



**BOARD OF TRUSTEES MEETING**

**Thursday, September 29, 2016**

**6:00 p.m.**

**Main Campus – Public Safety Building  
PSS 111**

**Regular Meeting**

**Committee Meetings – 5:30 pm**

- **Call to Order (5 min\*)** Chairman Johnson
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from Tuesday, August 9, 2016** Chairman Johnson
- **Oath of Office (10 min)** Chairman Johnson
  - Reappointment – Leon Forte
  - Reappointment – Andrew Stone
  - Appointment – Stuart Brooks
- **President’s Report (20 min - includes)** Dr. Young
  - Student Employment
  - 9-11 Presentation (5 min)
  - Tiny House Project (5 min)
  - PTK – Commit to Complete
- **Academic and Student Affairs Committee Report (5 min)** Trustee Tucker/Dr. Davis
- **Budget Committee Report (10 min)** Trustee Brooks/Ms. Fetty
  - 2016 Unrestricted Educational and General Carry Forward Balance Designation
- **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
- **Election of Officers (10 min)** Chairman Johnson
  - Chair
  - Vice-Chair
  - Treasurer – Gina Fetty
  - Secretary – Sheree Cunningham
- **Executive Session (25 min)** Chairman Johnson
- **New Business (5 min)** Chairman Johnson
- **Adjournment** Chairman Johnson

- **Event Schedule:** December 10, 2016 – Fall Graduation Ceremony  
 December 13, 2016 – Next Regular Board Meeting  
 5:30 pm – 6:00 pm – Committee Meetings  
 6:00 pm – 7:00 pm – Board Meeting  
 Place: Newly Remodeled Workforce Center at the Inn

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

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**September 29, 2016**

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The regular Meeting of the Hocking College Board of Trustees was held Thursday, September 29, 2016, in Room PSS 111 in the Public Safety Building at Main Campus.

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; and Bonnie Allen-Smith, Dean of Health and Nursing; Billie Handa, Executive Director of Foundation; and Andrew Freeman, Executive Director of Physical Plant and Land Management.

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

**CALL TO ORDER**

Chairman Johnson called the meeting to order at 6:04 pm. He stated that if you will notice the agenda now has time limits for each item of business. He commented that the goal is to have meetings completed by 8:00 pm.

**ROLL CALL**

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Mike Brooks, Mike Budzik, Ben Mitchell, 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 August 9, 2016, regular meeting. There being none, Trustee Tucker moved, seconded by Trustee Mitchell, that the minutes be approved as written. The motion was passed unanimously.

**OATH OF OFFICE**

Chairman Johnson reported that the Caucus of the School Board Presidents met and reappointed Trustee Leon Forte' and Trustee Andrew Stone. The Caucus then appointed Trustee Charles "Stuart" Brooks to replace Dr. Taulbee whose term expired on August 31, 2016. Terms will expire on August 31, 2019.

Chairman Johnson invited Trustee Stone to stand and take the Oath of Office. He then invited Trustee Stuart Brooks to stand and take the Oath of Office. Trustee

Forte' was unable to attend tonight's meeting, but will be sworn in at the next regular Board meeting.

## **PRESIDENT'S REPORT**

Dr. Young thanked the new members as well as the current members for their guidance and all they do for Hocking College. She then reported on the following:

1. Executive Director, Foundation – Dr. Young introduced Billie Handa to the Board as the new Executive Director of Foundation. Ms. Handa is originally from Glouster, attended Hocking College through the Post-Secondary Enrollment option, received her degree from Ohio University, worked in the Development Office at OU, before joining Hocking College.
2. Workforce Development – Dr. Young introduced Frits Rizor to the Board as the new Dean of Workforce Development. In addition to workforce development, Mr. Rizor will be handling the college credit plus program and tech prep. Mr. Rizor previously worked for Hocking College and is excited to be back.
3. Press Releases
  - Hopewell Health Services to Provide Mental Health Services – Dr. Young shared with the Board a new partnership with Hopewell Health Services to enhance counseling services to students. Margaret (Maggie) Selander will serve as the Coordinator of Counseling Services. Her office is in Oakley 210 on the Hocking Campus. Maggie will be onsite full-time and will be assisted by other part-time counselors to cover the additional evening and weekend hours. Evening and weekend hours will be held in the Hocking College Police Department to ensure someone is nearby when students and counselors meet.
  - Hocking College One of Nine Ohio Colleges to Receive Grant Award – Hocking College recently received a grant award in the amount of \$15,000 from the Ohio Department of Higher Education (ODHE). The award winning project is called the Prevention, Education, and Application through Collaborative Effort, or PEACE initiative. The project seeks to build respect and response practices into regular education programs that promote behavior change on campus. This fall, Hocking College added two mandatory sexual violence awareness seminars and one optional bystander training program to its Cornerstone program. Through this grant, the College hopes to continue to build a grassroots, student led movement to eradicate sexual violence.

4. Presentations – Dr. Young reported there will be three presentations tonight including: 9/11 Presentation – Dave McGee; Tiny House Project – Todd Hoffman; and the PTK – Commit to Complete. Dr. Young stated that she is very proud of these programs and asked Dave McGee to start the first presentation.

- 9/11 Piece from Tower One – Mr. McGee, Program Director, reviewed the process for obtaining an actual piece of steel from Tower 1 lost in 9/11. The approval process took approximately 2.5 weeks with Hocking College receiving the only piece in Southeastern Ohio. This commemorative piece will be on permanent display in the Public Safety Building. Mr. McGee then shared with the Board a video clip ON 9/11 that was directed and produced by Josh Crook. The clip includes interviews from College Public Safety faculty and staff on what 9/11 and the piece means to them. The Board also took a moment to thank Trustee Stone and his wife for their military service to our country and Rocky Brands for providing boots to the military and first responders following 9/11.
- Tiny House Project – Dr. Davis introduced Keith Gandor, Department Chair, who then introduced Todd Hoffman, Faculty member who is responsible for the Tiny House Construction Project. Todd introduced Justin Ingram who is a student who helped with the design and construction for the tiny house. Mr. Hoffman told about the journey from the beginning to where they are now with the tiny house project. He commented that capstone and practicums have been incorporated into the curriculum leading to building the tiny house. There has been discussion on the need for a tiny house for the Perry County AgroEcology program, as well as tiny houses for Lake Snowden.

Todd commented that students are visual, so now everything is aligned. The student goes from lecture to actually doing. He stated that the construction program joined the architectural design program which designed the tiny house. After their design, the construction program took over the project to actually build the tiny house.

Chairman Johnson asked for the approximate cost. Mr. Hoffman explained that it depends on how detailed individuals are with the interior. He stated that with the framing, windows and doors the cost is approximately \$6000 to \$7000.

- PTK – Commit to Complete – Dr. Young stated that PTK representatives are here tonight to explain their project “Commit to Complete.” The students present introduced themselves to the Board and explained they are the honor society on campus. The group

explained they wanted to help with retention. During PTK Awareness Week, the group created a sign and asked students to commit to completing their degree or certification by signing a large commit to complete sign. The representatives then unrolled the sign and showed the signatures that they obtained.

5. Student Employment – Dr. Young introduced Chris Kilburn, who works in Human Resources, under the leadership of Jeff White. Chris is in charge of Student Employment. Dr. Young stated this year the College changed the structure for Student Employment. The student now completes an application, has an initial interview and actually has a schedule for arriving and leaving the work site. The College works around the student's class schedule and holds the student accountable to arrive at work on time and give their best effort on the job. The supervisor will complete an evaluation form, which will go into the student's employment file. When the student leaves, the College can then provide a reference letter based on the information in their file.

Hire a Hawk Program – Dr. Young introduced the "Hire a Hawk" Program to the Board. She stated this is a program that is open to anyone in the community who has a need such as painting, walking a dog, farm work, moving furniture, etc. The College will provide community member student contact information and the person would work out the details. The College will teach the student how to negotiate their own deal, through emails so that both sides will have documentation of the work to be performed and amount of payment. The College will also teach the student to respectfully say no if they were not interested in a project or comfortable with the work arrangements. Dr. Young stated the additional money of \$25 to \$100 a week for a student may give the student a means to stay in school. The program will launch in approximately four (4) weeks.

Mr. Budzik stated that there is a great need for the above revised student employment program and the Hire a Hawk Program. He commented that many times a student interviews and does not have the skills, such as a reference letter, learning to negotiate a salary, etc. He thanked Dr. Young and her staff for these programs.

6. Retention Rate – Dr. Young reported there is a 7% increase in retention. She stated that she gives all the credit to the faculty who have spent time working with students.
7. International Work – Dr. Young reported that Chefs Alfonso Contrisciani and Katie McGushin will be traveling to Jamaica to judge in the Culinary Federation of Jamaica Competition. Dr. Davis will be joining the chefs on the trip to Jamaica. She will be finalizing arrangements for some of our student programs. Dr. Young then stated that she has been asked

to be the graduation speaker for The Western Hospitality Institute and to present at an education conference, so will be traveling to Jamaica in December.

8. Strategic Planning Process – Dr. Young reported we will be receiving feedback on stakeholder’s surveys. This feedback will be used during the Strategic Planning process and upcoming Board Retreat to be held on November 15 in the new Workforce and Training Center at The Inn at Hocking College.
9. ACCT Conference – October 5 through October 8 – Dr. Young stated that she and members of the Board will be attending the ACCT National Leadership Conference next week. She commented that she, Trustee Mitchell and Trustee Johnson will be providing a presentation on Presidential Evaluations. Dr. Young will also present two (2) other conference presentations including: 1) Financial Red Flags for Trustees, and 2) Legal Counsel for Colleges.

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

Trustee Tucker asked Dr. Davis to provide the report for Academic and Student Affairs. Dr. Davis reported a group of college employees took a bus trip to Trident Technical College in Charleston, South Carolina. The purpose of the trip was to evaluate their system of eight (8) week compressed classes. She stated Trident offers 8 week compressed classes and are doing so successfully significantly increasing retention. Dr. Davis stated that in the compressed classes there are fewer absenteeisms. Dr. Davis stated there will be a debriefing meeting next week to discuss if this model would work for Hocking College.

#### **BUDGET COMMITTEE REPORT**

Trustee Mike Brooks asked Ms. Fetty to provide the Budget report. Ms. Fetty stated that as the October meeting was moved to September, she would discuss the September and October budgets in December.

Ms. Fetty presented background information for the 2016 Unrestricted Educational and General Carry Forward Balance Designation to the Board. She stated that these funds position the College to make much needed improvements in areas of deferred maintenance, capital improvement, and enhancements to current and new programs. If approved by the Board, funds will be used to improve the infrastructure of the campus resulting in increased safety of our students and campus community as well as enhanced operational efficiencies. Funds will be also be used to upgrade and expand current programs and support new program development resulting in the long term financial stability of the College.

## MOTION TO APPROVE

Trustee Mike Brooks made a motion for designation of the 2016 Unrestricted Educational and General carry forward balance to be used for: 1) deferred maintenance, 2) capital improvements, 3) current programs upgrades and expansions, and 4) new program development. Ben Mitchell seconded the motion.

Discussion: Dr. Young commented that the Campus is almost 50 years old resulting in maintenance issues. She stated that the monies will be used to renovate the Shaw building for our music program and a redesigned multi-media/broadcast program; a water park at Lake Snowden as a way to add a learning lab for Eco-tourism and new recreation management program and provide a positive revenue stream; and there is interest in starting the hybrid program again. The College spoke with a local dealership. The dealership feels there is a need for the program, to fill jobs to our area. Trustee Budzik commended the College for doing a great job.

Trustee Stone stated that historically the College has been penalized for not contributing enough to the reserve and wondered if we would be penalized again. Gina stated that the whole purpose is to "turn the ship around." We can do both, grow reserves and address the capital needs.

There being no further discussion, the motion was unanimously approved.

## FACILITIES COMMITTEE REPORT

Trustee Budzik asked Ms. Jacqueline Hagerott and Mr. Andy Freeman to give an update on facilities. Mr. Freeman stated that monies have been released from the state and work on the capital lighting and sidewalk will start in October. Andy stated the College is now self-performing, but did have to competitively bid for materials. He commented when the project is done there will be lighting from the College to the Inn, as well as lighting from the Student Center to Light Hall. Mr. Freeman commented he would like to thank the Board for their support in this project. Ms. Hagerott commented that the State is watching Hocking College closely to see how the project turns out.

Jacqueline stated that the Workforce Development project is close to being completed. Furniture will be arriving soon. Work will begin on the landscape along with the vineyard around the patio. She commented that this project is self-performing as well. Ms. Hagerott commented that a curriculum is being created for students for work crews for these projects. Once these projects are complete, Ms. Hagerott stated the College will have a model that can be presented to other institutions.

Chairman Johnson commented that these projects are on the top list of innovated achievements that we can share with others. Trustee Mike Brooks asked if the College would be videotaping the projects along the way and until completion. Dr. Young stated that yes there would be videotaping. Trustee Budzik

stated that the College was starting to look worn out, but it is transforming right before our eyes and the College has done it with their backs against the wall and wanted to thank the leadership. Ms. Hagerott thanked the Board for their support.

Trustee Stone commented this is the first year he has attended the Paw Paw festival at Lake Snowden and it was a blast. He asked about the waste water project at the Lake. Dr. Young stated that the EPA inspected the plant and it was not as bad as we had originally thought. She stated that ultimately down the road the College will need a plan for replacing the waste water plant.

### **PERSONNEL COMMITTEE REPORT**

Trustee Stone commented that student employment has been discussed in Dr. Young's report. No further report.

### **CHAIRMAN'S REPORT**

Chairman Johnson asked Dr. Young to report on the Appalachian Regional Commission "POWER" Project and what it would do for Hocking College if the College received funding. Dr. Young commented that if the College received funding they could focus on energy, construction, welding and CDL. Dr. Young stated the College has learned along the way that programs teach current technology for today's jobs and new technology for emerging jobs. For example, solar in the electricity program, and students from the welding program may not be working in traditional markets, but may be working in the Shale Play market. Chairman Johnson commented the College has not seen any new programs in seven years and it is wonderful seeing new programs developed. He stated this training is critical for people to obtain jobs in the area.

### **ELECTION OF OFFICERS**

Chairman – Trustee Stone nominated Chairman Johnson to a second year and stated that Chairman Johnson has done a tremendous job this past year. Trustee Mike Brooks seconded the motion which was unanimously approved.

Vice Chair – Trustee Mike Brooks nominated Trustee Mitchell for Vice Chair. He stated that Trustee Mitchell has done a great job as one of the Board's newest members and felt he would do a good job as Vice Chair. Trustee Stone seconded the motion which was unanimously approved.

Treasurer – Trustee Addington made a motion to nominate Gina Fetty for Treasurer. The motion was seconded by Trustee Mitchell and unanimously approved.

Secretary – Trustee Stone nominated Sheree Cunningham as Secretary. The motion was seconded by Trustee Tucker and 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 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, and Ms. Jacqueline Hagerott.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Ben Mitchell, Andrew Stone, Paula Tucker and Chairman Tom Johnson

Voting No: None.

The Board adjourned to Executive Session at 7:17 P.M.

#### **RETURN TO REGULAR SESSION**

Chairman Johnson announced the return to regular session at 8:18 P.M.

#### **NEW BUSINESS**

- None

#### **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Stuart Brooks and seconded by Trustee Addington. The Board adjourned at 8:21 P.M.

  
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Tom Johnson, Chairman

  
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Sheree Cunningham, Board Secretary