



## BOARD OF TRUSTEES MEETING

Thursday, February 21, 2019

6:00 p.m.

222 Myers St, Nelsonville (Animal Science Bldg)

Regular Meeting – 6:00 pm

Committee Meetings – 5:30 pm

Ribbon Cutting – Animal Science Bldg – 5:00 pm

- **Call to Order (5 min)** Chairman Stone
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from December 10, 2018 Meeting (5 min)** Chairman Stone
- **Executive Session (5 min)** Chairman Stone
- **President's Report (15 min)** Dr. Young
- **Academic Affairs Committee Report (10 min)** Trustees Mitchell / Fischer  
    > Update from Vice President  
    > Motion for 2019-2020 Academic Year Fees  
    Dr. Davis
- **Student Experience Committee** Trustees Forte/S. Brooks / Ms. Hagerott  
    > Update from Vice President
- **Finance Committee Report (5 min)** Trustees Mike Brooks / Addington  
    > Update from Vice President  
    > Accept Audit Report  
    Ms. O'Donnell
- **Facilities Committee Report (5 min)** Trustee Budzik/Mr. Daubenmire  
    > Update on Projects  
        ▪ Motion for Property Acquisition
- **Personnel and Community Relations Committee Report (5 min)** Trustee Johnson/Ms. Hagerott  
    > Update from Vice President  
        ▪ Motion for policy on Professional Role Model and Modeling Attire
- **Chairman's Report (10 min)** Chairman Stone
- **Executive Session (20 min)** Chairman Stone
- **New Business (5 min)** Chairman Stone
- **Adjournment** Chairman Stone
  - **Event Schedule**
    - > State of the College – 3/19/2019
    - > Next Board of Trustees Meeting – 4/11/2019

### 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 21, 2019**

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The regular meeting of the Hocking College Board of Trustees was held Thursday, February 21, 2019, at the new Animal Science Building, located at 222 Myers Street, Nelsonville, OH 45764.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Dr. Myriah Davis, Vice President of Academic Affairs and Workforce Development; Ms. Jacqueline Hagerott, Vice President of Campus and Community Relations/Ombudsman; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Denise O'Donnell, Vice President of Financial Services / CFO; Steve Wilson, CIP Information Technology; Dan Kelley, Dean School of Natural Resources; Cindy Conner, Manager of Canine Therapy and Kennel Operations; Elizabeth Howell, Representative from the AG's Office

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

**CALL TO ORDER**

Chairman Stone 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, Mike Budzik, Dan Fischer, Leon Forte', Ben Mitchell and Chairman Stone

Board members absent: Trustees Stuart Brooks and Tom Johnson

Members present constitute quorum.

**APPROVAL OF MINUTES**

Chairman Stone asked if there were any changes to the minutes from the December 10, 2018, regular meeting. A motion was made by Trustee Mitchell and seconded by Trustee Forte' to approve the December 10, 2018, Board of Trustees minutes. The motion was unanimously approved.

**EXECUTIVE SESSION**

Chairman Stone requested a motion to adjourn into Executive Session:

In pursuant to Ohio Reviewed Code 121.22 (G) (2) to consider the purchase or sale or lease of real or personal property.

The Executive Session invitation may include:

Dr. Betty Young  
Jeff Daubenmire

A motion was made by Trustee Mike Budzik and seconded by Trustee Mike Brooks.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Mike Budzik, Dan Fischer, Leon Forte', Ben Mitchell, and Chairman Andrew Stone

The Board adjourned to Executive Session at 6:01 pm.

### **RETURN TO REGULAR SESSION**

Chairman Stone announced the return to regular session at 6:20 pm.

### **PRESIDENT'S REPORT**

Dr. Young's report consisted of the following:

- NACCE – Dr. Young reported Hocking College was part of the break-out session at the NACCE conference titled "Developing the Entrepreneurial Mindset in Southeast Ohio." She shared several positive quotes from the presentation. Dr. Young was also a key-note speaker for the NACCE Conference. In addition, Hocking College was asked to participate in a Webinar with NACCE as a result of being rated the #1 presentation at the Conference.

Dr. Young introduced Dr. Rebecca Corbin, President and CEO of NACCE to the Board of Trustees. Dr. Corbin stated she was glad she could attend the Board of Trustees meeting and stated that Dr. Young is one of our most innovative members. She commented that NACCE has over 300 community college members in the US and Canada. Dr. Corbin stated one thing she has noticed is how the Board embraces Entrepreneurship, Hocking College and Dr. Young. She indicated that is not always the case and commented that it takes considerable courage to be innovative and entrepreneurial. It is not an easy road when making changes. Dr. Corbin wanted to thank Dr. Young, staff and the College and encouraged them to continue their great work.

- Entre-Ed – Dr. Young next introduced Toi Hershman, Regional Coordinator of Americans Entrepreneurial Schools (Entre Ed) to the Board. Ms. Hershman stated Hocking College is one of the first colleges to work with the Entre Ed program to develop entrepreneur K-12 schools beginning here with Vinton County Schools. She stated their work is made available through a grant from the ARC. It is an amazing program that works with students from K through 12 and plants the seed of entrepreneurial projects with the students. Ms. Hershman

stated she is impressed with the work the College is doing with area schools. She stated that today there were over 100 participants in Entrepreneurship Day. She then presented a banner to the College for their work naming Hocking College as the first in the country to be Americas Entrepreneurial College. She thanked Michelle Robinson and staff for making this day a success.

- Cannabis Lab Ribbon Cutting – Dr. Young reported the College received the occupancy permit the week after the College closed for Winter break. The ribbon cutting was held that week. The growers were ready for us and we received the first of two checks for services within the first week.
- Governor DeWine's Visit – Dr. Young reported Governor DeWine and the Senior Vice Chancellor, Mike Duffy visited the College on February 12, 2019. She commented Governor DeWine and First Lady, Fran, through their Foundation, is currently sponsoring three students in their education at Hocking College. Governor DeWine spoke with the students and enjoyed hearing where they came from and what their goals were. He and Mr. Duffy toured the Career and University Center and were very impressed. Dr. Young stated the Career and University Center has two goals: 1) to leave, after graduation, with multiple job offers, and 2) a plan for financial independence.
- Career Fair – Career and University Center – There were 125 employers at the Career Fair. Employers said they have never been to a career fair as nice as ours with students so well prepared. Students were "walking on air" as some were offered internships and others discussed possible positions after graduation. Kudos to the Career Center. They have done an outstanding job.
- ACBSP Accreditation – Hocking College's Business Programs accreditation has been reaffirmed. Dr. Young reported the College will be sending a representative to the June 2019, ACBSP Annual Conference in Houston, TX.
- Community Colleges of Appalachia (CCA) – The Annual CCA Conference will be held on June 9 – June 11, 2019, in Asheville, NC. Hocking College submitted the proposal "Developing the Entrepreneurial Mindset in Southeast Ohio", which was accepted. Dr. Young, Dr. Davis, Sean Terrell, and Micah Covert will be traveling to North Carolina to give the presentation. This will be the fourth year that the College has presented at the CCA Conference.
- AACC Presentation – Dr. Young and Jacqui Hagerott will be presenting at the 2019 AACC Convention in Orlando, FL. The presentation will be with Cengage and the title will be "All-Inclusive Pricing."
- Franklin University and Hocking College – Hocking College now has a 3 plus 1 with Franklin University in Cyber Security.

- Archery Team – Congratulations to our Archery Team. They competed in the 2019 USCA Indoor Archery Championships and did very well, receiving several first place awards for both men and women.
- Basketball – Hocking College Division III Men – Jarrell Giles is the second Hawk to receive conference honors this season, following in the footsteps of Azende Johnson (November 12). Jarrell shot nearly 60% from both the floor and beyond the arc. He averaged 25 points while committing just two turnovers in 70 minutes of play.
- Equestrian Team – This is the first year for competition for the Equestrian Team. When competing against Ohio Wesleyan, the ladies did very well bringing home a first and second in Horsemanship.
- Natural Resource Law Enforcement Students – The Natural Resource law Enforcement students volunteered at the 54<sup>th</sup> annual Old Man's Cave Winter Hike.
- National Association for Interpretation 2018 National Conference – Dr. Young reported that Jason Szostek, Program Manager, Interpretation took several students to the National Association for Interpretation 2018 Conference. Dr. Young indicated Jason and his students sold enough kettle corn and soda at Robbins Crossing to pay for their trip to New Orleans for the conference.
- Finance Department – Dr. Young wanted to congratulate Denise O'Donnell and the Finance Department for a successful audit. We were able to add an additional \$1m to the strategic reserves, have decreased expenses and increased assets. Dr. Young stated she is very proud of Denise and her staff. Kudos to the Finance Department.
- Dan Kelley, Dean for the School of Natural Resources – Author – Congratulations to Dan Kelley, as co-author, on the book "In the Footsteps of Darwin: Geoheritage, Geotourism and Conservation in the Galapagos Islands." The book is available through Amazon.
- AACC – Workforce Development Institute (WDI) – Dr. Young reported as a result of attending the WDI Conference in San Diego at the end of January, Hocking College has been asked to do a workshop and share what we are doing here with Broward College in Florida. This is an exciting time for the College to be recognized on a national stage for innovation.

## **ACADEMIC AFFAIRS COMMITTEE REPORT**

Dr. Davis presented the following report.

- The Bahamas Agriculture & Marine Science Institute – (BAMSI) – Dr. Davis introduced Dr. Ravenna Hanna from BAMSI to the Board. She stated we have

a partnership with BAMSI to build a marine science program. Students from BAMSI would spend one year on their campus and then one year at Hocking College. Hocking students would also spend one year here at Hocking and then one year at BAMSI. Myriah stated that she, Dr. Kelley, and Dr. Hanna are working on approximately six (6) additional projects. Dr. Hanna then addressed the Board and stated that the stellar leadership here at Hocking College with Dr. Young, Dr. Davis and Dr. Kelley was very moving. She stated they are purpose driven and they "get it." Dr. Hanna stated she had a wonderful time and that she would be visiting Hocking College again.

- Jamaica – Dr. Davis stated that while Dr. Young was hosting our Governor, she had the opportunity to go to Jamaica representing Dr. Young and the College. This was Jamaica's formal ceremony where they distributed over 200 Certificates of Completion. While there, Dr. Davis had an opportunity to meet with individuals from the Montego Bay College. From this meeting, there is an opportunity to possibly start a Liaison with a College in Canada. The Canadian College would like to partner with a College in the US for their culinary program. Dr. Davis stated when she came home five Jamaican students came with her. These students will be training here at Hocking College until May. She stated the trip was very productive. This is a student exchange program and five Hocking College students will have the opportunity to study and practice at resorts in Jamaica in the next year.
- Faculty Highlights – Social Services, Corrections and Criminal Justice – Dr. Davis introduced Lea Wandling, Department Chair of Social Services, Corrections, and Criminal Justice and Roger Deardorf, Commander of Police Officer Basic (POB), Public Safety Services to the Board. Two students from the summer academy school were hired for the State of Ohio in two counties. One will be working in Highland County and the other in Greene County. Both students had a grade point average of 3.5 and 3.0. Also, an instructor at Hocking College was asked to be a subject expert on the drug problem in Ohio.
- Faculty Highlights – School of Natural Resources – Dr. Dan Kelley, Dean of the School of Natural Resources, introduced Jason Szostek, Program Manager of Interpretation in the School of Natural Resources. Mr. Szostek reported a group of students had the opportunity to go to New Orleans for the National Association for Interpretation 2018. While there, the students made a lot of connections and volunteered at the conference. The students did such a great job, the national association is hoping our students are able to participate in next year's conference. The students also went to the board meeting for the Strategic Student Advisement Council and shared information with the entire region. Jason stated he is very proud of his student. In addition, the students were able to go to Perry's Monument and while there, they were able to do volunteer work. Two of the students will be working there this coming summer.



- 2019-2020 Academic Year Fees – 2019-2020 – Academic Year Fees  
The College seeks to revise academic fees to reflect expenses and provide for financial stability for its programs. This will facilitate all-inclusive pricing as expenses that are currently required but not in fees are brought into fees to assure students will have all things needed for a class.

**RECOMMENDATION:**

It is recommended the Board of Trustees authorize the President and Chief Financial Officer to set fees for each program for the 2019-2020 academic year, to include \$300.00 per semester fee for learning materials for a full-time student, prorated for part-time students.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The College will provide high quality, world-class programming for its students.

**FISCAL IMPACT:**

Course fees will be calibrated to sustain each program now and for the future. Dr. Young explained the reasoning behind this request.

Motion - A motion was made by Trustee Mitchell and seconded by Trustee Budzik to authorize the President and Chief Financial Officer to set fees for each program for the 2019 – 2020 academic year, to include \$300.00 per semester fee for learning materials for a full-time student, prorated for part-time students. The motion was unanimously approved.

**STUDENT EXPERIENCE COMMITTEE**

Ms. Hagerott indicated there was no report.

**FINANCE COMMITTEE REPORT**

Ms. O'Donnell reported on the following:

- Accept Audit Report for FY 18  
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 selected Millhuff-Stang, CPA, Inc. out of Portsmouth, Ohio to audit Hocking College.

The Audit report was filed with the Auditor of State's Office with no required modifications. The College received a clean audit opinion and with no comments of material weakness or significant deficiencies.

**RECOMMENDATION:**

Approve the motion to accept the College's annual audit report for FY 2018.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

It is a best practice for the Board to acknowledge the audit opinion for the Fiscal Year 2018.

**FISCAL IMPACT:**  
None

Motion – A motion was made by Trustee Mitchell and seconded by Trustee Mike Budzik to approve and accept the Annual Report for Fiscal Year 2018 for the period July 1, 2017 through June 30, 2018. There was little discussion and the motion was unanimously approved.

### **FACILITIES COMMITTEE REPORT**

Trustee Budzik gave an update of current projects.

- The request for Equine Center bids will be going out in April. December 2019 is the targeted completion date.
- The Nature Center will be relocated to the old Early Learning Building and will serve as a Campus Welcome Center as well. The targeted completion date is Fall 2019.
- Power Point Presentation of Completed Projects – There was a short power point presentation showing completed work, such as: working stairwells, two offices have now become a conference room, remodeled the Dean's Office in Arts, Business and Science, outfitted the Medical Lab Technician classroom in Logan, and the Animal Science Building. Most of the work was completed by students with minimal contractor assistance. The College originally had a health center, which is now being refurbished to open a new Health Center in July 2019.
- Property Acquisition  
The College seeks to provide adequate facilities for its continued growth and development of programming.

**RECOMMENDATION:** It is recommended the Board of Trustees authorize the President to purchase property to be used for future growth of College programming.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:** Provide a property to be used by The College construction program for on-the-job training and a future site for program development.

**FISCAL IMPACT:** \$75,000 maximum

Motion: A motion was made by Trustee Budzik and seconded by Trustee Fischer to approve authorize the President to purchase property to be used for future growth of college programming. The motion was unanimously approved.



## **PERSONNEL AND COMMUNITY RELATIONS COMMITTEE REPORT**

Ms. Hagerott presented the following for the Board's consideration and approval.

- Personal Appearance Policy – The Personal Appearance policy was initially adopted in 1968 and was revised in 2010. Guidelines that more clearly and accurately reflect the professional standards of industry and employers of Hocking College graduates are needed. Campus employees are role models of professionalism to students.

### **RECOMMENDATION:**

Adopt the Personal Appearance policy revision as provided.

### **ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Increased accountability and professionalism among faculty and staff while providing positive role models of excellence for all students.

**FISCAL IMPACT:** \$0

Motion – Trustee Forte' made a motion to approve the revised Personal Appearance Policy as written, with ensuing Procedures to implement and install it on the Hocking College Faculty/Staff website Policies page. This change is to take effect on July 1, 2019, consistent with the new fiscal year and in time to implement for the Autumn 2019 semester. Trustee Fischer seconded the motion. There was little discussion and the motion was unanimously approved.

## **CHAIRMAN'S REPORT**

Chairman Stone reported on the following:

- Ohio Governor's Advisory Committee – Chairman Stone stated he attended the Ohio Governor's Advisory Committee meeting. He commented the Lieutenant Governor spoke on topics such as: Innovate Ohio; Make Ohio Government more Streamlined; Customer Service at a Higher Level; Workforce Development; Micro Credentials, etc. Chairman Stone commented that Hocking College should benefit from this and hopefully, will be able to capitalize on these initiatives.
- Tom Johnson – Chairman Stone reported that former Chairman Tom Johnson is working on an Opportunity Zones initiative. He commented there are several in our area designated for opportunity zones. If an individual makes an investment, gains are free. Tom is attempting to promote our area. This is exciting and falls in line with Hocking College's Entrepreneurship initiatives.

**NEW BUSINESS** – None

## **EXECUTIVE SESSION**

Chairman Stone 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.

The Executive Session invitation may include:

Dr. Betty Young

A motion was made by Trustee Mitchell and seconded by Trustee Mike Brooks.

On a roll call vote:

Voting Yes: Trustees Mike Brooks, Mike Budzik, Dan Fischer, Leon Forte', Ben Mitchell, and Chairman Andrew Stone

The Board adjourned to Executive Session at 7:15 pm.

## **RETURN TO REGULAR SESSION**

Chairman Stone announced the return to regular session at 7:16 pm.

## **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Fischer and seconded by Trustee Mike Brooks. The motion was unanimously approved. The Board adjourned at 7:18 pm.



Andrew Stone, Chairman



Sheree Cunningham, Board Secretary



**Hocking College  
Board of Trustees Action**

**Date:** 2/21/19  
**Submitted by:** Myriah Davis

**SUBJECT:**

2019-2020 – Academic Year Fees

**BACKGROUND:**

The College seeks to revise academic fees to reflect expenses and provide for financial stability for its programs.

**RECOMMENDATION:**

It is recommended the Board of Trustees authorize the President and Chief Financial Officer to set fees for each program for the 2019-2020 academic year.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The College will provide high quality, world-class programming for its students.

**FISCAL IMPACT:**

Course fees will be calibrated to sustain each program now and for the future.

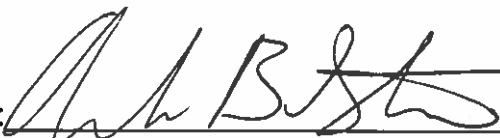
**COMMENTS:**



Motion to authorize the President and Chief Financial Officer to set fees for each program for the 2019-2020 academic year, *to include \$300.00 per semester Fee for learning materials for a Full-time student, prorated for part-time students.*

*ABS*

Adopted: 2/21/2019

Approved:   
Andrew Stone, Chairman



**Hocking College  
Board of Trustees Action**

**Date:** 2/21/2019  
**Submitted by:** Jeff Daubenmire

**SUBJECT:** Property Acquisition

**BACKGROUND:** The College seeks to provide adequate facilities for its continued growth and development of programming.

**RECOMMENDATION:** It is recommended the Board of Trustees authorize the President to purchase property to be used for future growth of College programming.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:** Provide a property to be used by The College construction program for on-the-job training and a future site for program development.

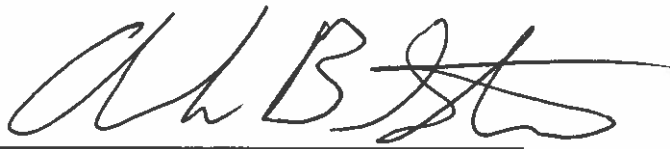
**FISCAL IMPACT:** \$75,000 maximum

**COMMENTS:**



Motion to approve authorize the President to purchase property to be used for future growth of college programming.

Adopted: 2/21/2019

Approved:   
Andrew Stone, Chairman





**Hocking College  
Board of Trustees Action**

**Date:** 02/21/19  
**Submitted by:** Denise O'Donnell

**SUBJECT:**

To accept the College's annual audit report for FY18

**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 selected Millhuff-Stang, CPA, Inc. out of Portsmouth, Ohio to audit Hocking College.

The Audit report was filed with the Auditor of State's Office with no required modifications. The College received a clean audit opinion and with no comments of material weakness or significant deficiencies.

**RECOMMENDATION:**

Approve the motion to accept the College's annual audit report for FY 2018.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

It is a best practice for the Board to acknowledge the audit opinion for the Fiscal Year 2018.

**FISCAL IMPACT:**

None

**COMMENTS:**

None



Motion to Approve

Motion to Approve and Accept the Annual Report for Fiscal Year 2018 for the period July 1, 2017 through June 30, 2018

Adopted: 2/21/2019

Approved:   
Andrew Stone, Chairman



**Hocking College  
Board of Trustees Action**

**Date:** February 21, 2019  
**Submitted by:** Dr. Betty Young

**SUBJECT:**

Motion to approve a revised Personal Appearance policy

**BACKGROUND:**

The Personal Appearance policy was initially adopted in 1968 and was revised in 2010. Guidelines that more clearly and accurately reflect the professional standards of industry and employers of Hocking College graduates are needed.

**RECOMMENDATION:**

Adopt the Personal Appearance policy revision as provided.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Increased accountability and professionalism among faculty and staff while providing positive role models of excellence for all students.

**FISCAL IMPACT:**

\$0

**COMMENTS:**



**Motion to approve**

The revised Personal Appearance Policy as written, with ensuing Procedures to implement and install it on the Hocking College Faculty/Staff website Policies page. This change is to take effect on July 1, 2019, consistent with the new fiscal year and in time to implement for the Autumn 2019 semester.

Adopted: 2/21/2019

Approved:   
Andrew Stone, Chairman

## Personal Appearance

Policy Department: Administrative Services - HR

Policy Number: 46.002

Original Issue Date: 1/1/1968. Revised Date(s): 12/13/2010

Board Motion: 2/21/19

Policy Document(s):

Policy Statement:

The purpose of this policy is to guide all employees in projecting a clean and professional personal appearance, at all times, in recognition of their responsibility to serve as role models for the students of Hocking College. A professional appearance is one that contributes to our values and to a positive, respectful and safe environment for students, employees and the public. The College recognizes that different applications of this policy may be necessary depending on the degree of public contact, nature of work, standards of program and future workplace of students, professional grooming and attire, and safety issues. Therefore, this policy provides general guidance.

There are three reasons for implementing workplace attire guidelines:

- to ensure safety while working;
- to demonstrate appropriate workplace standards of graduates and their employers;
- to promote a positive working environment focused on outcomes and results conducted in a visually professional manner.

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their co-workers.

Individual departments are expected to dress according to the standards of their respective professions and employers of Hocking College graduates. Some positions may require employees to wear special clothing or uniforms. Clothing and grooming styles dictated by religion or ethnicity are exempt.

### All Employees

If not assigned to, or representing, a specific program of Hocking College, all employees are expected to dress in business casual or business attire. Business casual is defined as dress slacks, pants, or skirts with collared shirts, sweaters, Hocking College logos, or department logos, all of which are clean and well maintained. If jeans are worn, they must be of a professional look, not faded, or torn. Exceptions may be granted on rare occasions when the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance. The Hocking College nametag or badge must be visible at all times. Tattoos should not be visible.

The following guidelines are expected for each program area:

### Allied Health & Nursing

At a minimum, clothing worn should reflect practicum sites. Default attire should be business casual or business attire. Specific dress code policies of the practicum agencies should be adhered to.



## Arts, Business & Sciences

All employees are expected to dress in business casual or business attire unless the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance.

## Natural Resources

All employees are expected to dress according to the role and department they represent. For programs that offer career paths to the Ohio Department of Natural Resources, specific appearance and grooming standards apply. For example, ODNR requires employees to maintain a neat, well-groomed appearance. For males, hair above the ear or the collar of the shirt with cleanly shaven necks is the expected standard. Beard and mustache length shall not exceed ½ inch when measured from the skin. Females must wear longer hair in neat buns or pony tails.

## Public Safety

Some programs require uniforms or special attire. For employees who wear civilian attire, clothing must fit properly, be clean and free of stains, and not damaged or excessively worn. The following are unacceptable modes of dress for all public safety programs:

1. Any clothing item that shows excessive wear and/or that distracts from a professional business appearance;
2. All T-shirts;
3. Swimsuit, tube, tank, or halter tops;
4. Shorts and/or warm up suits;

5. Flat sandals, including "flip flop" style beach wear, and/or any footwear which may constitute a safety hazard;
6. Spandex type pants or see-through clothing;
7. Bare midriffs;
8. Bare shoulders and visible spaghetti straps;
9. Low necklines;
10. Distasteful or potentially divisive printed slogans, buttons or pins.

No item of civilian attire may be worn that would adversely affect the reputation of the Program or the morale of students or employees.

### Workforce Development

Some programs require uniforms, specialized safety gear, or special attire. All other employees are expected to dress in business casual or business attire unless the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance.

Should an employee be requested to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. Should no accrued annual leave be available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action.