen-Smith, Dean of Health and Nursing.

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

**CALL TO ORDER**

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

**ROLL CALL**

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Leon Forte', Ben Mitchell, Andrew Stone, Paula Tucker, and Chairman Tom Johnson.

Members present constitute quorum: Yes

**APPROVAL OF MINUTES**

Chairman Johnson asked if there were any changes to the minutes from the June 9, 2016, regular meeting. There being none, Trustee Addington moved, seconded by Trustee Mitchell, that the minutes be approved as written. The motion was passed unanimously.

**PRESIDENT'S REPORT**

Dr. Young stated there are many good things happening on campus and reported on the following:

1. Cornerstone - Seminar Topics (attached) – Dr. Young reported the Cornerstone class has been revamped. Students can now choose from several seminar topics. Some are mandatory and others are chosen by interest. The goal is to improve student satisfaction and performance in this introductory course. She stated that all the instructors are

passionate about the topics they are teaching. Any trustee is welcome to attend any of these sessions.

2. Letter to New Students (attached) – A letter to all new students will be sent from Dr. Young explaining the “Hocking Advantage.” The letter is to also let the students know how welcomed they are at Hocking. The letters will be individually signed by Dr. Young.
3. Increasing Enrollment in Today’s Community College (attached) – Dr. Young cited that the second year section is down from 44% to about 38%. Two year colleges in this sector continue to decline and this has contributed to Hocking’s decline in enrollment.
4. Ten No-Regrets Analyses (attached) – Dr. Young stated that decisions should be guided by accurate data. We are currently evaluating our data to ensure data integrity. Example: Hocking tried to go for a grant in nursing, but the data was not available and we could not submit. She stated that she would continue to keep the Board posted.
5. Field Notes – We provided this information to Congressman Stivers when he visited as Hocking is part of his district. She commented that it is interesting to see what is happening to students in the district. Their first choice is OU main campus, OSU main campus, and then Hocking College.
6. Save the Date – Ohio Higher Education (attached) – The State conference will be held on November 14, 2016. Dr. Young asked if any board members are interested to let Sheree know so reservations can be made. Andy recommended this conference for new trustees.
7. Six Roles for Faculty – in Student Success (attached) – Dr. Young stated this article will be shared with faculty as the College continues to work to improve retention.
8. Press Releases in the Packet – Dr. Young stated you will find in the packet press releases that we send to the papers and some newspaper articles.
9. IR Department to Prepare a Graph – Dr. Young passed out a report on students who are here in spring but do not come back in autumn. She commented that in 2014 we looked from spring to autumn to determine which students were here in the spring but did not return in autumn. If we are graduating more students, then there are less students returning in autumn. We looked at those students who were available to come back but did not come back. Thirty–seven percent returned. She reported that last year we moved up to 59%. This year we are at 58% and total full enrollment is not in yet. This is a promising upward trend. Dr. Young stated that she would like to see us at 80%. Leon asked to what Dr. Young attributed this increase. Dr. Young stated that faculty advisors have built strong relationships with students. They call students not registered and advise them on their career and program completion.
10. Athletics – Dr. Young distributed 2016 schedules for all athletics at Hocking College with the exception of archery, which is still in process. Archery received a grant for equipment.

11. Allan McMillan, Vice President of Enrollment and Student Development – Dr. Young introduced Mr. Alan McMillan to the Board. She reported that Alan currently lives in Athens and has worked in the Silicon Valley. She commented that Trustee Stone introduced him to her a year ago. After several discussions, Mr. McMillan agreed to lead our enrollment management initiative. Dr. Young stated that we are excited to have him join our team and are expecting great things to come. She stated that last year we did not have a full staff and that hurt recruitment efforts, but that is changing.
12. Dr. Young introduced Ken Teter, Military Student Success Advisor to the Board. Mr. Teter reported on the following:
  - Veterans/Military Lounge has been updated with new furniture, carpet, etc. and encouraged the Board members to stop by and tour their facilities. The facilities are also equipped with computers, work study areas, etc.
  - Letter of Affirmation 8 Keys to Success for Veterans Success (attached) – Mr. Teter distributed The 8 Keys to Veteran's Success to those in attendance. He briefly discussed each point. Ken stated that currently enrolled for fall is 111 veterans and 120 dependents of veterans.
13. Grant to Shale Net – Shale Net has received a grant for \$506,000 which includes academic offerings. The grant monies can be used for housing, food, etc. when students are taking the remainder of their courses at Stark State. This program will prepare students to work in the shale play. It is a good fit with the energy institute.
14. Several summer camps at Hocking College – Dr. Young reported that there were several summer camps, including band camps, at the College this summer. Jump start had 23 students that were recent high school grads. She commented that 20 have enrolled for fall semester. This program gave students an opportunity to live in the dorms and experience college life. Christine Woodgeard led this program. Dr. Young also stated there was a fire explorer camp program for ages 14 to 18. Those who attend this four year summer program earn 36 hours for the volunteer fire certificate.
15. Student Employment – Dr. Young stated that \$800,000 is being spent on student employment. The goal is to make the work much more meaningful. Students will apply for jobs, interview, will get placed in jobs on campus. They will also have performance evaluations in their file and can request a letter of recommendation when they graduate. She stated that they are excited about what this will mean for professional development for the student.

16. Peer Review Trip – Trident Technical College – Dr. Young stated that Trident Technical College offers classes in an eight (8) week format. This format has resulted in a higher retention rate. Dr. Young stated that faculty, students and several administrators will tour Trident in September to learn more about the success of this delivery model. She stated that they will be taking a bus for the 10 hour trip, traveling down one day, touring the next day, and the coming home the following day. Dr. Young stated that they would bring recommendations back to the Board.
17. Sexual Assault on College Campuses – Dr. Young reported that sexual assault is an issue on college campuses especially those with residential living. Vice President Biden is calling on all to have a prevention plan in place. Jeff White and his group are working on By-stander Training. This program is to teach students that they can take action to get help and not just stand by and do nothing.
18. Other Health Programs – Hocking is looking at outside help for mental health services. She stated the College is hoping to have a Tele-Clinic for students in the near future. A local pharmacy is willing to deliver medicines to the campus for students. She stated that we are excited to be offering these programs and that HR is working to bring these programs to fruition.
19. Personal Note – Dr. Young stated that she has been selected to be the Ohio Representative for CNCTYC which is an organization for two year colleges. She will be serving on the board and attending her first conference in September.
20. October 3 – Rita Cavin – Dr. Young stated that Rita Cavin, Interim President of Umpqua Community College at the time of a mass shooting, will be on our Campus on October 3 at 1:00 pm. Her presentation will include crisis management and safety. Two-year College presidents from all over the state will be invited to attend.
21. All Hocking Learning Day – October 19 is all hocking learning day. Classes are canceled. There will be activities for both faculty and students.
22. October Board Meeting – There are several conflicts for the October Board Meeting. A new date, September 29, 2016, was selected for the next regular Board meeting.

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

Trustee Tucker reported on the following from Academic and Student Affairs. She reported faculty return on Monday, August 15, for Fall Start Week. Trustee Tucker reported that the College has received from the Ohio Department of Higher Ed approval for the Natural Resources programs for Agroecology. This recommendation now goes to HLC for their review and hopeful approval. This could take approximately another six months to approve. Dr. Young stated that timing is an issue. She stated that by the time you create a new program it can take up to a year before we can admit the first students.

## **BUDGET COMMITTEE REPORT**

Gina Fetty presented the "Efficiency Report Resolution" to the Board. She gave the background information regarding the FY 2016 Efficiency Report. She stated that the report is not official until the Board adopts. Ms. Fetty stated there has been savings from reductions in payroll costs and a new benefits plan. She presented the State efficiency report to the Board. There being no further questions, the following resolution was presented.

### **FY 2017 Adoption of FY 2016 Efficiency Report RESOLUTION 2017-01**

**WHEREAS**, House Bill 64 requires each institution's board of trustees to complete an efficiency review based on the Ohio Task Force on Affordability and Efficiency's recommendations and

**WHEREAS**, the results of the findings and implementation plans must be reported to the chancellor by August 1, 2016 and

**WHEREAS**, the College has filed that report pending Board approval and

**WHEREAS**, the Board acknowledges the College's work in creating efficiencies that preceded the legal requirement for reporting

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Hocking College adopts the College's FY 2016 Efficiency Report

Trustee Mitchell made a motion to adopt the above resolution. The motion was seconded by Trustee Forte' and unanimously approved.

## **FACILITIES COMMITTEE REPORT**

Ms. Hagerott reported on the following in Trustee Budzik's absence.

Sidewalk Materials: Ms. Hagerott reported that they are asking that the College award the contract for the procurement of materials for the sidewalk portion of the

Campus-wide Sidewalks and Exterior Lighting Renovations Project to Oberfields LLC, the lowest responsive and responsible bidder.

There being no questions, a motion was made by Trustee Stone to award the contract for the procurement of materials for the sidewalk portion of the Campus-wide Sidewalks and Exterior Lighting Renovations Project to Oberfields LLC, the lowest responsive and responsible bidder. Trustee Mitchell seconded and the motion was unanimously approved.

Surplus Auction – Ms. Hagerott reported that the College has created a list of surplus property that is no longer useful to any department or office within the College including, equipment, furniture and other materials/supplies. See Attachment A. The College has arranged to dispose of the items through an auction to be held October 1, 2016 at 10:00 a.m. at the College. Monies received from the auction will benefit the college.

There being no questions Trustee Addington made a motion to approve the sale of surplus items in Attachment A at a live auction on October 1, 2016. Item(s) with a market value of \$1,000 or less may be added to the list on or before September 30, 2016. The motion was seconded by Trustee Forte' and unanimously approved.

#### **PERSONNEL COMMITTEE REPORT**

Trustee Stone presented background information for a resolution for Benefits Eligibility. He stated that currently when a new employee is hired benefits do not go into effect until the first of the following month. This change would allow the benefits to go into effect immediately. When an employee resigns, retires, etc. benefits would be ended that same day. These employees would then have the option of COBRA. This change will help in recruiting new employees. Trustee Stone then presented the following resolution.

#### **RESOLUTION 2017-02 Administrative Policies Effective Dates of Employee Benefits**

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

**WHEREAS**, best practice in Board Governance recommends a periodic review and update of Board Policies and,

**NOW THEREFORE BE IT RESOLVED**, that the Hocking College Board of Trustees has reviewed the Administrative Polices attached to this resolution (Effective Dates of Employee Benefits),

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of revised Administrative Policies (Effective Dates of Employee Benefits).

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

Trustee Stone stated that it is hopeful that Title IX training will have a positive effect on the college environment.

### **EXECUTIVE SESSION**

Chairman Johnson requested a motion to adjourn into Executive Session: In pursuant to Ohio Revised code 121.22 (G) (1) to consider the employment, demotion, or compensation of a public employee, and to consider the investigation of charges or complaints against a public employee;

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

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

The Executive Session invitation may include: Dr. Betty Young, Dr. Myriah Davis, Ms. Jacqueline Hagerott and Mr. Jeff White.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Leon Forte', Ben Mitchell, Andrew Stone, Paula Tucker and Chairman Tom Johnson

Voting No: None.

The Board adjourned to Executive Session at 6:55 P.M.

### **RETURN TO REGULAR SESSION**

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

### **CHAIRMAN'S REPORT**

Annual Presidential Evaluation – Chairman Johnson reported that the Board has completed the annual presidential evaluation for Dr. Young. He reported that they used a process through ACCT facilitating an independent performance evaluation. Evaluations were consolidated and reviewed with Dr. Young providing her self-performance evaluation. Evaluations were very strong for Dr. Young. He reported



that the Board is very pleased with the direction the College is going under Dr. Young's leadership.

A motion was made by Trustee Stone authorizing the Board Chair to work with the Attorney General's office to extend and provide a new contract for Dr. Young to substitute the remaining 11 months for a new five year contract. The motion was seconded by Trustee Mitchell and unanimously approved.

Chairman Johnson stated that this signals our confidence in Dr. Young and her leadership over the next five years. He commented that we appreciate the hard work and dedication that Dr. Young has given the college.

Dr. Young thanked the Board for their confidence and stated that she is proud of the work of the executive team and appreciates the confidence from the Board. She commented that she feels the College is now in the position for growth. The Board also reviewed Dr. Young's salary and the performance measures established and given where we are right now, her salary will remain the same. There is no performance bonus based on criteria. The Board will work on establishing performance criteria for the coming year.

Chairman Johnson stated that the Board has a desire to maintain long range leadership with Dr. Young. He commented that Dr. Young has built a great strong team and has achieved remarkable goals under her leadership. He commented that this is the first time in seven years that new programs have been developed and commented that for the College to grow we cannot wait seven years to create new programs for our students and community. He commented that we have capital monies for new programs in dental hygiene and Natural Resources and Equine programs. He stated again that it is important to have new programs that meet the needs of the marketplace for students.

Chairman Johnson also reported that the dorms are filled for the second year in a row. He reported that International partnerships once were robust and have all but been lost are now growing under Dr. Young's leadership. The College is working with the Caribbean, Europe, and China. Chairman Johnson stated that most rewarding is the implementation of athletics. This is ground breaking and benefits the students in many ways. It has improved campus life, filled the dorms, and brings diversity to the student base. He also stated that he is pleased with being able to hold tuition costs. He stated that we need to make sure we provide affordable education for our community. The Board sees a bright future and looks forward to working with Dr. Young.

**NEW BUSINESS**

- None

**ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Tucker and seconded by Trustee Mitchell. The Board adjourned at 8:15 P.M.



Tom Johnson, Chairman



Sheree Cunningham, Board Secretary