



BOARD OF TRUSTEES MEETING
Tuesday, June 25, 2019
5:30 pm
The Lodge at Hocking College
Committee Meetings – 5:00 pm
Regular Meeting – 5:30 pm

- **Call to Order (5 min)** Chairman Stone
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from April 29, 2019 Meeting (5 min)** Chairman Stone
- **Executive Session (15 min)** Chairman Stone
- **President's Report (15 min)** Dr. Young
 - Motion to Approve Mark Fuller, Executive Director, Finance/Treasurer
 - Introduction – Doug Wells – Director of Foundation
- **Academic Affairs Committee Report (10 min)** Trustees Mitchell / Fischer
Dr. Davis
 - Update from Vice President
 - Motions to Approve Educational Sites
 - Motion Authorizing Michelle Robinson as Signatory for the Alcohol and Tobacco Tax and Trade Bureau (TTB)
- **Student Experience Committee** Trustees Forte'/S. Brooks / Ms. Hagerott
 - No Report
- **Finance Committee Report (5 min)** Trustees Mike Brooks/
Jeanie Addington / Jeff Daubenmire
 - Update from Interim Treasurer
 - Motion to Approve 2019-20 Budget
 - Motion to Approve Veterans Scholarship
- **Facilities Committee Report (5 min)** Trustee Budzik/Mr. Daubenmire
 - Update on Projects
- **Personnel and Community Relations Committee Report (5 min)** Trustee Johnson/Ms. Hagerott
 - No Report
- **Chairman's Report (10 min)** Chairman Stone
- **New Business (5 min)** Chairman Stone
- **Adjournment** Chairman Stone
 - **Event Schedule**
 - Summer 2019 Graduation – August 3, 2019 – Student Center
 - 9:00 am – Nursing Pinning
 - 11:00 am – Graduation
 - Next Meeting – August 22, 2019 – Sylvania Woodworking Lab/Ribbon Cutting

Our Mission

We serve as a pathway to prosperity, teaching and inspiring all who seek to learn; growing careers and changing lives.

June 25, 2019

The regular meeting of the Hocking College Board of Trustees was held Tuesday, June 25, 2019, at The Lodge, 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; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Mark Fuller, Executive Director, Finance / Treasurer; Steve Wilson, CIO Information Technology; Bryan Lutz, Executive Director, Facilities and Skill Trades Chair; Doug Wells, Director, Foundation; and Kristine Hayes, 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 5:36 pm.

ROLL CALL

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Mike Brooks, Stuart Brooks, Leon Forte', Ben Mitchell and Chairman Stone

Board members absent: Trustees Jeanie Addington, Mike Budzik, Daniel Fischer, and Tom Johnson

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Stone asked if there were any changes to the minutes from the April 29, 2019, regular meeting. A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks to approve the April 29, 2019, Board of Trustees minutes. The motion was unanimously approved.

PRESIDENT'S REPORT

Dr. Young's report consisted of the following:

- Executive Director of Finance / Treasurer – Dr. Young introduced Mark Fuller to the Board. Mr. Fuller is the new Executive Director of Finance / Treasurer. Dr. Young is asking for the Board to approve Mr. Mark Fuller as the new Treasurer. Trustee Mike Brooks reported to the Board Mark's background. Chairman Stone stated other than the President, the Treasurer position is the only other

position the Board of Trustees votes on. He stated the purpose is to have a check and balance and that the Board's highest duty is fiduciary.

Motion – Trustee Mike Brooks made a motion to approve Mr. Mark Fuller as the Executive Director of Finance / Treasurer of Hocking College, effective on or before July 31, 2019. Trustee Leon Forte' seconded the motion. The motion was unanimously approved.

- Introduction – New Director of Foundation – Dr. Young introduced Mr. Doug Wells to the Board of Trustees. Mr. Wells is the new Director of the Foundation. Dr. Young commented we are pleased to have Mr. Wells on board and recognize the value he brings to the position as a lifetime member of our local community. He has already done some fundraising and is very responsive to donors.
- Budget – Dr. Young reported the State Budget is in Conference Committee. A final should be presented to the Governor for his consideration by June 30, 2019. The proposal for SSI funding is 2% in 2020 and 2.1% in 2021. Pending at the State is also a request for a tuition increase of \$5.00 per credit hour, which would equate to approximately a \$60 increase per semester. SSI funding for out-of-state students is pending. Currently, colleges receive SSI payment for out-of-state students. The proposal is to do away with SSI for out-of-state students. The College could lose a quarter of a million dollars if the State approves. Dr. Young stated she has asked for a compromise that if the students live in our dorms or move to Ohio, they be SSI eligible. As a policy matter if a student moves to Ohio for school they are likely to work in Ohio and become a taxpayer here.
- Rapids Grant – Dr. Young reported we received \$1 million in rapids grants which funded the nursing sim lab and the micro-brewery program.
- Lancaster Project – Originally, Hocking College was to receive 1.25 million for the project. However, the budget has been split. The funding will be between OU and Hocking College through the Fairfield County Port Authority. Hocking College will work in Fairfield County offering workforce development classes, but Fairfield County will not be part of the district.
- Broward College – Dr. Young was asked to speak at Broward College. The team at Broward College initially heard Dr. Young speak at a national conference and invited her to speak at Broward. The College wanted to hear more about Hocking College's initiatives and entrepreneurship projects. Dr. Young received a nice thank you note from the President of Broward which she shared with the Board.
- Workforce Development – The College received another \$25,000 from the Ohio Department of Higher Education for workforce development.

- Jamaica – Western Hospitality Institute – Dr. Young indicated the Western Hospitality Institute (WHI) of Jamaica will be holding their 30th in December. Hocking College has a 25-year partnership with WHI educating many students from Jamaica the last 25 years. WHI has asked Hocking College to participate in the celebration honoring Alumni of both institutions. The celebration is scheduled for December 2019. Dr. Young, the Foundation Director and Chef Alfonso will be participating in the week-long event. They will be inviting all Hocking College Alumni in Jamaica to the event and have also invited Dr. Young to be one of the keynote speakers.
- West Virginia Department of Agriculture – Representatives from the West Virginia Department of Agriculture came to Hocking College. They wanted to learn more about our Cannabis program and other entrepreneurial initiatives. The Department also sent a nice thank you note, which was shared with the Board.
- Paula Tucker, Former Board of Trustee Member sent a thank you note. Students of Hocking College assisted in building a structure for Habitat.
- Mental Health First Aid – Dr. Young and Lori Baker, Program Manager for Addiction Studies, attended Governor DeWine’s drug addiction forum. Ms. Baker will be doing significant work for this program. The College has also received \$25,000 through the Ohio Department of Higher Education to be utilized for mental health first aid training.
- Maysville Community and Technical College – Dr. Young reported she has been asked to be the keynote speaker for their “Kick-Off Day” on August 1, 2019. She will be speaking on innovation entrepreneurs with their faculty and staff. Dr. Young stated this is a nice “kudos” for the institution to be asked to speak about our work at another college.
- 88 Tactical – Hocking College has a new partnership with 88 Tactical headquartered in Nebraska. Individuals who go through training at 88 Tactical will have the opportunity to earn College credit with Hocking College. Many police officers and former military personnel have some college, but have not earned a degree. This program will provide a pathway with relevant education to the associate degree. The goal is to recruit these students, enroll them in Hocking College classes so that they can earn their degree. The program will be nationwide and will be a new revenue stream for Hocking College.
- People’s Bank Donation – Dr. Young reported People’s Bank has donated \$25,000 to the Foundation for The Lodge Renovation. Jim Rogers, Chair of the Foundation and Dr. Young accepted the check. Nathan Rouse, Peoples Bank Nelsonville Branch Manager said the following, “Hocking College excels at hands-on learning and we are proud to support a learning lab for its hotel and

restaurant management students. Peoples is dedicated to making a positive and meaningful difference in the Nelsonville community, and working together toward a common goal of educating our students.”

- **Substance Abuse Advisory Council** – Dr. Young announced that Hocking College’s own, Sean Terrell, Dean of Community Outreach and Workforce Development, has been nominated to the Substance Abuse Advisory Council, which is part of the Appalachian Regional Commission (ARC) grant. This is quite an honor, as only two representatives from the State of Ohio were appointed.
- **Robert Cornwell** – Mr. Cornwell, Program Manager for EMS, was awarded the 2019 John P. Moore EMS Award for Excellence. He received the award at the Ohio EMS Conference held on May 20, in Columbus. The purpose of the award is to recognize, appreciate, and celebrate the recipient’s accomplishments and contributions, as demonstrated through his or her actions as an EMS advocate, educator, leader, mentor or provider.
- **Nationwide Article on Hocking’s Fermentation Program and Operational Distillery** – Dr. Young reported an article on Hocking College’s fermentation program with an operational distillery has been featured in the following papers; The News & Observer, Raleigh, NC; San Francisco Chronicle, SFGate.com; Houston Chronicle; and the Sentinel Tribune, Bowling Green, Ohio, and more.
- **Grant for Foster Care System Students** – Hocking College is receiving a \$23,000 grant to support students coming to the school from the foster care system. Hocking College is one of 16 community colleges in the State of Ohio receiving the grant for short term workplace training.
- **2019 Best Ranked Nursing Programs** – Dr. Young reported Hocking College’s Nursing Program ranked #9 out of 47 nursing programs in the State of Ohio. Dr. Young announced Sarah Frazier as the School of Nursing’s new Director. Sarah’s mother had been Dean at Hocking College Health Sciences several years ago. Dr. Young reported that we are excited that Sarah has accepted the position and look forward to her leadership.
- **Archery Team** – The Archery Team competed at the 2019 National Outdoor Collegiate Championships in Dublin, Ohio. The Hawks finished 8th as a team with the following individual awards: Cole Luburgh – National Outdoor Champion in Men’s Barebow; Christina Dormire – All American, finished 8th in Women’s Bowhunter; and Dylan Breidenbach – All American, finished 9th in Men’s Bowhunter.
- **College and the City of Nelsonville – Partnership Polley Field** – Dr. Young reported working on a proposal to present to the City of Nelsonville for the use of Polley Field for The Hawks home football games. She stated that The Hawks

would play home games on Polley Field and would be able to add to the development of the park. Dr. Young commented that our coaches teach about Mr. Polley, that he was a black man who lived in Nelsonville and gave his life for his country and that Polley Field was named for him. Trustee Forte' stated that not only is this important for African history, but he is proud that Hocking College is sustaining this history. Dr. Young commented that the College has played their last two Spring games at Polley field.

- Waterfest Educates Local Students on the Environment – Dr. Young reported over 500 third graders from Athens County schools attended the Waterfest here at Robbin's Crossing. Waterfest is an educational program that emphasizes the crucial role of water in life cycles. The program is sponsored by Hocking College's School of Natural Resources and the Athens Soil and Water Conservation District.
- Culinary Arts Students Go to Italy – Master Chef, Vincenzo "Enzo" Sclama and 13 students left on May 26th for Northern Italy. The students visited cities like Asti and Turin. They also participated in activities such as food tours, cooking classes, visiting local wineries, butcher shops and a self-sustainable farm.
- eSports Team – Dr. Young reported Hocking College will be offering competitive gaming in the fall. She stated not only is this a growing attraction in the States but is very big internationally. Steve Wilson, CIO, will be the coach. ESports is an emerging industry in which games find lucrative careers.
- Haliburton – Canadian Field Trip – Dr. Young reported 25 years ago a partnership was established with Haliburton, Canada and Hocking College. Ron Cass, Franklin Woitel, and Homer Elliott are continuing with this legacy. She stated that Ron Cass is so on top of everything. Dr. Young stated she was the "data collector" with Frank, Dr. Davis and Dr. Kelley on the lake at midnight catching, weighing and measuring fish. This is the first time an Administrator from the College has ever been to the camp.

Dr. Young indicated that while there, discussion surrounded topics for: forestry research, ecotourism, opportunities for parents and grandparents to take their children to Haliburton for an environmental camp. There were also discussions about the possibility of teaching classes such as dog sledding and fishing through our leisure learning program. Professional development for staff and students was discussed with a possibility of an exchange plan.

- Homecoming for Hocking College will be on September 21, 2019.
- Quick Starts have been successful. The last Quick Start included 160 students with approximately 500 individuals on campus.

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;

In pursuant to Ohio Revised 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
Mr. Jeff Daubenmire

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

On a roll call vote:

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

The Board adjourned to Executive Session at 6:22 pm.

RETURN TO REGULAR SESSION

Chairman Stone announced the return to regular session at 6:38 pm.

Transfer of Property – Perry Campus

Background: The College currently holds the deed to property surrounding the Hocking College Perry Campus, New Lexington, Ohio.

Recommendation: Recommend the President of Hocking College facilitate the transfer of a portion of property from the Hocking College Perry County Campus to the Perry County Commissioners for the development of an Ohio Department of Jobs and Family Services facility utilizing approximately five (5) acres of land adjacent to the rear parking lot of the Hocking College Perry Campus.

Organizational/Administrative Impact: The College will maintain its current vineyard and an extended area of property for expansion.

The Board is in agreement with the stipulation that the property revert back to Hocking College if the facility is no longer used for Jobs and Family Services.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Leon Forte' to approve the President of Hocking College to facilitate the transfer of a portion of property from the Hocking College Perry Campus to the Perry County

Commissioners for the development of an Ohio Department of Jobs and Family Services facility utilizing approximately five (5) acres of land adjacent to the rear parking lot of the Hocking College Perry Campus with the stipulation that the property reverts back to Hocking College if the facility is no longer used for Jobs and Family Services. The motion was unanimously approved.

Dr. Young's Contract – Chairman Stone reported that Dr. Young's current contract ends June 30, 2021. The Board has agreed to extend her contract for another two years, ending on June 30, 2023. Her base salary will remain unchanged. Dr. Young will have the opportunity for up to a 35% bonus. Half of the bonus will be based on the overall holistic management of the College, enrollment and finance, and demonstrated success in the new initiatives over the last couple of years.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Mike Brooks to approve the above modifications to Dr. Young's contract. The motion was unanimously approved.

ACADEMIC AFFAIRS COMMITTEE REPORT

Dr. Davis presented the following report.

- Marine Science – The Marine Science program has been approved by the State for a one plus one with the Bahamas Agriculture & Marine Science Institute (BAMSI). One year of the student's education will be here at Hocking College and one year at BAMSI. The next step is to apply for Higher Learning Commission approval.
- 100% Online Programs – The Ohio Department of Higher Education (ODHE) has approved the College's request for a 100% online program for the Criminal Justice program, Health Information Management (HIM) program and the Water and Waste Water Management program. Dr. Davis stated this is really a big achievement and are hopeful for positive enrollment.
- Additional Location – Lancaster, Ohio
The Ohio Department of Higher Education and the Higher Learning Commission require Board of Trustee approval as the initial step in their process for granting approval to offer 50% or more of degree programs at a site other than main campus.

In 2018, Lancaster Mayor, Fairfield County Commissioners and Development Officers suggested Hocking College establish an additional location in Lancaster, Ohio to support Short-Term Certificate and Workforce Development training in Fairfield County Ohio. The Lancaster facility, also known as the Opportunity Center and Fairfield Industries, is located at 4465 Coonpath Rd NW, Lancaster, Ohio 43312.

The facility will support certificate and industry-recognized credentialing for in-demand occupations in Fairfield County, including Advanced Manufacturing

training for a new manufacturing company moving to the area in 2019. This facility not only supports workforce development, but is a central component of a larger economic strategy that includes business development in Southeast Ohio.

This project provides the opportunity for Hocking College to continue to provide relevant training for skills that are needed in the 21st century economy including robotics and automation, PLC, quality management, and innovative aspects of advanced manufacturing. The facility is located on the by-pass between Columbus and Lancaster, Ohio providing easy access to trainees along the I-33 corridor.

The building includes 50,000 sq. ft. of manufacturing space and an additional 20,000 sq. ft. of classroom, community, and office space. In addition to Advanced Manufacturing and industry-sponsored training, the Fairfield County location will also provide programs in Construction Management, HVAC, Welding, STNA, and CDL.

RECOMMENDATION: The College recommends the Board of Trustees pass a motion to open an additional location in Lancaster, Ohio to serve the above mentioned workforce development needs.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT - Upon approval from Ohio Department of Higher Education and Higher Learning Commission, Hocking College will staff the Lancaster site. Hocking College anticipates working with Ohio University and the local community to provide opportunities for seamless pathway for students to complete a bachelor's degree.

FISCAL IMPACT: The College is working with public and private entities to provide startup funding for new programs in workforce development. This includes direct and in-direct costs associated with equipment procurement and overhead. The facility, owned by the Fairfield County Port Authority, will be provided to the College through a partnership with the institution.

Equipment will be partially funded through State appropriation with remaining equipment provided through partnerships between the College and industry partners and manufacturers. The College will utilize state and federal financial aid and loan resources to provide funding to students to access training programs.

These funds will be used to provide classroom supplies and consumables, and purchase new equipment as programs scale to size through continued implementation. The projected revenue and expense for existing academic programs will remain the same and have been budgeted for in the college's annual operating budget.

Motion – A was made by Trustee Ben Mitchell and seconded by Trustee Stuart Brooks to support the opening of a new education site in Lancaster, Ohio. The motion was unanimously approved.

- Signatory for Alcohol and Tobacco Tax and Trade Bureau (TTB) –

BACKGROUND: Currently, Sean Terrell, Dean of Community Outreach and Workforce Development, is the only authorized signatory that has access to on-line form and filing through the TTB. Michelle Robinson is also active with reporting to the TTB and needs to have direct access. The TTB requires a Power of Attorney per the attached.

RECOMMENDATION: It is the recommendation that the Board approve providing the required Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing Michelle Robinson as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: Speed reporting process and efficiency allowing for more than one person to have access for reporting all distilling, brewing, and wine making activities. The current process is cumbersome as Michelle has to login on Sean Terrell's system.

FISCAL IMPACT: None

Motion: A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks to approve providing the required Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing Michelle Robinson as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations. The motion was unanimously approved.

STUDENT EXPERIENCE COMMITTEE

Nothing to report at this time.

FINANCE COMMITTEE REPORT

Mr. Jeff Daubenmire presented the Operation, Auxiliary, and Facility Renovations Budgets for Fiscal Year 2020, highlighting the following:

- Budget numbers reflect all-inclusive pricing, a new transparent approach to pricing that will help students be successful. The Auxiliary Budget is fairly similar to last year with one major change, supplies for these areas have been broken down into dining services, warehouse and retail. Jeff also gave a detailed report on various facility projects, as well as strategic reserves, cd's and continuous investment strategy.

BACKGROUND: The Board of Trustees recognizes that the budget for operations and auxiliaries has been set based on projected revenue, where expenses have been set for spending not to exceed revenues.

RECOMMENDATION: Approve the Fiscal Year 2020 Operational and Auxiliary Budget as recommended by the President and Chief Financial Officer at Hocking College

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: Provides a sound financial structure, keeping Hocking College accountable to the students, and the community it currently serves.

FISCAL IMPACT: Estimated Operational revenue stream for Fiscal Year 2020 to offset and provide guidelines for spending as well as continuing to place \$1 million in our strategic reserve.

2019 – 20 Operating Budget - \$29,906,877
2019 – 20 Auxiliary Budget - \$5,923,600
2019 – 20 Capital Improvement Budget - \$8,536,695
Total Hocking College 2019-20 Budget = \$44,367,172

Motion – A motion was made by Trustee Ben Mitchell and seconded by Trustee Leon Forte' to approve the Operational, Auxiliary, and Facility Renovations Budget for Fiscal Year 2020. The motion was unanimously approved.

- **Veteran's Scholarship** - Scholarship for veterans and qualified dependents designated as out-of-state residents.

BACKGROUND: Hocking College seeks to clarify existing policy granting scholarship benefits to veterans and immediate families (spouses and children). This change would provide scholarship funds to eligible family members to compensate for the out-of-state surcharge.

RECOMMENDATION: Recommend the Board of Trustees authorize the President and the Chief Financial Officer to provide scholarships to qualified veterans and immediate family members to cover the out-of-state surcharge. Eligible veterans or military members with 90 days or more of honorable service in one of the uniformed services, or the immediate family of such veterans or military members are eligible for the scholarship.

Proof of eligibility for scholarship

- Veteran or military member must provide a copy of DD-214.
- Dependent spouses must provide a marriage license and a copy of their spouses DD-214
- Dependent children must provide a copy of birth certificate and parents' DD-214.

- Dependent step-children must provide a copy of birth certificate, parents' marriage license and parents' DD-214 (Marriage must have occurred during time of service for Step child to be eligible for Scholarship).

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: The College would provide a scholarship to eligible students allowing them to obtain a degree or certification.

FISCAL IMPACT: Expectation is for 10 students to receive this scholarship per semester. This is an estimated savings to the students of \$43,000 per year.

- Increase in revenue from on campus housing \$28,400 (10 @ \$2,840)
- Increase in Revenue from meal plan \$14,400 (10 @ \$1440)
- Reduction in tuition for students would be \$21,950 (10 @ \$2195.00 out of state surcharge).

The reduction of revenue from the tuition surcharge will be offset by the increase in revenue from the housing and the meal plan.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Mike Brooks to authorize the President and the Chief Financial Officer to create a scholarship for veterans, service members and eligible family members covering the out-of-state surcharge. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT

Mr. Daubenmire reported the College is moving forward on the Hotel project, and the Equine Center. The Hocking College Police Department is under construction. Lots of things are happening on campus. Dr. Young gave an update on Robbins Crossing. She stated that Jason Szostec, Program Manager for Interpretation and Natural Resources, is working with students to develop a new nature center where the former child care center was located.

PERSONNEL AND COMMUNITY RELATIONS COMMITTEE REPORT

Nothing to report at this time.

CHAIRMAN'S REPORT

Chairman Stone reported on the following:

- Chairman Stone stated the committee structure in the Board of Trustees' Bylaws needs to be changed to reflect the changes in the VP's responsibilities and duties. He stated currently there are five committees. The Board is proposing to go from 5 to 4 committees. They will be as follows: Finance and Personnel, Community Relations and Student Experience, Facilities, and Academics.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Leon Forte' to change the committees in the Board of Trustees Bylaws to the

following: Finance and Personnel, Community Relations and Student Experience, Facilities, and Academics. The motion was unanimously approved.

- Chairman Stone stated his term will be ending on August 31, 2019, and he will not be seeking another term. He stated he will be deployed next year somewhere in the Middle East. Chairman Stone is the Commander of the 16th Engineer Brigade. He commented this is a logical ending as he will now need to focus on his new position. Dr. Young stated that she cannot thank him enough for his leadership. The other members present thanked Chairman Stone for his dedication to the institution and commented he has done a wonderful job.

NEW BUSINESS – None

NEXT MEETING – The next Board of Trustees meeting will be held on August 22, 2019, at the Sylvania Building. There will be a ribbon cutting for the woodworking lab.

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Stuart Brooks and seconded by Trustee Mike Brooks. The motion was unanimously approved. The Board adjourned at 7:12 pm.



Andrew Stone, Chairman



Sheree Cunningham, Board Secretary



**Hocking College
Board of Trustees Action**

Date: 6/25/2019

Submitted by: Dr. Betty Young

SUBJECT: Transfer of Property – Perry Campus

BACKGROUND: The College currently holds the deed to property surrounding the Hocking College Perry Campus, New Lexington, Ohio

RECOMMENDATION: Recommend that the President of Hocking College facilitate the transfer of a portion of property from the Hocking College Perry County Campus to the Perry County Commissioners for the development of an Ohio Department of Jobs and Family Services facility utilizing approximately five (5) acres of land adjacent to the rear parking lot of the Hocking College Perry Campus.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: The College will maintain its current vineyard and an extended area of property for expansion.

FISCAL IMPACT:

COMMENTS

Hocking College

MOTION TO APPROVE

Recommend that the President of Hocking College facilitate the transfer of a portion of property from the Hocking College Perry County Campus to the Perry County Commissioners for the development of an Ohio Department of Jobs and Family Services facility utilizing approximately five (5) acres of land adjacent to the rear parking lot of the Hocking College Perry Campus. *The college will secure a covenant to ensure that the land reverts to college ownership if it is used for something other than an OJFS facility.*

Adopted: June 25, 2019

Approved: _____




Andrew Stone, Chairman



**MOTION TO
APPROVE**

Motion to approve Mr. Mark Fuller as the new Executive Director of Finance / Treasurer of Hocking College, effective on or before July 31, 2019.

Adopted: 6/25/2019
Date

Approved: 
Andrew Stone
Chair, Board of Trustees



Board of Trustees Action

Date: June 3, 2019

Submitted by: Dr. Myriah Davis

SUBJECT: Additional Location, Lancaster, Ohio

BACKGROUND:

The Ohio Department of Higher Education and the Higher Learning Commission require Board of Trustee approval as the initial step in their process for granting approval to offer 50% or more of degree programs at a site other than main campus.

In 2018, Lancaster Mayor, Fairfield County Commissioners and Development Officers suggested Hocking College establish an additional location in Lancaster, Ohio to support Short-Term Certificate and Workforce Development training in Fairfield County Ohio. The Lancaster facility, also known as the Opportunity Center and Fairfield Industries, is located at 4465 Coonpath Rd NW, Lancaster, Ohio 43312.

The facility will support certificate and industry-recognized credentialing for in-demand occupations in Fairfield County, including Advanced Manufacturing training for a new manufacturing company moving to the area in 2019. This facility not only supports workforce development, but is a central component of a larger economic strategy that includes business development in Southeast Ohio.

This project provides the opportunity for Hocking College to continue to provide relevant training for skills that are needed in the 21st century economy including robotics and automation, PLC, quality management, and innovative aspects of advanced manufacturing. The facility is located on the by-pass between Columbus and Athens, Ohio providing easy access to trainees along the I-33 corridor.

The building includes 50,000 sq. ft. of manufacturing space and an additional 20,000 sq. ft. of classroom, community, and office space. In addition to Advanced Manufacturing and industry-sponsored training, the Fairfield County location will also provide programs in Construction Management, HVAC, Welding, STNA, and CDL.

RECOMMENDATION:

The College recommends the Board of Trustees pass a motion to open an additional location in Lancaster, Ohio to serve the above mentioned workforce development needs.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Upon approval from Ohio Department of Higher Education and Higher Learning Commission, Hocking College will staff the Lancaster site. Hocking College anticipates working with Ohio University and the local community to provide opportunities for seamless pathway for Fairfield County residents to complete a bachelor's degree.

FISCAL IMPACT:

The College is working with public and private entities to provide startup funding for new programs in workforce development. This includes direct and in-direct costs associated with equipment procurement and overhead. The facility, owned by the Fairfield County Port Authority, will be provided to the College through a partnership with the institution.

Equipment will be partially funded through a State appropriation with remaining equipment provided through partnerships between the College and industry partners and manufacturers. The College will utilize state and federal financial aid and loan resources to provide funding to students to access training programs.


These funds will be used to compensate instructors, provide classroom supplies and consumables, and purchase new equipment as programs scale to size through continued implementation. The projected revenue and expense for existing academic programs will remain the same and have been budgeted for in the college's annual operating budget.



Motion to Approve

The Hocking College Board of Trustees adopts a motion in support of opening a new education site in Lancaster, Ohio

Adopted: 6/25/19

Approved: 
Andrew Stone, Chairman



**Hocking College
Board of Trustees Action**

Date: 6/25/2019

Submitted by: Dr. Myriah Davis

SUBJECT: Authorizing Michelle Robinson as signatory for the Alcohol and Tobacco Tax and Trade Bureau (TTB).

BACKGROUND: Currently Sean Terrell is the only authorized signatory that has access to on-line form and filing through the TTB. Michelle Robinson is also active with reporting to the TTB and needs to have direct access. The TTB requires a Power of Attorney per the attached.

RECOMMENDATION: It is the recommendation that the Board approve providing the required Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing Michelle Robinson as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: Speed reporting process and efficiency allowing for more than one person to have access for reporting all distilling, brewing, and wine making activities. Current way is cumbersome as Michelle has to login on Sean Terrell's system.

FISCAL IMPACT: None

COMMENTS:



Motion to Approve

It is the recommendation that the Board approve providing the required Power of Attorney to the Alcohol and Tobacco Tax and Trade Bureau authorizing Michelle Robinson as signatory for all Hocking College related applications and filings for the Black Diamond Distillery, Hocking College Brewery, and future manufacturing operations.

Adopted: 6/25/19

Approved: 
Andrew Stone, Chairman

**DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
POWER OF ATTORNEY**

(Please read instructions before completing this form)

1. PRINCIPAL (Name of Partnership, Corporation, Association, Limited Liability Company, Estate, or Individual) 2. BUSINESS IN WHICH ENGAGED

3. ADDRESS (Number, Street, City, State, ZIP Code), TELEPHONE NUMBER, AND E-MAIL ADDRESS

4. PRINCIPAL'S EMPLOYER IDENTIFICATION NUMBER (Employer Identification Number or Social Security Number) 5. PERMIT NUMBER / REGISTRY NUMBER (If applicable)

6. NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF APPOINTED ATTORNEY

7. ADDRESS (Number, Street, City, State, and ZIP Code)

8. The above named principal, engaged in the business shown, has appointed the above named attorney to: (See Instruction 2)

- (a) Execute for him/her all applications, notices, bonds, tax returns, tax information disclosure authorizations, and other instruments, claims, offers in compromise, letters, writings, and papers, and to act for him/her in dealing with the Alcohol and Tobacco Tax and Trade Bureau (TTB) in connection with matters relating to the laws and regulations administered by it. The principal authorizes the attorney named above to receive on his/her behalf any and all notices, papers, and letters from the Alcohol and Tobacco Tax and Trade Bureau in connection with all such matters, and grants him/her full power and authority to do all that is essential in and about the premises, as duly as the principal could do if personally present, with full power of substitution and revocation. The principal hereby ratifies and confirms all that the attorney must lawfully do or cause to be by virtue of this appointment.
- (b) Authorization limited to:

9. The power is to apply to the following. (If authority is restricted to a particular factory, plant, premises, etc., give name as: Distilled Spirits Plant, Tobacco Products Factory, Tobacco Export Warehouse, etc., and address and registry number; or, if a Wholesale Liquor Dealer, SDA, or Tax-Free Alcohol User; or if this Power of Attorney may be used for manufacturing or importing firearms or ammunition, etc., give permit number.)

10. SIGNATURE OF APPOINTED ATTORNEY _____ DATE _____

EXECUTION (See Instruction 3)

11. SIGNATURE IF PRINCIPAL IS INDIVIDUAL (Signature of Principal) _____ DATE _____

12. SIGNATURE IF PRINCIPAL IS PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP (LLP), ESTATE, CORPORATION, LIMITED LIABILITY COMPANY (LLC), OR ASSOCIATION.
Under penalties of perjury, I declare that I have the authority to execute this power of attorney on behalf of the principal.

Signature	Title	Date

13. Seal of Corporation, Association, or LLC (A corporation, association or LLC will impress their seal below if they have one. If there is no seal, check the "Not Applicable box". The person(s) signing in Items 11 or 12 must have been granted signing authority (other than Power of Attorney) on another document previously approved or accepted by TTB).

Not Applicable

14. ACKNOWLEDGMENT, WITNESSING, OR DECLARATION (Complete 14a, 14b, or 14c)

<p>14a. ACKNOWLEDGMENT</p> <p>The above-named person(s) signing as or for the principal(s) appeared before me today and acknowledged this power of attorney as his/her/their voluntary act and deed. The notarial seal must be affixed unless a seal is not required under the laws of the state where the power of attorney is executed.</p>	<p>14b. WITNESSING</p> <p>This power of attorney was signed by or for the principal(s) by a person or persons known to, and in the presence of, the two disinterested witnesses whose signatures appear below.</p>								
<p>NOTARIAL SEAL <i>(If required)</i></p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">Signature of Notary or Other Officer</td> <td style="width:50%; border-bottom: 1px solid black;">Signature of Witness</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Date</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Title</td> <td style="border-bottom: 1px solid black;">Signature of Witness</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Signature of Notary or Other Officer	Signature of Witness	Date	Date	Title	Signature of Witness		Date
Signature of Notary or Other Officer	Signature of Witness								
Date	Date								
Title	Signature of Witness								
	Date								

14c. DECLARATION by attorney or certified public accountant who is granted the power of attorney by this form.
I declare that I am currently: *(Check applicable box)*

A member in good standing of the bar of the highest court of

Qualified to practice as a certified public accountant in

¹ Insert Name of State, Possession, or District of Columbia

Printed Name	Signature	Date
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FOR TTB USE ONLY

DATE RECEIVED FOR FILING	TTB OFFICE	RECEIVED BY <i>(Signature and Title)</i>
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INSTRUCTIONS

- | | |
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| <ol style="list-style-type: none"> 1. GENERAL. This form is filed with TTB to show the appointed attorney is to represent the principal. 2. ITEM 8. A full power of attorney is granted by paragraph 8(a). The power of attorney may be limited or restricted by deleting all of paragraph 8(a) and listing the specific powers to be conferred in section 8(b). 3. EXECUTION. This form must be signed by or on behalf of the principal(s) as follows: <ol style="list-style-type: none"> (a) INDIVIDUAL by his or her completion of item 11. (b) PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP (LLP) by completion of item 12 by all partners, or one partner who attaches his/her authorization to act on behalf of all the partners unless this authorization is provided by State law. (c) CORPORATION or ASSOCIATION by completion of items 12 and 13, an officer authorized by supporting corporate or organizational documents (preferably the president, vice-president, or treasurer; or LLC member or manager), must sign in item 12. (d) ESTATE by completion of item 12 by the executor or administrator and attaching other such documents as may be required by TTB. (e) LIMITED LIABILITY COMPANY (LLC) by completion of item 12 by all members or managers, or one member or manager who attaches his/her authorization to act on behalf of the LLC. 4. FILING. This form must be completed in duplicate, unless otherwise required, and submitted to the Director, National Revenue Center, 550 Main St., Ste. 8002, Cincinnati, OH 45202-5215. The original with any attachments will be retained by the Director, National Revenue Center, and all other copies will be returned to the principal. If the power of attorney is applicable to more than one business establishment, additional copies must be submitted for each. | <p>The additional copies will be filed in the same manner as when the power of attorney relates to only one establishment or business. Copies reproduced by photographic process need not be certified as copies of the original.</p> <ol style="list-style-type: none"> 5. ORIGINAL OF A RULING. The Alcohol and Tobacco Tax and Trade Bureau will give to an appointed attorney the original of a ruling concerning the principal about TTB matters if a statement is made to that effect in item 8(b). 6. REVOCATION. A power of attorney remains in effect until revoked by the principal in written notice to the Director, National Revenue Center. 7. RULES. All persons representing clients before the Alcohol and Tobacco Tax and Trade Bureau must comply with the regulations governing representation (26 CFR Part 601 or those regulations as recodified in 27 CFR Part 71) and any other applicable rules and statutes. |
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PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used by TTB to ensure that only duly authorized individuals are signing documents. The information is voluntary. The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G St., NW, Box 12, Washington, DC 20005.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current, valid OMB control number.

Privacy Act Information

1. **AUTHORITY.** TTB requests the information on this form to carry out the requirements of the Internal Revenue Code of 1986 and the Federal Alcohol Administration Act since signatures are required on various returns and other documents required by those laws. See, 26 U.S.C. 6061(a) and 27 U.S.C. 204(c). The provision of the information on this form is voluntary.
2. **PURPOSES.** TTB collects the information on this form to ensure that only duly authorized individuals are signing documents submitted to TTB and to establish the extent of the designee's authority.
3. **ROUTINE USES.** The information will be used by TTB to make determinations set forth in paragraph 2 above. TTB officers may disclose the information to individuals to verify its accuracy where such disclosure is not prohibited by law. TTB officers may also disclose this information to other Federal, State, foreign, or local law enforcement and regulatory agency personnel for purposes of enforcement of the laws of such other agencies where not otherwise prohibited by law. The information may be disclosed to the Justice Department if the information appears to be false or misleading.
4. **EFFECTS OF NOT SUPPLYING INFORMATION REQUESTED.** Although the provision of the information on this form is voluntary, TTB may delay or deny the approval of the form where information is not complete or missing.
5. **DISCLOSURE OF EMPLOYER IDENTIFICATION NUMBER AND SOCIAL SECURITY NUMBER.** You do not have to supply these numbers. These numbers are used to identify an individual or business. If you do not supply the numbers, however, processing may be delayed.



TTB Public Guidance

Who may submit applications to TTB through Permits Online?

While anyone can register for an account in Permits Online, in order to submit either a new or amended application for a TTB-regulated business, you must have legal authority to act on behalf of or sign documents for the business entity for which the application is being submitted.

Apply Online!

Use this chart to determine who may submit applications:

Who May Submit Applications	
If the applicant is:	The application may be submitted by:
A sole proprietorship	<ul style="list-style-type: none"> The owner A person the owner has given power of attorney on TTB Form 5000.8 Power of Attorney
A partnership	<ul style="list-style-type: none"> A partner who has been granted the authority to sign, either by name or by title, by the Partnership Agreement or similar agreement of all the partners A person the partnership has given power of attorney on TTB Form 5000.8 Power of Attorney
A corporation, or limited liability company (LLC)	<ul style="list-style-type: none"> An individual who has signature authority granted by the business documents for the company, for example a corporate officer, or LLC official A person the corporation, association, or LLC has given power of attorney on TTB Form 5000.8 Power of Attorney

Uploading Evidence of Signing Authority

The person who submits an application to TTB through Permits Online must provide, as part of the application package, evidence that they have legal authority to sign documents for the business entity. If you are submitting a new application for a business entity that does not currently hold a TTB permit, registration, or notice, you'll upload the required evidence in the Entity Application, which will be part of your application package.

If you already have signing authority on file with TTB and want to submit a new permit, registration, or notice application for a business entity that already has one, or you wish to amend an existing record, you don't need to upload any additional evidence of signing authority.

If we don't already have evidence that you have signing authority for an existing business entity, we prefer that someone at the business with signing authority file an amendment granting authority before you submit an application. If, however, this is not possible, you may attach documentation of authority in the Entity Application. Use the chart below to see what type of evidence at person must upload in support.

Accepted Evidence of Signing Authority

In order for us verify that the person who submits an application to TTB through Permits Online has legal authority to sign documents for the business entity we require the submission of supporting documentation as evidence.

Use this chart to determine what evidence we will accept:

Accepted Evidence of Signing Authority

If you are:	We will accept:
A sole owner	<ul style="list-style-type: none">• No evidence required
An officer in a corporation	<ul style="list-style-type: none">• An excerpt from a document such as the Articles of Incorporation, or corporate by-laws granting you authority to sign, either by name or by your title;• A copy of an adopted corporate resolution or motion granting you or your title signing authority; or• TTB Form 5100.1, Signing Authority for Corporate and LLC Officials
An official in a limited liability company (LLC)	<ul style="list-style-type: none">• An excerpt from a document such as the Articles of Organization, or LLC Operating Agreement granting you authority to sign either by name or by your title;• A copy of an adopted resolution or motion granting you or your title signing authority; or• TTB Form 5100.1, Signing Authority for Corporate and LLC Officials
A partner in a partnership	<ul style="list-style-type: none">• An excerpt from the partnership agreement granting you authority to sign, either by name or by your title
An employee of a sole proprietorship, corporation, LLC, or partnership, not otherwise addressed above	<ul style="list-style-type: none">• TTB Form 5000.8 Power of Attorney
A third-party, such as outside legal counsel or a consultant	<ul style="list-style-type: none">• TTB Form 5000.8 Power of Attorney



**Hocking College
Board of Trustees Action**

Date: June 25, 2019

Submitted by: Dr. Betty Young

SUBJECT:

Operational, Auxiliary, and Facility Renovations Budgets approval for Fiscal Year 2020

BACKGROUND:

The Board of Trustees recognizes that the budget for operations and auxiliaries has been set based on projected revenue, where expenses have been set for spending not to exceed revenues.

RECOMMENDATION:

Approve the Fiscal Year 2020 Operational and Auxiliary Budget as recommended by the President and Chief Financial Officer at Hocking College

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Provides a sound financial structure, keeping Hocking College accountable to the students, and community it currently serves.

FISCAL IMPACT

Estimated Operational revenue stream for Fiscal Year 2020 to offset and provide guidelines for spending as well as continuing to place \$1 million in our strategic reserve.

2019 – 20 Operating Budget - \$29,906,877

2019 – 20 Auxiliary Budget - \$5,923,600

2019 – 20 Capital Improvement Budget - \$8,536,695

Total Hocking College 2019-20 Budget = \$44,367,172



Hocking College

Motion to Approve

Motion to approve both Operational, Auxiliary, and Facility Renovations Budgets for Fiscal Year 2020.

Adopted: 25 June 2019
June 25, 2019

Approved: 
Andrew Stone, Chairman



**Hocking College
Board of Trustees Action**

Date: 6/25/2019
Submitted by: Stephen Powell

SUBJECT:

Scholarship for veterans and qualified dependents designated as out-of-state residents.

BACKGROUND:

Hocking College seeks to clarify existing policy granting scholarship benefits to veterans and immediate families (spouses and children). This change would provide scholarship funds to eligible family members to compensate for the out-of-state surcharge.

RECOMMENDATION:

Recommend the Board of Trustees authorize the President and the Chief Financial Officer to provide scholarships to qualified veterans and immediate family members to cover the out-of-state surcharge. Eligible veterans or military members with 90 days or more of honorable service in one of the uniformed services, or the immediate family of such veterans or military members are eligible for the scholarship.

- Proof of eligibility for scholarship
 - Veteran or military member must provide a copy of DD-214.
 - Dependent spouses must provide a marriage license and a copy of their spouses DD-214.
 - Dependent children must provide a copy of birth certificate and parents' DD-214.
 - Dependent step-children must provide a copy of birth certificate, parents' marriage license and parents' DD-214 (Marriage must have occurred during time of service for Step child to be eligible for Scholarship).

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

The College would provide a scholarship to eligible students allowing them to obtain a degree or certification.

FISCAL IMPACT:

Expectation is for 10 students to receive this scholarship per semester. This is an estimated savings to the students of \$43,000 per year.

- Increase in revenue from on campus housing \$28,400 (10 @ \$2,840)
- Increase in Revenue from meal plan \$14,400 (10 @ \$1440)
- Reduction in tuition for students would be \$21,950 (10 @ \$2195.00 out of state surcharge).

The reduction of revenue from the tuition surcharge will be offset by the increase in revenue from the housing and the meal plan.

COMMENTS:



Motion to approve

Motion to authorize the President and the Chief Financial Officer to create scholarship for veterans, service members and eligible family members covering the out-of-state surcharge.

Adopted: 6/25/2019

Approved: 
Andrew Stone, Chairman