



BOARD OF TRUSTEES MEETING
Thursday, August 17, 2023
Regular Meeting – 6:00 pm @ The Lodge
Virtual / Hybrid Meeting

- **Call to Order (5 min)** Chairman Mitchell
- **Roll Call** Mr. Powell
- **Board Training**
- **Approve Minutes from June 15, 2023** Chairman Mitchell
- **Executive Session (15 min)** Chairman Mitchell
- **President’s Report (15 min)** Dr. Young
 - President’s Report
 - Motion to Approve Updated By-Laws
- **Academic Affairs Report (5 min)** Trustees Ben Mitchell / Bailey Simons / Gerry Bird / Ms. Hagerott
 - Update from Vice President
 - Motion to Approve Cosmetology Degree & Certificate(s)
- **Executive Vice President Report (5 min)** Dr. Jarrod Tudor
 - Athletics
 - Foundation
- **Community Relations and Student Experience Report (5 min)** Trustees Stuart Brooks / Leon Forte’ / Hannah Guada
 - Update from Vice President
- **Finance and Personnel Report (5 min)** Trustees Mike Brooks / Jeanie Addington / Mr. Fuller
 - Update from Vice President / CFO / Treasurer
- **Facilities Committee Report (5 min)** Trustee Budzik / Dr. Young
 - Update on Projects
- **Chairman’s Report (10 min)** Chairman Mitchell
- **New Business (5 min)** Chairman Mitchell
- **Adjournment** Chairman Mitchell

- **Event Schedule**
Next Meeting – October 5, 2023 at 6:00pm

Our Mission

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

Date June 15, 2023

The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, June 15, 2023. Members either signed in on the provided link, or attended in person at The Lodge.

Administrators attending: Dr. Betty Young, President; Dr. Jarrod Tudor, Executive Vice President; Mr. Stephen Powell, Chief-of-Staff, Secretary to the Board; Ms. Jacqueline Hagerott, Vice President of Academic Affairs; Mr. Mark Fuller, Vice President, Chief Financial Officer / Treasurer; Ms. Hannah Guada, Vice President of Student Life; Mr. Joe Deer, CIO; Dr. Shah Hasan, Special Assistant to the President.

Additional attendees: Staff, Bargaining Units Representatives, and media (All Virtual)

CALL TO ORDER

Ben Mitchell called the meeting to order at 6:01pm.

ROLL CALL

Stephen Powell, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Gerry Bird, Mike Budzik, Stuart Brooks, Leon Forte', Ben Mitchell, and Bailey Simons.

Board members absent: Trustees Mike Brooks.

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Ben Mitchell asked if there were any changes to the minutes from the April 20, 2023 regular meeting. A motion was made by Trustee Bailey Simons and seconded by Trustee Stuart Brooks to approve the April 20, 2023 Board of Trustees minutes. The motion was unanimously approved.

TRUSTEE TRAINING

Dr. Young provided Trustee training to attending board members. Training included membership, powers and duties of the board, meeting attendance, positions, and standing committees of the board.

EXECUTIVE SESSION

Chairman 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.

In pursuant to Ohio Revised Code 121.22 (G) (3) to discuss conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

The Executive Session invitation may include:

Dr. Betty Young
Mia Yaniko

A motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to go into Executive Session.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Gerry Bird, Mike Budzik, Stuart Brooks, Leon Forte', Ben Mitchell, and Bailey Simons.

The Board adjourned to Executive Session at 6:16 pm.

RETURN TO REGULAR SESSION

Ben Mitchell announced the return to regular session at 7:00 pm.

PRESIDENT'S REPORT

Dr. Young presented a slideshow of current events taking place on campus.

Program Approval:

The College received state approval on the Bachelors of Applied Science and Natural Resource Management. The next step includes receiving full accreditation from the Higher Learning Commission.

Community College of Appalachia:

Congratulations to Hannah Guada, Debbie Arnold, and Dr. Jarrod Tudor for representing Hocking College at the summer conference. Each of them conducted a presentation.

Softball News:

Softball students received all academic OCCAC honors for this season.

Black Diamond Music Festival:

Thank you to all who helped make this year's music festival a success. The college looks forwards to next year's music festival.

SUBJECT:

2023-2024 Institutional Initiatives for the 2022-2027 Strategic Plan "A Place for Everyone".

BACKGROUND:

In accordance with the annual process of updating the current Strategic Plan the College proposes Strategic Initiatives for 2023/2024 Academic year.

RECOMMENDATION:

Approval of the 2023-2024 Institutional Initiatives for the 2022-2027 Strategic Plan "A Place for Everyone" which are as follows:

INITIATIVE ONE

To strengthen our organizational culture of caring for students and their success, we will expand institutional practices and the support infrastructure to predict and respond to instances that jeopardize student academic and behavioral success. We will clarify responsibilities and procedures for real-time intervention and continued support to promote student success.

INITIATIVE TWO

To prepare students for success beyond college, we will develop a comprehensive program of intentional offerings with opportunities to learn and practice professional skills for the workplace, with the goal of graduating on time, with multiple job offers and/or transfer plan, and a plan for financial independence.

INITIATIVE THREE

To continue to refine our institutional capacity for delivery of learning outcomes in new models for continuous improvement and continuing professional development for faculty leading to improved retention and recognized completion.

INITIATIVE FOUR

To innovate our academic offerings, we will develop, implement, and evaluate new course delivery models in selected academic areas that more effectively meet individual learning, utilize instructional design, apply competency assessment and technology tools, and facilitated learning communities.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

The initiatives will set the strategic direction of the College, including its goals and priorities.

FISCAL IMPACT:

Operating funds will support the 2023/2024 initiatives and are planned for in the FY24 budget proposal.

MOTION:

A Motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to approve the 2023-2024 Institutional Initiatives for the 2022-2027 Strategic Plan "A Place for Everyone". The Motion was unanimously approved.

SUBJECT:

Accept attached Mediation MOU for Perry County Board of Commissioners V. Hocking Technical College, d/b/a Hocking College.

BACKGROUND:

- On March 31, 2022, the college released a request for proposals on 15 acres requesting proposals intended to benefit New Lexington and Perry County.
- On April 27, 2022, the Perry County Board of Commissioners sent correspondence demanding that Hocking College Cease and Desist all efforts to develop or sell that parcel of land.
- On May 4, 2022 Perry County Board of Commissioners filed a Complaint to Quiet Title To Real Property.
- On August 18, 2022, the Board of Trustees approved a motion authorizing the College to explore the possibility of a solar field located on the 15 acres owned by Hocking College at the Perry Campus, allowing the College to determine the best course of action and allow the President, if prudent, to execute a lease agreement to facilitate a solar field. The Perry County Commissioners are rejecting this claiming that this was not included in the original deed when the land was donated to Hocking College.
- On September 8, 2022, the court of The Common Pleas Court of Perry County, Ohio. issued its decision which stated, "Therefore, the court declares that the Defendant is the rightful holder of the title to the entire property, the Plaintiff has no estate, right, title or interest in the remainder of the property; and the Complaint should be dismissed in its entirety with prejudice pursuant to Ohio Civ. R. 12(B) (6)."

- On October 11, 2022, Perry County Board of Commissioners filed Notice of Appeal, From The Common Pleas Court of Perry County, Ohio.
- On January 9, 2023, the parties attended mediation hearing to create a partnership regarding the use of the 15 acres owned by Hocking College. The parties reached a settlement agreement at this hearing that resulted in a Mediation MOU that reflects the term of the agreement.
- February 23, 2023, Board meeting accept Hocking College MOU and reject Perry County Commissioners MOU.
- On June 15, 2023 the parties reached an agreement which is the subject of this motion.

RECOMMENDATION:

The Board of Trustees approve a motion to accept the Mediation MOU (attached) for Perry County Board of Commissioners V. Hocking Technical College, d/b/a Hocking College.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Creating a partnership with Perry County would create opportunities to maximize community resources that provide educational opportunities for students enrolled at Hocking College that meet the workforce needs of Perry County.

FISCAL IMPACT:

Create additional revenue to advance the mission of the College.

MOTION:

A motion was made by Trustee Mike Budzik and seconded by Trustee Stuart Brooks to accept Mediation MOU for Perry County Board of Commissioners V. Hocking Technical College, d/b/a Hocking College. Gerry Bird Abstained. The motion was unanimously approved.

MEDIATION MEMORANDUM OF UNDERSTANDING

Date: March , 2023

Case No. Perry 22-CA-00009

Case Name: *Perry County Board of Commissioners v. Hocking Technical College, d/b/a Hocking College*

Appellant Perry County Board of Commissioners represented by Attorney Thomas Pannett and Appellee Hocking Technical College d/b/a Hocking College represented by Attorney Paul Kerridge participated in a mediation hearing on January 9, 2023. The parties have reached an agreement in principle with the following terms:

- The parties agree that Hocking College shall retain ownership of the disputed 15 acres and that the disputed 15 acres is not subject to a reverter clause.
- Other than enforcement of this agreement and those ownership interests addressed in any jointly filed Motion under Civ.R. 60(B), the parties release all claims to the ownership or use of the disputed 15 acres.
- The parties agree that if Hocking College decides to sell the disputed 15 acres within 10 years of this MOU, the Perry County Commissioners shall have a right of first refusal to purchase the disputed 15 acres equal to a price that Hocking College has accepted pursuant to a third-party offer.
- The parties agree that Hocking College's use or planned use of the disputed 15 acres will be for "educational purposes." "Educational purposes" includes any purpose authorized under R.C. 3357.
- Once this MOU is agreed in principle, and subject to the Court of Appeals retaining jurisdiction until all parties have signed the MOU, the parties shall file a joint Civ.R. 60(B) motion to vacate a portion of the trial court's decision in Perry Case No. 22-CV-00095. The jointly filed Civ.R. 60(B) will move the trial court to clarify that: (1) the Perry County Board of Commissioners retained mineral and easement rights over the land deeded to Hocking College and transferred on September 28, 1993 via Instrument #04780; and (2) Perry County owns the 5.28 acres deeded to Perry County by Hocking College on January 20, 2021 by Instrument 202100000264 that was filed with the Perry County Recorder's Office.

- The Perry County Board of Commissioners will pay court costs with regard to the appeal.

This MOU is intended only to summarize the principal points of the agreement. The parties agree the summary is sufficiently complete to constitute an enforceable agreement of the parties. Any individual signing this document for a party represents he/she has full authority to do so. The parties agree the signature of an attorney or agent for the party shall be deemed the party's signature for the purpose of making the agreement enforceable within the exception to the privilege.

Should enforcement become necessary, the party seeking enforcement will file any enforcement motion or action in the trial court. The parties acknowledge the mediator intends to invoke the mediator's privilege if ever called to testify regarding mediation communications or this MOU. Except as noted above, each party agrees he/she/it will neither request nor subpoena the mediator's notes, records, or any materials in the possession of the mediator for any purpose. Each party also agrees that he/she/it will neither request nor subpoena the mediator to testify in any matter for any reason.

All parties have had the opportunity to seek legal advice from retained counsel of their choosing before signing this MOU or have decided to proceed without legal advice.

_____	Date	_____	Date
(Counsel for Appellant(s))		(Counsel for Appellee(s))	
_____	Date	_____	Date
(Appellant)		(Appellee)	
_____	Date	_____	Date
(Appellant)		(Appellee)	

ACADEMIC AFFAIRS REPORT

Ms. Hagerott gave the following report:

SUBJECT:

2023-2024 Academic Calendar

BACKGROUND:

The Academic Leadership team, Cabinet and Financial Services reviewed the calendar and provided feedback.

RECOMMENDATION:

The College recommends the Board of Trustees approve the motion to adopt the proposed 2023-2024 Academic Calendar moving AHLD from October 18 to October 25.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Publishing the proposed academic calendars better assists Hocking College students and creates opportunities for our student to plan their academic career through graduation. Additionally, the multi-year calendars allows the College to plan multi-year course offerings, recruitment events and other advanced planning activities.

Publishing a multi-year academic calendar aligns with Higher Learning Commission Criterion Five: Resources, Planning and Institutional Effectiveness, "the institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities."

FISCAL IMPACT:

None.

MOTION:

A motion was made by Trustee Mike Brooks and seconded by Trustee Mike Budzik to approve the proposed 2023-2024 Academic Calendars. The motion was unanimously approved.

Hocking College	
ACADEMIC CALENDAR	
Approved by the Board of Trustees on April 20, 2023; Updated May 30, 2023	
2023-2024	
Summer Term	Monday, May - Friday, July 28, 2023
Last Day to Register (12 week courses)	Sunday, May 07, 2023
Summer Term Begins (12 week courses)	Monday, May 08, 2023
Census Date (15th day of term)	Monday, May 22, 2023
Holiday - Memorial Day - College Closed	Monday, May 29, 2023
Summer Graduation Application Due	Friday, June 02, 2023
Last Day to Order Caps/Gowns	Friday, June 02, 2023
Last Day to Register (8 week courses)	Sunday, June 04, 2023
8 Week Courses Begin	Monday, June 05, 2023
Holiday - Juneteenth - College Closed	Monday, June 19, 2023
Holiday - Independence Day - College Closed	Tuesday, July 04, 2023
Last Day to Drop/Withdraw (12 week and 8 week courses)	Friday, July 07, 2023
Summer Term Ends	Friday, July 28, 2023
Summer Commencement	Saturday, July 29, 2023
Autumn Term	Monday, August 14 - Friday, December 8, 2023
Start week	Monday, August 7 - Friday, August 11, 2023
Last Day to Register (16 week courses/first 8 week courses)	Sunday, August 13, 2023
Autumn Term Begins (16 week courses/first 8 week courses)	Monday, August 14, 2023
Census Date (15th day of term)	Monday, August 28, 2023
Holiday - Labor Day - College Closed	Monday, September 04, 2023
Autumn Graduation Application Due	Friday, September 08, 2023
Last Day to Order Caps/Gowns	Friday, September 08, 2023
Last Day to Drop/Withdraw (first 8 week courses)	Friday, September 15, 2023
Last Day to Register (second 8 week courses)	Sunday, October 08, 2023
Second 8 Week Courses Begin	Monday, October 09, 2023
All HC Learning Day (All Students, Faculty & Staff 8-5, All evening Courses held)	Wednesday, October 25, 2023
Holiday - Veterans Day (Observed) - College Closed	Friday, November 10, 2023
Last Day to Drop/Withdraw (16 week and second 8 week courses)	Thursday, November 09, 2023
Fall Break - College Open, No Courses, No Faculty	Monday, November 20 - Wednesday November 22, 2023
Holiday - Thanksgiving Break - College Closed	Thursday, November 23 - Friday November 24, 2023
Autumn Term Ends	Friday, December 08, 2023
Autumn Commencement	Saturday, December 09, 2023
End of Term for Faculty	Wednesday, December 13, 2023
Winter Break - College Closed	Monday, December 18, 2023 - Friday, December 29, 2023
Holiday - Christmas - College Closed	Monday, December 25, 2023
Spring Term	Tuesday, January 16, 2024 - Friday, May 10, 2024
Holiday - New Years Day - College Closed	Monday, January 01, 2024
College Opens	Tuesday, January 02, 2024
Start week	Tuesday, January 2 - Friday, January 5, 2024
Last Day to Register (16 week courses/first 8 week courses)	Sunday, January 07, 2024
Spring Term Begins (16 week courses/first 8 week courses)	Monday, January 08, 2024
Holiday - Martin Luther King Day - College Closed	Monday, January 15, 2024
Census Date (15th day of term)	Monday, January 22, 2024
Spring Graduation Application Due	Friday, February 02, 2024
Last Day to Order Caps/Gowns	Friday, February 02, 2024
Last Day to Drop/Withdraw (first 8 week courses)	Friday, February 09, 2024
Spring Break - College Closed	Monday, March 4 - Friday, March 8, 2024
Last Day to Register (second 8 week courses)	Sunday, March 10, 2024
College Opens - Second 8 Week Courses Begin	Monday, March 11, 2024
All HC Learning Day (All Students, Faculty & Staff 8-5, All evening Courses held)	Wednesday, March 20, 2024
Holiday - Good Friday - College Closed	Friday, March 29, 2024
Last Day to Drop/Withdraw (16 week and second 8 week courses)	Friday, April 12, 2024
Spring Term Ends	Friday, May 03, 2024
Spring Commencement	Saturday, May 04, 2024
End of Term for Faculty	Monday, May 06, 2024

WORKFORCE DEVELOPMENT REPORT

Dr. Tudor provided updates that are currently taking place in the workforce department.

New Employees:

- Samuel Taylor, Director of Grant Development and Management
- Jonah Fox, Associate Director of Business Programs
- Kimberly Patton, Director of Institutional Research
- Brian Teter, Director of Athletics
- Shawndray Williams, Executive Chef of Rhapsody

Black Diamond Music Festival:

Thank you to Adam Fowler and team for helping make this year's music festival a success.

FINANCE AND PERSONNEL REPORT

Trustee Ben Mitchell asked Mr. Mark Fuller to give the Finance and Personnel Report.

Hocking College Financial Update FY2023 Through 5/31/2023

BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 34,163	\$ 32,011	On track to meet budget
EXPENSE	\$ 34,163	\$ 30,037	On track to meet budget
NET	\$ 0	\$ 1,974	

LIQUIDITY AND FUNDING FIGURES

	MAY 2023 (000'S)	JUNE 2022 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 8,479	\$ 7,698	\$ 781
RESERVES & ENDOWMENTS	\$ 3,531	\$ 4,019	\$ (488)
CAPITAL FUNDS AVAILABLE	\$ 4,982	\$ 6,873	\$ (1,891)
COVID RELIEF FUNDS AVAILABLE	\$ 0	\$ 2,163	\$ (2,163)

Budget to Actuals Detail

College operating and auxiliary revenues are currently at \$32.0 million or 94% of the annual budgeted amount. Revenues are currently on track to meet budget. Total revenue is approximately 5% ahead of last year's pace.

Year-over-year improvement in revenue is driven by an increase in tuition & fee revenue (+6%) and an increase in auxiliary revenues (+15%), which is partially offset by a decrease in SSI funding (-2%). Auxiliary revenue increases are particularly evident in student housing (+6%) and student meal plans (+33%). These improvements are the result of more students on-campus and the pricing adjustments enacted on meal plans which became effective 2022SU.

Operating expenses are currently at \$25.1 million and auxiliary expenses are currently at \$4.9 million, combining for a total of \$30.0 million in expenses. Adjusting for timing differences, expenses are currently tracking approximately 1% above last year.

Liquidity Detail

The College has a current operating cash balance of \$8.5 million or approximately 91 days of cash on hand. This is an increase of \$0.8 million from the beginning of the fiscal year. Operating cash is anticipated to tighten through the summer before improving during Fall Semester.

Strategic reserves, fee reserves, and replacement reserves combine to total \$1.8 million. College Endowments equate to \$1.7 million, making the amount of reserves and endowments total \$3.5 million. Reserves and endowments are \$0.5 million lower than the prior year based on strategic reserves expended on capital projects. The College continues to contribute monthly to strategic reserves to help replenish reserve levels.

The College issued its last round of COVID Relief funds to students in May 2023. Overall, COVID relief provided \$6.3 million in assistance to over 2,700 students, equating to an average award of approximately \$2,300 per student.

SUBJECT:

Operating, auxiliary, and capital budgets for Fiscal Year 2024

BACKGROUND:

Hocking College prepares an annual budget which is reviewed and approved by the board, in accordance with ORC 3357.

RECOMMENDATION:

Approve the Fiscal Year 2024 budget.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The budget provides financial structure to keep the College accountable to its stakeholders.

FISCAL IMPACT

The College proposes a balanced budget with \$1.1 million in planned reserve contributions.

FY 2024 Operating Budget = \$28.1 million

FY 2024 Auxiliary Budget = \$5.6 million

FY 2024 Capital Improvement Budget = \$5.5 million

Total FY 2024 Budget = \$39.2 million

MOTION:

A motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to approve the College's operating, auxiliary, and capital budgets for Fiscal Year 2024. The motion was unanimously approved.

Hocking College Budget – Fiscal Year 2024

June 15, 2023

Executive Summary

Hocking College proposes a balanced budget for FY 2024 totaling \$39.2 million.

The budget's three components are proposed as follows:

- **Operating Budget:** \$28.1 million-- includes the core operations of the College.
- **Auxiliary Budget:** \$5.6 million-- includes the College's dorms, dining services, and entrepreneurial ventures.
- **Capital Budget:** \$5.5 million-- includes infrastructure projects funded by College reserves and state appropriations.

Budget considerations include the following significant items:

- Hocking College's SSI appropriation may be impacted by further adjustments to the Ohio Budget, legislation for which is currently in the Senate. The current estimate is a 1.0% increase in Hocking College's SSI funding from FY 2023 levels, based on the most current version of legislation.
- Enrollment is anticipated to be stable in FY 2024 compared to the prior year.
- The operating budget includes a \$700 thousand reduction in bad debt expense, as the College realizes the benefits from Seat Ready initiatives implemented in FY 2020.
- The operating budget includes over \$1.1 million in transfers to reserves. Reserve transfers include: \$500 thousand transfer to strategic reserves, \$500 thousand contribution to student program reserves, and \$150 thousand contribution to replacement reserves for the Dorms and Lodge.
- A total of \$1.6 million is budgeted toward students via scholarships, summer internships, and student employment. This total includes funds designated for work scholarships.
- The budget includes funding for approximately \$650 thousand in priority initiatives, including: increasing part-time and student employment wages to remain competitive in the current labor market, HVAC upgrades to the dorms, a website redesign, various equipment upgrades across campus, and funds for the completion of the athletics fields.

Budget Details

Long Term Planning Initiatives

The framework of the FY 2024 Budget incorporates the following initiatives related to the long term success of the College:

- Funding strategic and operational reserves
- Increasing operating cash levels
- Prudent management of expenses to maximize funding available for priority initiatives

The Budget includes over \$1.1 million in reserve contributions planned for FY 2024. These planned contributions will continue to move the College toward a model where long-term capital expenditures can be funded through reserves as needs arise. Budgeted reserve contributions for FY 2024 are as follows:

- Strategic Reserves - \$500,000
- Program Reserves - \$500,000
- Replacement Reserves – Dorms - \$100,000
- Replacement Reserves – Lodge - \$50,000

A primary component to the College fulfilling its strategy to increase operating cash levels is through efficient collection of its receivables, particularly its student account receivables. To help achieve this, the College will continue to work from a "Seat Ready" model, where students' finances must be in place prior to the start of the semester. This requirement has a negative impact on enrollment but the College continues to believe that this methodology is better for the student and the long term health of the College.

FY 2024 budget continues to use a 5-year lookback period for receivables. The College will be writing off the FY 2020 uncollected receivables during FY 2024. Bad Debt Expense totaling \$0.6 million is anticipated. This is the first year in which the College will be realizing savings from the Seat Ready strategy implemented in FY 2020. The YoY reduction in bad debt expense is \$0.7 million, or approximately a 54% savings.

The College continues to reduce recurring contractual, fixed costs. One of the key ways that the College finds efficiency is by maintaining a robust contract review process which reviews the necessity of contracts and eliminates those which may no longer apply or which the College is able to find a better or lower cost alternative. Budget managers are responsible for products/services specific to their area and the Fiscal Department reviews college-wide contracts and obligations. As an additional cost control, the President continues to be the sole source of final approval for all College contracts.

During FY 2023, the College has decreased \$215 thousand in recurring annual costs, which are recognized in the FY 2024 budget. By category, these savings include:

- Reductions in utility cost by bidding and right-sizing services (\$49 thousand)
- Renegotiating and eliminating contracts (\$142 thousand)
- Instituting technology upgrades that result in immediate savings (\$24 thousand)

Capital Expenditures

The \$5.5 million proposed capital budget is funded by a combination of state appropriations and Hocking College Strategic Reserves. State Appropriations fund \$5.0 million of the proposed budget.

Revenues

The College's operating budget includes a \$0.4 million (1.6%) increase in revenues while the auxiliary budget includes a \$0.5 million (7.5%) increase in revenues.

The increase in operating revenues is primarily the result of increased SSI revenue and improved auxiliary net income. Tuition & Fee revenue is projected to be on par with FY 2023 budgeted levels.

The increase in auxiliary revenues is primarily the result of improved anticipated revenues from the Dorms and Dining Services.

- Dorm revenue improved 6% in FY 2023 from FY 2022, and that trend is anticipated to continue, with FY 2024 budgeted revenue anticipated to improve by an additional 5%.
- Dining Services revenue exceeded budget by 17% in FY 2023, and that trend is anticipated to continue, with FY 2024 budgeted revenue increasing by 12%.

Expenses

The budget calls for \$28.1 million in operating expenses and \$5.6 million in auxiliary expenses.

Most significant among operating expenses are summarized as follows:

- \$15.3 million in salary and benefits expense, equating to 54% of the operating budget.
- \$3.1 million in textbooks and course materials, which are essentially a pass through of course fees collected from the students. Inclusive in this figure is \$500 thousand in student reserve contributions for future capital purchases.
- \$1.6 million in student employment and scholarships. Included in this figure are work scholarships, district scholars, and other college funded scholarships.
- \$0.6 million in bad debt expense, retiring the remaining student receivables from FY 2020.

Conclusion

The College proposes a balanced budget with \$1.1 million in planned reserve contributions. The budget aligns with the College's strategic goals and will help assist in its mission to serve as a pathway to prosperity.

**Operating Budget
Fiscal Year 2024 vs Fiscal Year 2023**

	2024 Budget	2023 Budget	O/(U) \$	O/(U) %
Total Operating				
Revenue	28,094,312	27,648,293	446,019	1.6%
Expense	28,094,312	27,648,293	446,019	1.6%
Net	-	-	-	N/A
Selected Revenue Categories				
Tuition & Fees	15,469,022	15,467,062	1,960	0.0%
State Share of Instruction	10,618,602	10,509,041	109,561	1.0%
Other Income	459,968	332,960	127,008	38.1%
Auxiliary Net Income	1,546,720	1,339,230	207,490	15.5%
Total	28,094,312	27,648,293	446,019	1.6%
Selected Expense Categories				
Bad Debt Expense	589,000	1,270,000	(681,000)	-53.6%
Benefits	3,750,062	3,661,751	88,311	2.4%
Capitalized Items	217,000	-	217,000	N/A
Computer / Tech	-	-	-	N/A
Contingency & Union Contingency	-	-	-	N/A
Dues & Memberships	139,531	116,315	23,216	20.0%
Ind Contractor	457,740	318,200	139,540	43.9%
Leases & Rentals	82,716	85,897	(3,181)	-3.7%
Legal, Accting, Insur	737,665	655,000	82,665	12.6%
Maintenance	146,100	104,000	42,100	40.5%
Meals & Refresh	100,806	107,400	(6,594)	-6.1%
Misc Expense	889,174	877,924	11,250	1.3%
Outsourced Teaching	120,250	110,000	10,250	9.3%
Salary & Wages	11,513,535	11,092,851	420,684	3.8%
Scholarships	557,000	642,500	(85,500)	-13.3%
Service & Maint Con	2,111,511	2,051,801	59,710	2.9%
Strategic Reserve Transfer	500,000	500,000	-	0.0%
Student Emp / Work Scholar	1,049,050	1,318,214	(269,164)	-20.4%
Supplies	451,100	314,600	136,500	43.4%
Travel / Prof Dev	273,497	319,536	(46,039)	-14.4%
Tuition Reimburse	160,000	168,000	(8,000)	-4.8%
Txtbk & Course Mats	3,052,830	2,759,023	293,807	10.6%
Utilities	1,195,744	1,175,280	20,464	1.7%
Total	28,094,312	27,648,293	446,019	1.6%

**Capital Budget
Fiscal Year 2024**

	Budget
Sources:	
State Capital Appropriations & Reappropriations	4,982,174
Hocking College Reserves	<u>557,988</u>
Total Sources	5,540,162
Uses:	
State Capital Funded	
PERRY CO COMM HLTH AT HOCKING	200,000
TECH MEDIA WORKFORCE CTR	40,300
PUB SAFE & NAT RESORC LAB RENO	1,825,992
MCCLLENAGHAN CENTER RENO	987,086
FIRE TOWER UPGRADE	306,885
HOCKING AQUACULTURE PROJECT	117,944
BASIC RENOVATIONS	81,567
FIRING RANGE AND CLASSROOM RENO	150,000
SECURITY LIGHTING	305,400
PARKING LOT IMPROVEMENTS	<u>967,000</u>
Subtotal - State Capital Funded	4,982,174
College Funded	
LS Building Renovation*	222,932
Sports Fields* ^^	215,056
Football Fields ^^	20,000
Dug-outs^^	<u>100,000</u>
Subtotal - College Funded	557,988
Total Uses	5,540,162

*FY2023 encumbrances that will need to be moved into FY2024

^^College is fundraising for sports field projects, proceeds from which will reduce actual amount funded through strategic reserves.

**Auxiliary Budget
Fiscal Year 2024 vs Fiscal Year 2023**

	2024 Budget	2023 Budget	O/(U) \$	O/(U) %
Total Auxiliary				
Revenue	7,110,007	6,615,375	494,632	7.5%
Expense	<u>5,563,287</u>	<u>5,276,145</u>	287,142	5.4%
Net	1,546,720	1,339,230	207,490	15.5%

SUBJECT:

FY2023 Strategic Reserves

BACKGROUND:

Hocking College maintains strategic reserves, in part, to fund capital projects for the improvement of campus infrastructure. During FY2023, the College has encumbered \$4.6 million in funds for the purpose of repairs and capital upgrades on campus. A summary of those items by funding source is below.

FUNDING SOURCE	AMOUNT (‘000s)
State Capital Funds	\$ 2,118
Trustee Approved – Strategic Reserves	\$ 1,800
Operating Funds	\$ 444
Proposed – Strategic Reserves	\$ 200
TOTAL	\$ 4,562

The College proposes strategic reserves as the funding source for \$200,000 of projects that would otherwise need to be funded by operating funds. The use of these funds largely includes HVAC, dorm, and door upgrades.

RECOMMENDATION:

The Board of Trustees approve a motion authorizing the College to utilize strategic reserves to fund up to \$200,000 in capital projects.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Capital projects allow the college to provide the infrastructure needed to offer world-class programming to its students.

FISCAL IMPACT

Will allow the College to utilize its Strategic Reserves for the improvement of campus infrastructure.

MOTION:

A motion was made by Trustee Leon Forte' and seconded by Trustee Bailey Simons to authorize FY23 Strategic reserves. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT –

Dr. Young discussed current projects taking place across campus. Washington Hall will be the new storage facility for campus related items including furniture and equipment.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

Ms. Guada talked about the enrollment team and the different recruitment tactics that they are currently conducting to increase enrollment efforts.

CHAIRMAN'S REPORT

No report.

NEW BUSINESS

None

NEXT MEETING – The next meeting of the Board of Trustees is scheduled for August 17, 2023. Subcommittees will begin at 5:30 pm with the Board meeting starting at 6:00 pm at The Lodge.

ADJOURNMENT

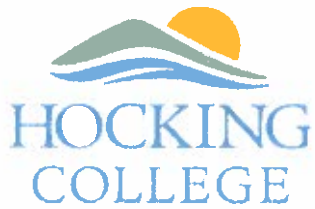
There being no further business to conduct, a motion was made to adjourn by Trustee and seconded by Trustee . The motion was approved. The Board adjourned at 7:52pm



Ben Mitchell, Chairman



Stephen Powell, Board Secretary



**Hocking College
Board of Trustees Action**

Date: August 17, 2023

Submitted by: Dr. Betty Young

SUBJECT:

Update Bylaws governing the Hocking College Board of Trustees

BACKGROUND:

The Board regularly reviews its bylaws and proposes changes to improve the operation of the Board.

RECOMMENDATION:

Approve updated Bylaws

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Align Board Bylaws with new legislation and Board practices including Board Committee structure.

FISCAL IMPACT:

None

COMMENTS

None



Motion to approve the Hocking College Board of Trustees Bylaws.

Adopted: 08/17/2023

Approved: 
Ben Mitchell, Chairman



**BYLAWS
OF
THE BOARD OF TRUSTEES
OF
HOCKING TECHNICAL COLLEGE**

**Updated by Motion
at the
August 17, 2023 Regular Meeting**

ARTICLE I

Legal Basis and Authority

Hocking Technical College originally was chartered as Tri-County Technical Institute on September 19, 1969. Its name was changed from Tri-County Technical Institute to Hocking Technical College of February 18, 1972. The Charter gave ownership of Hocking Technical College to the Board of Trustees of the College (Ohio Revised Code Section 33.57.12).

Definitions

Section 1. Definitions. In the Bylaws, the terms listed below have the following meanings:

- a) "Board" or "Board of Trustees" means the Board of Trustees of Hocking Technical College.
- b) "President" means the person appointed by the Board of Trustees to act as the executive officer of the College.
- c) Ohio Department of Higher Education (formerly Ohio Board of Regents).
- d) "Trustee" means a member of the Board of Trustees of Hocking Technical College.
- e) "College" means Hocking Technical College, aka Hocking College.
- f) "Technical College District" means the geographic area assigned to Hocking Technical College.
- g) "School District" means a public school district.

- h) "Chancellor" means the executive officer of the Ohio Department of Higher Education.

Article II

Board of Trustees

Section 1. Membership. The members of the Board of Trustees of the College shall be nine (9) in number, three (3) to be appointed by the Governor of the State of Ohio and six (6) to be appointed by the selection committee. The selection committee shall be appointed by the Executive committee of the Hocking College Board of trustees. The selection committee shall consist of either three (3) or five (5) members who are local business, civic, or nonprofit leaders and who are not currently sitting members of the Hocking College board of trustees. The board of trustees shall nominate individuals to be considered by the trustee selection committee. The appointees shall not be employees of the College or have been a college employee within the prior five (5) years. The selection committee may select new trustees from the individuals nominated by the board of trustees or other applicants. Trustees appointed by the selection committee shall reside within the technical college district. The term of office for trustees appointed by the selection committee shall be for three years. Each trustee shall hold office from the date of the appointment until the end of the appointment term; provided, however, that any Trustee shall continue in office subsequent to the expiration of their term until a successor takes office or until a period of sixty days has elapsed, whichever occurs first. The three (3) year term of the office for those appointed by the selection committee shall be September 1 through August 31 with no more than two (2) Trustees having an expiring term in any year.

Section 2. Vacancy on the Board. All vacancies in the Board of Trustees, whether caused by resignation, death, expiration of the appointed term, or otherwise, are to be filled by the authority who made the original appointment. Any Trustee appointed to fill a vacancy occurring prior to the expiration of the term for which the Trustee's predecessor was appointed shall hold office for the remainder of that term.

Section 3. Powers and Duties. The Board of Trustees shall have the power and duties delegated to it by the State of Ohio and the Ohio Department of Higher Education and such other powers as are necessary or incidental to exercise such specified powers. The Board of Trustees shall collectively formulate policy and delegate policy administration to the President of the College.

- a) The Board shall establish the basic qualification for, and shall appoint, a President of the College for such term and under such conditions as the Board may fix.
- b) The Board delegates to the President the authority to employ personnel needed to operate the College and all auxiliary operations. The Board reserves the duty to appoint the College Chief Financial Officer (Treasurer-CFO) and secretary to the Board upon recommendation of the President.
- c) The Board will hold title to all real and personal property of the College.
- d) The Board may purchase and hold title to land, easements or rights of way which shall be necessary for proper operation of the College.
- e) The Board may sell, exchange, transfer or lease property, real or personal, owned by the Board.
- f) The Board may enter into contracts and delegates to the President the authority to enter contracts in the normal operation of the College.
- g) The Board may apply standards and requirements for admission and graduation of students that are not in conflict with standards and requirements of the Ohio Department of Higher Education and The Higher Learning Commission.
- h) The Board may institute and defend legal actions and suits.
- i) The Board shall approve an annual budget.
- j) The Board shall designate as official depository or depositories of the College, from a list of acceptable institutions provided by the chief financial officer of the College, one or more banks, savings and loan associations and/or trust companies.
- k) The Board shall adopt and give oversight to policies as may be authorized by law and may be required for effective and safe operation of the College.
- l) The Board shall establish and deactivate programs of instruction upon the recommendation of the President and approval from the Ohio Department of Higher Education.

- m) The Board shall require the execution of such studies as are necessary to ensure the services of the College are kept current with the needs in the Technical College District.
- n) The Board shall ensure facilities are maintained in an acceptable manner and are insured to the extent of insurable value against loss by fire and other perils.
- o) The Board shall exercise its governance of the College through the President.
- p) The Board shall conduct an annual evaluation of the President and conduct an annual Board self-evaluation.

Section 4. Conflicts of Interest. Any Trustee, officer, employee or committee member having interest in a contract or other transaction presented to the Board of Trustees, or a Committee thereof, for authorization, approval, or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board or committee prior to its taking action on such contract or transaction. The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote, nor use personal influence, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to such contract or transaction. Such person may be counted in determining the existence of a quorum at the meeting where the contract or transaction is under discussion or is being voted upon. The minutes of the meeting shall reflect the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation, and whether a quorum was present.

Section 5. Meeting Attendance. Pursuant to Ohio Revised Code Section 3.17, in order to remain in the position, a Trustee must be in attendance at a minimum of three-fifths of regular, special, and emergency meetings of the Board of Trustees during any two-year period during the Trustee's term. Virtual meeting attendance is allowed in accordance with college Policy.

Section 6. Compensation and Expenses. Members of the Board of Trustees shall not be compensated for services they render as Trustees, but shall be entitled to receive reimbursement for reasonable costs of travel, meals and lodging while performing their duties as Trustees.

Section 7. Office of Record. The "Office of Record" and the permanent principal place of business of the Board of Trustees shall be the President's office, located at Hocking Technical College, 3301 Hocking Parkway, Nelsonville, OH 45764.

ARTICLE III

Officers of the Board

- Section 1. Officers of the Board.** Officers of the Board shall be a Chair, a Vice-Chair, a Secretary, and Treasurer. Each officer shall be elected to a one (1) year term by the Board of Trustees at its annual organizational meeting held at the regular October meeting of the Board or at its next occurring meeting thereafter. The Secretary of the Board may be a person other than a Trustee. The Treasurer is not a member of the Board.
- Section 2. Terms of Office.** All officers of the Board shall be elected for terms of one (1) year and may be re-elected at the end of each term.
- Section 3. Chair.** The Chair shall preside at all meetings of the Board, and unless otherwise directed by the Board, shall have the authority to appoint members of and fill vacancies on all standing and other committees. The Board Chair shall appoint a chair of each standing committee. Subject to these Bylaws, he or she shall fix the date and time of all regular, special, and emergency meetings, and perform such other duties as may be pertinent to the office of the Chair.
- Section 4. Vice-Chair.** The vice-Chair, in the absence or incapacity of the Chair, shall temporarily assume the duties and obligations of the Chair.
- Section 5. Secretary.** The Secretary shall keep minutes of all Board meetings and shall promptly distribute copies to all Board members. He or she shall be responsible for the orderly preservation of all records pertaining to Board business, and shall perform all other duties usual to the office or imposed by the Chair or by Board action.
- Section 6. Treasurer.** The Board shall comply with the provisions of Ohio Revised Code Section 3357.10 and shall elect a Treasurer, who is not a member of the Board, to serve at the Board's pleasure. At its annual organizational meeting held at the regular October Board meeting, or at its occurring meeting thereafter, the Board may elect a new Treasurer, or the Board may re-elect the then-serving Treasurer, to serve as Treasurer until the Board next takes action to elect a Treasurer. At the conclusion of the service by a Treasurer, the Treasurer shall comply, and the Board shall ensure compliance with the provisions of Ohio Revised Code Section 3357.10(A) regarding the delivery by the then-serving Treasurer to the Board, or to the Treasurer's successor, all moneys, books, papers, and other property of the College in the then-serving Treasurer's possession.
- Section 7. President of the College.** The President of the College shall not be elected as an officer of the Board; he/she is the chief executive officer of the College.
- a) Subject to the conditions of his/her appointment by the Board of Trustees and the grant of authority approved by the Board of Trustees, the President is charged with the responsibility and the authority for the operation of the College and auxiliary operations pursuant to state and federal laws, rules and regulations and policies of the Board of Trustees.
 - b) The President shall attend and participate in, without a vote, all meetings of the Board of Trustees except when his/her absence is expressly approved by the Chair of the Board.

- c) The President shall present recommended policies to the Board of Trustees.
- d) The President shall recommend all educational programs and support services he/she deem to be needed by the College. Such recommendations must be financially feasible and not in conflict with standards and requirements of the Ohio Department of Higher Education and the Chancellor, and the Higher Learning Commission.
- e) The President shall advise the Board of Trustees of the need for planning, modifying and constructing physical facilities.
- f) The President shall advise the Board of Trustees of the financial needs of the College and shall be directly involved in fundraising by the College to complement such needs.
- g) The President is responsible for the establishment of the organization of the College.
- h) The President is responsible for other duties as assigned by the Board of Trustees.

ARTICLE IV

Meetings of the Board of Trustees

Section 1. **Regular Meetings.** There shall be five (5) Regular meetings per year, in addition to the October organizational meeting, that shall be scheduled each year. The meetings shall be held in accordance with Ohio open meetings law. Committees of the Board shall include the following standing committees. Ad Hoc Committees may be formed by the Board Chair from time to time to address matters not otherwise addressed in a standing committee.

- a) Standing Committees of the Board, consisting of no fewer than two (2) members each chair shall be appointed annually by the Chairperson of the Board, and each Standing Committee shall consider, report and make recommendations for action by the Board on the various policy and action matters enumerated below as follows:
 - 1) Finance and Personnel Committee
 - 2) Workforce Development and Academic Affairs Committee
 - 3) Community Relations and Student Experience Committee
 - 4) Facilities Management Committee

The Board Chair will designate a Chair for each Standing Committee.

The Executive Committee/Nominating Committee shall be made up of the Chair of the Board, Vice Chair and Chair of the Finance Committee, and have broad powers to act in all matters not deemed by the Chairperson of the

Board and the President of the College as of importance to command the immediate attention of the entire Board. All actions of the Executive Committee shall be subject to approval by the Board, except those wherein the Board has delegated to the Executive Committee or the President full power to act for the Board. The Executive Committee shall also serve as the nominating committee for the open board seats.

The Executive Committee's authority is derived from the authority of the entire board. The Executive Committee serves as a sounding board for management on emerging issues, problems, and initiatives and shall have the authority to consult with the President on all matters including but not limited to the appointment of executive and Board officers, general governance policies and procedures, appointment of future trustees, and business not specifically assigned to another Standing Committee, although the Executive Committee may engage in any discussion with the President that is critical to the mission of the College, the Board and decision makers for the College.

The Finance and Personnel Committee is a standing committee composed of members of the Board charged with advising the Board concerning the financial affairs of the college. The Finance and Personnel Committee recommends an annual budget and an outside auditor to the Board, recommends financial and other policies, assesses the financial impact of all policies and activities on the College, monitors College investments, and undertakes other appropriate projects as requested. This Committee also functions as the Audit Committee.

In addition, this Committee oversees the College's human capital in terms of compensation and benefits, recruitment, retention, discipline and termination of employees. Oversees the Board and Presidential evaluation and the compliance with Federal and State Laws and regulations concerning wage and hours, appropriate classification of employees and recommendations concerning collective bargaining agreements, disputes and issues.

The Workforce Development and Academic Affairs Committee oversees all activities that support the workforce development and academic mission of the College. It includes oversight of accreditations, articulation of the academic mission of the College, enhancing the quality of the academic programs, fostering faculty and student development and success. Oversees the success of recruitment, retention and completion of students. In addition, oversees and supports Community Relations throughout the districts and with College Partners.

Community Relations and Student Experience Committee oversees all activities that support student engagement and the student experience and mission of the College. Supports student services including, but not limited to, Enrollment Management and Marketing, Dorms, and Co-Curricular activities.

The Facilities Committee broadly oversees the College's physical assets, its land, buildings, equipment and technology infrastructure. More specifically, to maintain the adequacy and condition of capital assets.

- b) The Chairperson of the Board and the President or his or her designee shall be ex-officio members of all Standing Committees; however, neither is eligible to serve as a voting member of a Standing Committee in his or her ex-officio capacity.

- Section 2. Special Meetings.** Special meetings of the Board of Trustees may be called by the Chair of the Board. Trustees will be notified by letter, telephone or electronically. The notification will include the date, time, place and purpose of the Meeting. Business will be confined to the advertised purpose. Notification will be sent so as to reach Trustees at least 24 hours prior to the meeting.
- Section 3. Emergency Meetings.** Emergency meetings may be called by the Chair of the Board due to the occurrence of an unforeseen emergency that requires immediate action. Trustees will be notified via telephone or electronically. The notification will include the date, time, place and purpose of the Meeting. The media will be notified in a like manner. Business will be confined to the advertised purpose.
- Section 4. Notice of Regular Meetings.** Notification of regular meetings shall be made as the Board directs. Unless otherwise specified in meeting notices, regularly scheduled meetings will be held on the main campus of the College at 3301 Hocking Parkway, Nelsonville, Ohio 45764.
- Section 5. Quorum.** A majority of the Trustees holding office shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees.
- Section 6. Manner of Acting.** The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees. Robert's Rules of Order shall apply at meetings of the Board unless the Board otherwise elects to act.
- Section 7. Presumption of Assent.** A Trustee who is present at a meeting of the Board when action is taken shall be deemed to have assented to the action taken unless: (a) the Trustee objects at the beginning of the meeting (or promptly upon the arrival of the Trustee) to holding the meeting or transacting business at the meeting, (b) the Trustee's dissent or abstention from the action is entered into the minutes of the meeting, or (c) the Trustee files a written notice of dissent or abstention to such action with the presiding officer of the meeting before the adjournment thereof or with the Secretary promptly after adjournment of the meeting. Such right of dissent or abstention shall not apply to a Trustee who voted in favor of the action taken.
- Section 8. Open Meetings Law.** All meetings of the Board of Trustees and its committees shall be conducted in compliance with the applicable provisions of the Ohio Revised Code and Ohio Administrative Code regarding open meetings.

- Section 9.** **Delegations.** Individuals or delegations may be heard by a committee of the Board of Trustees upon the consent of the Chair of the Board with no less than 10 days notice.
- Section 10.** **Personnel Appeals.** The Board may hear appeals from non-bargaining unit employees and employees reporting directly to the President after due process procedures have been exhausted. Such appeals must be presented to the Chair of the Board.
- Section 11.** **Preparation of the Agenda.** The President of the College and the Chair of the Board will develop the agenda for each meeting of the Board of Trustees. Trustees and others may present items for consideration. If they do so, items must be presented at least fourteen (14) days prior to the meeting. Copies of the Agenda will be sent to Trustees at least five (5) days prior to the meeting. Under emergencies, items may be added to the Agenda.

ARTICLE V

Policies and Procedures

- Section 1.** **Adoption.** Pursuant to Ohio Revised Code Section 3357.06, these Bylaws shall be deemed adopted upon affirmative vote of a majority of all Trustees then holding office on the Board. The adoption of these Bylaws by the Board of Trustees shall repeal all previous Bylaws.
- Section 2.** **Amendments.** Amendments to these Bylaws may be proposed at the regular October meeting of the Board of Trustees. Amendments shall be effective upon the affirmative vote of the majority of all Trustees then serving on the Board at a meeting of the Board of Trustees. The Secretary shall maintain a record of all amendments of these Bylaws.



**Hocking College
Board of Trustees Action**

Date: August 17, 2023

Submitted by: Jacqueline Hagerott

SUBJECT:

New academic degree and certificate(s) in Cosmetology

BACKGROUND:

Hocking College is committed to providing new degree and certificate opportunities aligned with industry demands and job outlook trends. The Ohio Department of Higher Education (ODHE) / Higher Learning Commission (HLC) grant final approval to offer a new degree/certificate after the Hocking College Board of Trustees authorizes the campus to submit a proposal for consideration.

With the Board of Trustees approval, the College may submit formal proposals for the following:

Cosmetology Degree and Certificate(s)

RECOMMENDATION:

The Hocking College Board of Trustees approve new degree and certificate(s) in Cosmetology.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The College will partner with the Artisan Cosmetology school to offer the degree and certificate(s).

FISCAL IMPACT

There will be moderate fiscal impact in the initial states of program / degree development. Additional staff may be needed to fulfill the delivery of coursework, but after development is complete, the fiscal impact should be cost neutral due to anticipated increase in enrollment and the additional tuition and fees generated by this expanded programming.



Motion to approve the new degree and certificate(s) in Cosmetology.

Adopted: 08/17/2023

Approved: 
Ben Mitchell, Chairman

**Hocking College Financial Update
FY2023 Through 6/30/2023**

PRELIMINARY, UNAUDITED

BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 34,163	\$ 33,963	Preliminary, Unaudited
EXPENSE	\$ 34,163	\$ 33,953	Preliminary, Unaudited
NET	\$ 0	\$ 10	

LIQUIDITY AND FUNDING FIGURES

	JUNE 2023 (000'S)	JUNE 2022 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 6,892	\$ 7,618	\$ (726)
RESERVES & ENDOWMENTS	\$ 3,409	\$ 4,019	\$ (610)
CAPITAL FUNDS AVAILABLE	\$ 3,838	\$ 6,873	\$ (3,035)

Budget to Actuals Detail

College operating and auxiliary revenues ended the year at \$34.0 million. Revenues were largely made up of Tuition & Fees (46%), SSI Funding (31%), Auxiliary Sources (20%) and Other Operating Income (3%).

Operating and auxiliary expenses ended the year at \$34.0 million. Expenses were largely made up of Salary & Benefits (44%), Auxiliary Expenses (16%), Textbooks & Course Materials (8%), Maintenance & Facility Upgrades (7%), and Utilities (4%).

The College will close the year with a surplus based on revenues outpacing expenses. The College made all budgeted reserve contributions.

Liquidity Detail

The College has a current operating cash balance of \$6.9 million or approximately 74 days of cash on hand. This is a decrease of \$0.7 million from the beginning of the fiscal year, driven largely by YoY timing differences of disbursements for Pell and Direct Loans. Operating cash is anticipated to increase in August and September as 2023AU receivables are collected.

Strategic reserves, fee reserves, and replacement reserves combine to total \$1.7 million. College Endowments equate to \$1.7 million, making the amount of reserves and endowments total \$3.4 million. Reserves and endowments are \$0.6 million lower than the prior year based on strategic reserves expended on capital projects. The College continues to contribute monthly to strategic reserves to help replenish reserve levels.



**Hocking College
Board of Trustees Action**

Date: August 17, 2023

Submitted by: Dr. Betty Young

SUBJECT:

Recognition of contributions made by Mike Brooks, Trustee Emeritus to Hocking College.

BACKGROUND:

Mike Brooks began as a Trustee at Hocking College in 2011. Hocking College has successfully completed many projects, goals, and milestones due to Mike's dedication and commitment to the Institution over the last 12 years.

RECOMMENDATION:

Board of Trustees pass a resolution to recognize the contributions made by Mike Brooks to Hocking College.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Recognition of the value and dedication of Hocking College employees, has a positive impact for student experience, and creates a foundation to create new talent.

FISCAL IMPACT

N/A



WHEREAS, the Board of Trustees of Hocking Technical College, to recognize Mike Brooks for his contributions to Hocking College and

WHEREAS, Mike Brooks has served a Trustee for Hocking College since 2011 and

WHEREAS, Mike Brooks has been a leader in the Nelsonville Community, successful Business man, and Supporter of Hocking College Students, Faculty, and Staff.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hocking Technical College pass a resolution to name Mike Brooks at Hocking College as a Trustee Emeritus on this Seventeenth day of August, 2023.

Date Adopted: 08/17/2023

Approved: 
Ben Mitchell, Chairman