



## BOARD OF TRUSTEES MEETING

**Thursday, October 13, 2022**

**The Lodge Conference Room**

**Equine Arena Open House Ribbon Cutting @ 3:30pm**

**Regular Meeting 6:00pm**

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| • <b>Call to Order (5 min)</b>                                     | Chairman Mitchell  |
| • <b>Roll Call</b>   | Mr. Daubenmire   |
| • <b>Approve Minutes from August 18, 2022, Meeting</b>             | Chairman Mitchell  |
| • <b>Executive Session (15 min)</b>                                | Chairman Mitchell  |
| • <b>President's Report (15 min)</b>                               | Dr. Young  |
| ➤ President's Report   |  |
| ➤ 2023 Calendar for HC BOT Meetings                                |  |
| ➤ Motion to Complete Annual Review BOT Bylaws                      |  |
| ➤ Motion to Complete Annual Review Governance Policies             |  |
| • <b>Academic Affairs Report (10 min)</b>                          | Trustees Ben Mitchell /<br>Gerry Bird /<br>Bailey Simons<br>Ms. Hagerott |
| ➤ Update from Vice President                                       |  |
| ➤ Motion to Approve an Additional Institutional Learning Outcome   |  |
| • <b>Community Relations and Student Experience Report (5 min)</b> | Trustees Stuart Brooks /<br>Leon Forte' /<br>Ms. Guada                   |
| ➤ Update from Vice President                                       |  |
| • <b>Finance and Personnel Report (5 min)</b>                      | Trustees Mike Brooks /<br>Jeanie Addington /<br>Mr. Fuller               |
| ➤ Update from Executive Director Finance / Treasurer               |  |
| ➤ Motion to Approve Efficiency Report                              |  |
| ➤ Motion to Approve Medical Insurance Premium                      |  |
| • <b>Facilities Committee Report (5 min)</b>                       | Trustees Mike Budzik /<br>Mark Dean /<br>Mr. Daubenmire                  |
| ➤ Update on Projects   |  |
| • <b>Chairman's Report (10 min)</b>                                | Chairman Mitchell  |
| • <b>New Business (5 min)</b>                                      | Chairman Mitchell  |
| • <b>Adjournment</b>   | Chairman Mitchell  |
| • <b>Event Schedule</b>  |  |
| Next Meeting – December 8, 2022                                    |  |
| 5:30 pm Committee Meetings   |  |
| 6:00 pm Board Meeting  |  |

### Our Mission

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

## **MINUTES**

## **HYBRID VIRTUAL MEETING**

**Date: August 18, 2022**

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The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, August 18, 2022. Members either signed in on the provided link, or attended in person at The Lodge.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Ms. Jacqueline Hagerott, Vice President of Academic Affairs and Workforce Development; Ms. Hannah Guada, Vice President of Student Affairs and Chief Diversity and Inclusion Officer; Mark Fuller, Executive Director, Finance / Treasurer; Dr. Shah Hasan, Special Assistant to The President; Joe Deer, CIO; Sean Terrell, Associate Vice President, Workforce Development & Community Partnerships.

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

### **CALL TO ORDER**

Ben Mitchell called the meeting to order at 6:16 pm.

### **ROLL CALL**

Jeff Daubenmire, Board Secretary, called the roll:

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

Board members absent: Trustee Mark Dean.

Members present constitute quorum.

### **APPROVAL OF MINUTES**

Chairman Ben Mitchell asked if there were any changes to the minutes from the June 16, 2022 regular meeting. A motion was made by Trustee Jeanie Addington and seconded by Trustee Mike Brooks to approve the June 16, 2022, Board of Trustees minutes. The motion was unanimously approved.

### **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 disputes involving the public body that are the subject of pending or imminent court action

The Executive Session invitation may include:

Dr. Betty Young

A motion was made by Trustee Mike Budzik and seconded by Trustee Mike Brooks to go into Executive Session.

On a roll call vote:

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

The Board adjourned to Executive Session at 6:20 pm.

## **RETURN TO REGULAR SESSION**

Ben Mitchell announced the return to regular session at 7:16 pm.

## **PRESIDENT'S REPORT**

Dr. Young gave the following report:

**Enrollment:** Hocking College enrollment for this Fall is up by 2% and is trending with the national average.

**LS / Canal Street Building:** Dr. Young presented a slideshow of the current updates to the LS / Canal Street building. Updates include painting of the exterior, interior framing of walls, plumbing, and floor finish.

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## **SUBJECT:**

Expand Hocking College's district to include Fairfield County

## **BACKGROUND:**

Hocking Technical College's service district includes Athens, Hocking, and Perry counties. Fairfield County is currently an unassigned county for purposes of Community & Technical College Territory and is contiguous to Hocking County as required in ORC 3357.021 Expansion of District.

In 2020, Hocking Technical College, in partnership with the City of Lancaster and County of Fairfield, established a Workforce Center to provide training programs for in-demand jobs.

Hocking Technical College desires to expand its district to include Fairfield County to ensure its ability to continue to properly service the area.

**RECOMMENDATION:**

The Board of Trustees pass a resolution to expand the Hocking Technical College district to include Fairfield County per ORC 3357.021.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The expansion will allow Hocking College to ensure its ability to service the area.

**FISCAL IMPACT:**

N/A

WHEREAS, the Board of Trustees of Hocking Technical College, hereinafter referred to as the "College", deems it desirable and in the best interests of the College and Southeastern Ohio communities to expand the district of the College to include Fairfield County.

WHEREAS, Fairfield County is an unassigned county for purposes of Community and Technical College territory.

WHEREAS, Fairfield County is contiguous to Hocking County, and Hocking County is currently assigned to the district of the College as required in ORC 3357.021.

WHEREAS, the College, at the request of the leaders of the City of Lancaster and County of Fairfield established a Workforce Center in Fairfield County in 2020. The Workforce Center is an active and important part of the county and region's workforce development needs, providing training programs for in-demand jobs.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hocking Technical College expand Hocking Technical College's district to include Fairfield County. This certified resolution to be submitted to the Ohio Board of Regents / Ohio Department of Higher Education per ORC 3357.021 for approval and designated date on which the expansion shall take effect. Proposed date of January 1, 2023.

**MOTION:**

A motion was made by Trustee Stuart Brooks and seconded by Trustee Gerry Bird to approve the expansion of Hocking College's district to include Fairfield County. The motion was unanimously approved.

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**SUBJECT:**

Purchase 79-81 Columbus Street, Nelsonville Ohio

**BACKGROUND:**

Hocking College proposes to purchase 79-81 Columbus Street, Nelsonville, Ohio

**RECOMMENDATION:**

The Board of Trustees approve the motion to authorize the purchase of 79-81 Columbus Street, Nelsonville Ohio

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Motion will facilitate the purchase of real estate

**FISCAL IMPACT:**

Hocking College will utilize funding secured from the Hocking College Foundation.

WHEREAS, the Board of Trustees of Hocking Technical College, hereinafter referred to as the "College", deems it desirable and in the best interests of the College to acquire certain property located at 79-81 Columbus Street, Nelsonville, Ohio 45764, hereinafter referred to as the "Property".

NOW, THEREFORE, BE IT RESOLVED, that the President, Dr. Betty Young, hereinafter referred to as the "President" is hereby authorized, directed, and empowered to execute, for and on behalf of the College and in its name, any and all documents required in connection with the purchase of the Property.

FURTHER BE IT RESOLVED, that the College acquire the Property for such price, terms, and conditions as the President deems to be in the best interest of the College.

**MOTION:**

A motion was made by Trustee Mike Budzik and seconded by Trustee Leon Forte' to approve the purchase 79-81 Columbus Street, Nelsonville Ohio. The motion was unanimously approved.

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**SUBJECT:**

Solar field at Perry Campus

**BACKGROUND:**

Hocking College has received interest from a third party to develop a solar field on the College's property located at the Perry Campus.

**RECOMMENDATION:**

The Board of Trustees approve a motion authorizing the College to explore the possibility of a solar field located at the Perry Campus. The motion will allow 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.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Will allow the college to explore an opportunity to better maximize its resources and may provide an educational opportunity for its students.

**FISCAL IMPACT:**

This will provide a potential additional stream of revenue to help subsidize the College's growth and mission.

**MOTION:**

A motion was made by Trustee Stuart Brooks and seconded by Trustee Mike Budzik to approve the Solar field at Perry Campus. Gerry Bird abstained. The motion was unanimously approved.

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**SUBJECT:**

Canal Street Building Renovation

**BACKGROUND:**

Hocking College is currently renovating the building located at 185 W Canal Street, Nelsonville.

The College has encumbered \$1.9 million to date. An additional \$408,000 in funding is requested to complete all phases of the renovation except for the live learning lab for culinary which will be funded by State Capital Appropriations.

The funds will be largely used to complete bathrooms, ceilings, electrical, flooring, IT infrastructure, animal assisted therapy training area, and the brewery.

**RECOMMENDATION:**

The Board of Trustees pass a motion to authorize Hocking College to encumber an additional \$408,000 to complete additional renovations to the Canal Street Building.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The renovation will allow Hocking College to develop 185 W Canal Street into vital, functional educational space.

**FISCAL IMPACT:**

Will be funded by Strategic Reserves.

**MOTION:**

A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks to authorize Hocking College to encumber an additional \$408,000 of Strategic Reserves to fund the renovation of 185 W Canal Street. The motion was unanimously approved.

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**SUBJECT:**

Completion of Softball Field

**BACKGROUND:**

In support of Hocking College's athletics program and student recreation, Hocking has developed a plan to install a Softball Field on its campus. Cost to complete is anticipated to be no more than \$100,000.

**RECOMMENDATION:**

The Board of Trustees approve a motion authorizing the College to utilize strategic reserves to fund up to \$100,000 for the purpose of installing a softball field on its campus.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

This capital project will help support the College's athletics program and student recreation.

**FISCAL IMPACT:**

Will allow the College to utilize its strategic reserves to complete this project.

**MOTION:**

A motion was made by Trustee Jeanie Addington and seconded by Trustee Gerry Bird to authorize up to a \$100,000 transfer from Strategic Reserves to fund the installation of a softball field. The motion was unanimously approved.

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**ACADEMIC AFFAIRS REPORT**

No report.

**FINANCE AND PERSONNEL REPORT** Trustee Mike Brooks asked Mr. Mark Fuller to give the Finance and Personnel Report.



**Hocking College Financial Update  
FY2022 Through 6/30/2022**

**PRELIMINARY, UNAUDITED**

**BUDGET TO ACTUAL COMPARISON**

	<b>ANNUAL BUDGET (000'S)</b>	<b>YEAR TO DATE ACTUALS (000'S)</b>	<b>STATUS</b>
<b>REVENUE</b>	\$ 35,971	\$ 34,025	Preliminary, Unaudited
<b>EXPENSE</b>	\$ 35,971	\$ 34,025	Preliminary, Unaudited
<b>NET</b>	\$ 0	\$ 0	

**LIQUIDITY AND FUNDING FIGURES**

	<b>JUNE 2022 (000'S)</b>	<b>JUNE 2021 (000'S)</b>	<b>YOY NET CHANGE</b>
<b>OPERATING CASH</b>	\$ 7,698	\$ 6,510	\$ 1,188
<b>RESERVES &amp; ENDOWMENTS</b>	\$ 4,019	\$ 6,981	\$ (2,962)
<b>CAPITAL FUNDS AVAILABLE</b>	\$ 6,873	\$ 4,783	\$ 2,090
<b>COVID RELIEF FUNDS AVAILABLE</b>	\$ 2,468	\$ 9,121	\$ (6,653)

**Budget to Actuals Detail**

College operating and auxiliary revenues ended the year at \$34.0 million, driven by \$16.8 million in Tuition & Fees, \$10.7 million in SSI funds, \$0.5 million in other operating revenues, and \$5.9 million in auxiliary revenues.

The College's total revenues for FY2023 increased \$0.8 million or 3% year-over-year.

Operating and auxiliary expenditures total \$34.0 million through the end of the fiscal year. The College was able to stay within its expense budget despite some challenges from inflation, particularly food costs.

The College's net budget position will end the year at \$0 as any net surplus has been utilized to help offset capital expenditures otherwise authorized from strategic reserves.

**Liquidity Detail**

The College has a current operating cash balance of \$7.7 million or approximately 78 days of cash on hand. This is an increase of \$1.1 million from the prior year. The increase in operating cash is largely the result of an improvement in the timing of the collection of its 2022AU student receivables. Operating cash is anticipated to increase over the next few months as it continues to collect its receivables for Fall semester.

Strategic reserves, fee reserves, and replacement reserves combine to total \$2.7 million. College Endowments equate to \$1.3 million, making the amount of reserves and endowments total \$4.7 million. Reserves and endowments are \$2.9 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.

COVID-19 related federal relief funds remaining totals \$2.5 million, being largely student financial aid support. The College will be expending the remainder of these funds during FY 2023.



## **FACILITIES COMMITTEE REPORT –**

Mr. Daubenmire provided updates on current projects taking place on campus.

## **COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT**

Ms. Guada provided updates on last week's Startweek events. Student events included Karaoke, Line Dancing, Lake Snowden and a Bon Fire with over 300 students in attendance.

## **CHAIRMAN'S REPORT**

Chairman Mitchell provided the following statement:

*I attended the caucus meeting on August 17, 2022 to appoint three trustees to the Hocking College Board of Trustees. Upon review of the requirements for this meeting, which are included in the Ohio Revised Code (ORC) 3357.05, there was a procedural error made by the College that invalidates the results.*

*ORC 3357.05 was provided in advance of the meeting and at the meeting in the packet provided to attendees.*

*ORC 3357.05 (B) states in part "Six trustees shall be appointed by the presidents or their representatives of the city and exempted village boards of education of school districts and the governing boards of service districts whose territories are embraced in the technical college district."*

*The city and exempt village boards of education and service districts whose territories are embraced in the technical college district are:*

- Athens City School District*
- Athens-Meigs ESC*
- Nelsonville-York City School District*
- New Lexington City School District*
- Muskingum Valley ESC*

*ORC 3357.05 (B) further states in part "the president of the board of education of the city school district having the largest pupil enrollment shall call a caucus of the presidents of the foregoing boards of education."*

*At the August 17th caucus meeting, Logan-Hocking Local School District president, Lance Bell, called the meeting, chaired the meeting, and voted. Logan-Hocking Local School District is not a qualified school district according to ORC 3357.05. Therefore, the results of this meeting are invalid.*

*We are seeking council from the Ohio Attorney General and the Department of Higher Education to confirm our interpretation of the law and to assure we move forward in compliance with ORC 3357.05.*

*Ben Mitchell, Board Chair, Hocking College Board of Trustees.*

### **NEW BUSINESS**

None

**NEXT MEETING** – The next meeting of the Board of Trustees is scheduled for October 13, 2022 at 6:00pm at The Lodge.

### **ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Mike Brooks and seconded by Trustee Stuart Brooks. The motion was approved. The Board adjourned at 7:45 pm.

  
Ben Mitchell, Chair  
Jeff Daubenmire, Board Secretary



#### **Board of Trustees 2023 Meeting Dates**

- Thursday, February 16, 2023
- Thursday, April 13, 2023
- Thursday, June 15, 2023
- Thursday, August 17, 2023
- Thursday, October 19, 2023
- Thursday, December 7, 2023

#### **2023 Conference Dates and Locations**

- Ohio Association of Community Colleges (OACC)  
**June 2023 / TBD**
- Association of Community College Trustees (ACCT)  
**October 9-12, 2023 / Las Vegas, Nevada**



**Hocking College  
Board of Trustees Action**

**Date:** October 13, 2022

**Submitted by:** Dr. Betty Young

**SUBJECT:**

Recognition of contributions made of Jeff Daubenmire to Hocking College.

**BACKGROUND:**

Jeff Daubenmire begin his career at Hocking College in 2006 as an adjunct in the Music Department. He then was promoted in 2011 to Associate Dean of Arts and Science. In 2015 he became Chief of Staff under the leadership of Dr. Young. Since that time, Jeff has served the college in additional roles including Treasurer, Executive VP, and CFO. Hocking College has successfully completed many projects, goals, and milestones due to Jeff's dedication and commitment over the last 16 years.

**RECOMMENDATION:**

Board of Trustees pass a resolution to recognize the contributions made by Jeff Daubenmire to Hocking College.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Recognition of the value and dedication of Hocking College employees, has a positive impact on employee morale, and creates a foundation to create new talent.

**FISCAL IMPACT**

N/A



WHEREAS, the Board of Trustees of Hocking Technical College, hereinafter referred to as the "College", deems it desirable and in the best interests of the College to recognize Jeff Daubenmire for his contributions to Hocking College.

WHEREAS, Jeff Daubenmire has been an employee of Hocking College since 2009.

WHEREAS, Jeff Daubenmire has been instrumental in leading numerous initiatives and projects that have led to the accomplishment of numerous milestones that benefit students, Faculty, Staff, and the Community.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Hocking Technical College pass a resolution to recognize the contributions made by Jeff Daubenmire to Hocking College.

Date Adopted: 10/13/2022

Approved: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Ben Mitchell". The signature is written over a horizontal line.

Ben Mitchell, Chairman



**Hocking College  
Board of Trustees Action**

**Date:** October 13, 2022

**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:

**Membership:**

Each Trustee shall hold office from the date of appointment until the end of the appointed term; provided, however, that any Trustee shall continue in office subsequent to the expiration of his or her term until a successor takes office, or until a period of sixty (60) days has elapsed, whichever occurs first for caucus appointments and until a governors appoint is made.

**Meeting Attendance:**

Virtual meeting attendance is allowed in accordance with college Policy.

**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.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Align Board Bylaws with Board practices including Board Committee structure.

**FISCAL IMPACT:**

None

**COMMENTS**

None





Motion to approve the reviewed Hocking College Board of Trustees Bylaws.

Adopted: 10/13/2022

Approved:   
Ben Mitchell, Chairman



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

**Updated by Motion  
at the  
October 13, 2022 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) "Caucus" means the caucus of the presidents of each of the boards of education of public school districts, the territories of which are embraced with the Hocking technical College's technical College District. ("Board of Education" shall include public school districts and education service centers.)

- g) "Technical College District" means the geographic area included within the Counties of Athens, Hocking, and Perry.
- h) "School District" means a public school district.
- i) "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 Caucus, each for a term of three (3) years. A Trustee may serve an unlimited number of consecutive terms. Appointees shall be qualified electors residing within the Technical College and shall not be employees of the College or have been a college employee within the prior five (5) years. Each Trustee shall hold office from the date of appointment until the end of the appointed term; provided, however, that any Trustee shall continue in office subsequent to the expiration of his or her term until a successor takes office, or until a period of sixty (60) days has elapsed, whichever occurs first for caucus appointments and until a governors appoint is made. The term of the office for those appointed by the Caucus shall be September 1 through August 31 with no more than two (2) Trustees having an expiring term in any year. The Caucus will be called into session by the president of the largest School District in the Technical College District.
- 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 (CFO) 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) 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** 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'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 Academic Affairs Committee** oversees all activities that support the 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 the student experience and mission of the College. Supports student services including, but not limited to, Athletics, Food Service, 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:** October 13, 2022

**Submitted by:** Dr. Betty Young

**SUBJECT:**

Board Governance Policies

**BACKGROUND:**

As a best practice the College reviews Board Governance Policies to assure compliance with State and Federal Laws, and alignment with accreditation requirements and any and all other College requirements.

**RECOMMENDATION:**

Recommend approval of the reviewed Board Governance Policies:

Add Caucus Meetings – Selection Process to Board of Trustees to Board Governance Policies.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

None

**FISCAL IMPACT**

No direct fiscal impact.

**COMMENTS**



Motion to approve the reviewed Board Governance Policies.

Adopted: 10/13/2022

Approved:   
Ben Mitchell, Chairman



HOCKING  
COLLEGE

**Policy Manual**  
**Board Governance**

## Board Governance Policy Index

<b><u>Title</u></b>	<b><u>Policy #</u></b>
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**Policy Category:** Board Governance Policy

**Policy Number:** 1.0

**Policy Issued:** February 9, 2016

**Policy Title:** Board Policy Governance

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Hocking College Board of Trustees operates under Policy Governance and conduct business in accordance with the By-Laws of the Board, local, state, and federal laws and regulations. The official title of the governing body of Hocking Technical College (the "College") is the Board of Trustees of Hocking College (the "Board"). The Board constitutes a body corporate and has the exclusive power, consistent with state and federal trust law, to govern and oversee the leadership and management of the programs offered by the College. All authority not vested by the laws of the state, the accreditation commission, and the U.S. Department of Education, or other accrediting entities is reserved to the Board. The Board, in its efforts to represent the community it serves, governs the College through the administration, to promote education for the benefit of the entire community.

The Board, being composed of lay members, shall exercise the traditional and time-honored role as it has evolved in the United States and shall constitute the keystone of the governance structure. In this regard, the Board:

1. Is expected to preserve institutional independence and to defend its right to manage its own affairs through its chosen administrators and employees.
2. Shall enhance the public image of the College under its governance.
3. Shall interpret the community to the campus and interpret the campus to the community.
4. Shall nurture the College under its governance to the end that it achieves its full potential within its role and mission.
5. Shall insist on clarity of focus and mission of the College under its governance.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.01

**Policy Issued:** February 9, 2016

**Policy Title:** Mission

**Policy Approved:** December 13, 2016

**Resolution #:** 2017-05 – Board Governance Policies

**Pages:** 1 of 1

The College's mission: We serve as a pathway to prosperity, teaching and inspiring all who seek to learn; growing careers and changing lives.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.02

**Policy Issued:** February 9, 2016

**Policy Title:** Trustee, Organization Meetings and Conduct

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

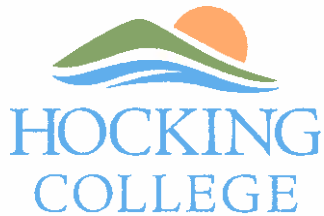
**Pages:** 1 of 1

The Board of trustees shall meet for regular meetings a minimum of six (6) times per year. Public Notice of regular meetings and special meetings will comply with State law.

The Board of Trustees of Hocking Technical College shall be composed of:

- Three (3) Governor appointees
- Six (6) Local School Board appointees

Local School Board appointees shall be selected by caucus consisting of the chair of each local school district in the College service area. The College is committed to equitable representation from each of the three counties of the Hocking College service area, Hocking, Athens, and Perry Counties.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.03

**Policy Issued:** February 9, 2016

**Policy Title:** Board Duties

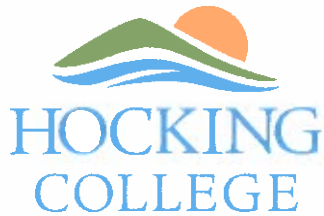
**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Board has numerous powers and duties, including but not limited to the following:

1. Duty to govern through Policy adoption
2. Appoint and evaluate the President, and assist the President in the achievement of performance goals.
3. Adopt a budget and ensure the President files a copy of the annual operating budget and subsequent amendments with the appropriate state agency.
4. Approve required reports to governing authorities.



**Policy Category:** Board Governance Policy  
**Policy Number:** 1.04  
**Policy Issued:** February 9, 2016  
**Policy Title:** Conflict of Interest Policy  
**Policy Approved:** February 9, 2016  
**Resolution #:** 2016-12 – Board Governance Policies  
**Pages:** 1 of 2

#### Duties of College officers and trustees.

Each College officer and trustee owes a duty of loyalty to the College, and must avoid conflicts of interest. Conflicts of interest arise in many forms and contexts, and adherence to this policy will not, in and of itself, relieve a College officer or trustee of liability under Ohio ethics laws or other laws governing trustee and officer behavior. It is each College officer's and trustee's individual duty to avoid conflicts of interest, and to disclose conflicts when they arise.

#### Conflicts of interest.

Conflicts of interest commonly exist when a trustee or officer faces competing loyalties. A conflict of interest does exist when any actual or contemplated transaction or contractual relationship involves the College on one side, and any of the following on the other side:

1. (1) A College officer or trustee.
2. (2) A family member of a College officer or trustee.
3. (3) An organization affiliated with a College officer or trustee.

#### Required actions.

(1) Upon first learning of a conflict of interest, the College trustee or officer shall fully disclose in writing to the full Board and the College President the precise nature of the conflict, including without limitation all relationships and business affiliations that could reasonably be expected to give rise to a conflict of interest involving the College.

(2) College trustees and officers must also timely file any required financial disclosure forms as may be required by applicable law.



(3) Any Board resolution involving a conflict of interest shall be treated separately. The conflicted trustee must clearly abstain from voting.

#### Prohibited actions.

Trustees and officers who have a conflict of interest in any matter being considered by the Board (including any committee of the Board) must not:

- Participate in consideration of the matter, unless and to the extent the Board or the College President requests input.
- Vote on, recommend, debate, or execute any contract directly relating to, the matter.

#### Transactions.

A transaction is an event involving an exchange of something of value. Usually (but not always) transactions are memorialized in a purchase order or other written contract. Examples are extensive, and include without limitation real estate leases, procurements of goods, software licensing, and execution of professional services agreements.

#### Affiliated organizations.

An organization is “affiliated” with a College officer or trustee if a trustee or officer, or a family member of a trustee or officer:

- Is an officer, director, trustee, partner, employee, or agent of an organization involved in, or being considered for, a business relationship with the College; or
- Is the actual or beneficial owner of more than five percent of the voting equity or controlling interest of such an organization; or
- Has any other direct or indirect dealings with such an organization giving rise to a financial interest or fiduciary duty.

#### Family members.

A “family member” is a spouse, domestic partner, parent, grandparent, grandchild, child, step-child, adopted child, foster child, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, half-brother, or half-sister.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.05

**Policy Issued:** February 9, 2016

**Policy Title:** Planning and Achievement

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

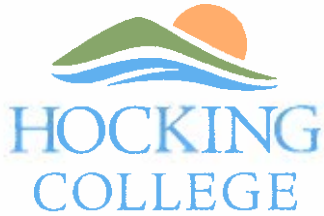
The College shall honor its mission, vision, and values, while setting and achieving its goals. Goals will be achieved by engaging employees and resources as directed in a strategic plan, while operating in accordance with College policies and procedures.

Policies, and the procedures that operationalize them, establish College- wide rules and processes that unite the College community in a daily effort to accomplish the College's mission, vision, values, and goals. Whereas the strategic plan mobilizes employees and resources through long-term, annual, and individual goals, Procedures direct day- to-day decision making, set behavioral parameters, and establish specific goals in compliance with College policies.

Hocking College's strategic plan shall facilitate achievement of the College's mission, vision, and values. Annual goals shall flow from the strategic plan. The College shall pursue operational excellence as it achieves its annual goals.

Operational excellence flows from the establishment and maintenance of a system of policies and procedures. Pursuant to Board bylaws and Ohio statute, the Board holds authority to operate the College, but delegates this authority to the President through policies. The College shall establish and maintain policies and procedures in order to support and promote operational efficiency and effectiveness.





**Policy Category:** Board Governance Policy  
**Policy Number:** 1.06  
**Policy Issued:** February 9, 2016  
**Policy Title:** Rulemaking Policy Governance  
**Policy Approved:** February 9, 2016  
**Resolution #:** 2016-12 – Board Governance Policies  
**Pages:** 1 of 2

#### Policies.

Are established through Board action. Board policies create a framework within which the President or other officers of the College are directed or authorized to take discretionary action in a specific area. Policies delegate elements of the Board's authority to operate the College.

#### Procedures.

College procedures are specific statements of process or means by which policies shall be fulfilled or implemented. Like policies, procedures generally have a broad impact. They may reach beyond any one College department to unify students, employees, multiple College departments, and other individuals or organizations in a common process. The President of the College is responsible for developing and implementing such procedures.

#### Departmental directives.

Departmental directives are typically minor internal forms, work instructions, guidelines, and other directives that do not have substantive impact beyond one College department. They are not official rules of the College, but rather serve as instructions important to the internal operations of a department.

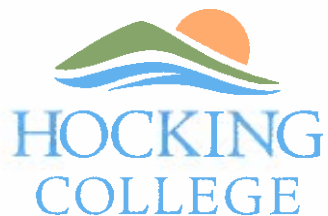
#### Rules.

Rules are duly adopted College policies and procedures. Departmental directives are not rules of the College.



Subject to the Board's sole authority to adopt, modify, and rescind policies, the President or the President's designee(s) shall lead and coordinate policy and procedure development efforts for the college. Policies and procedures shall be implemented as a foundation for the College's operations, and shall be integrated into the College's planning, continuous improvement, and quality assurance efforts. Specifically, the President or the President's designee(s) shall:

- Analyze existing federal, state, and local statutes, regulations, and case law for impact on policy and procedure; formulate recommendations; and communicate recommendations to the Board of Trustees.
- Monitor proposed federal, state and local laws and regulations, and developing case law; formulate recommendations; and communicate recommendations to the Board of Trustees.
- Once every five years, lead a comprehensive policy and procedure review project.
- Routinely develop recommendations to ensure that the Board and the College are complying with Ohio legal requirements relating to policy and procedure development.
- Participate in the strategic planning, annual planning, and quality assurance planning processes in order to encourage continuous improvement of policies and procedures so that they better support efficient and effective operation of the College toward achievement of its goals.
- Periodically participate in training programs that educate College leadership about the legal and operational aspects of policies and procedures.
- Communicate policies, procedures, and related matters to students, employees, and trustees in an appropriate manner.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.07

**Policy Issued:** February 9, 2016

**Policy Title:** Delegation of Authority

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Board retains all authority except as delegated to the President (Policy 1.11) to govern the institution and may delegate certain aspect of the authority to make decisions, manage activities, and conduct the business of the institution as deemed appropriate by a majority vote of Board members.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.08

**Policy Issued:** February 9, 2016

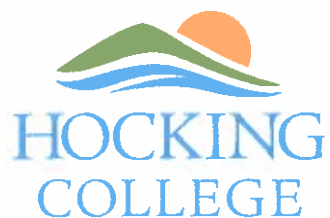
**Policy Title:** Authority Delegation to the President/Chief Executive Officer

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Board delegates to the President of the College, the authority to conduct the daily operations of the college including making decisions in regard to academic programming and awards, student services, and business decisions not specifically limited to the Board by law or in a separate policy.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.09

**Policy Issued:** February 9, 2016

**Policy Title:** Contractual Authority

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The President will be responsible for developing a process for procurement and contractual activities of the college. The President will follow best business and legal practices.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.10

**Policy Issued:** February 9, 2016

**Policy Title:** Signatory Authority of the President

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The President has the authority to enter into agreements as needed to perform the mission of the college.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.11

**Policy Issued:** February 9, 2016

**Policy Title:** Honorary Degree

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

Honorary degrees are conferred to recognize outstanding individuals for their significant contributions to society and are a centuries-old tradition of the academic community. Honorary degrees have great value to the College, the recipient, the community, and society. Honorary degrees are not earned through academic achievements, rather through generous and altruistic actions or lifetime accomplishments that benefit a community, nation, or humanity in general.

It is the policy of Hocking College to award honorary degrees on a selective basis to distinguished individuals who merit special recognition for outstanding leadership, achievement and/or service to community, achievement in career, support for Hocking College students and our mission.

The President is authorized to award honorary degrees for Hocking College.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.12

**Policy Issued:** February 9, 2016

**Policy Title:** Audits

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Board will ensure that there is an annual external audit of all financials and resources. The Board will accept the annual audit upon completion.





**Policy Category:** Board Governance Policy & Procedures

**Policy Number:** 1.13.b

**Policy Issued:** December 12, 2017

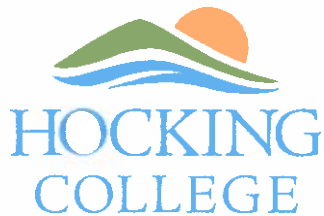
**Policy Title:** Signatory Authority of the President

**Policy Approved/Revised:** July 28, 1970, February 9, 2016, and December 12, 2017

**Pages:** 1 of 1

The President, or designee has the authority to enter into agreements with faculty, staff, and administrators as needed to perform the mission of the College.

Any document requiring the signature of a College representative by external parties (other than acknowledging receipt of delivery of goods or services) and which is not required by law or Board bylaws to be signed by a member of the Board of Trustees, must be reviewed and signed by the President, or designee. Ohio Revised Code requires that the Treasurer of the College, certify all funds for expenditure. Any contract signed by an unauthorized representative of the college may be found to be personally legally binding.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.14

**Policy Issued:** 8/19/2021

**Policy Revised:** 8/19/2021

**Policy Reviewed:** 8/19/2021

**Policy Title:** Virtual Board Meeting Attendance

**Policy Approved:** 8/19/2021

**Resolution #:**

**Pages:**

### **Purpose**

To establish a written policy to allow Trustees to attend Board Meetings virtually in accordance with ORC 3345.82.

### **Attendance Requirements**

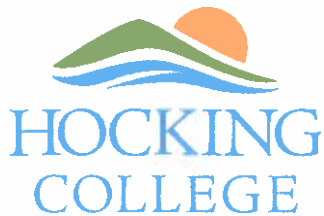
Trustees will be permitted to attend Board Meetings virtually subject to the following restrictions:

- At least one third of the trustees must attend the meeting in-person and in a location that is open and accessible to the public.
- A trustee must be present in-person for no less than one-half of the regular meetings of the board annually.
- A trustee who intends to attend a meeting virtually must notify the chairperson no less than 48 hours before the meeting, except in the case of a declared emergency.

### **Restrictions on Remote Locations**

Board Members attending a Board Meeting virtually must be at a location subject to the following restrictions:

- A trustee remotely attending a board meeting must be at a location farther than can be reasonably commuted in 20 minutes.
- No more than one trustee remotely attending a board meeting by teleconference is permitted to be physically present at the same remote location. (Note: This restriction does not apply to trustees attending via interactive video conference.)

**Board Meeting Materials**

The following conditions must apply related to Board materials:

- All trustees must have the capability to receive meeting-related materials that are distributed during the board meeting.
- Meeting-related materials that are available before the meeting are sent via electronic mail, facsimile, hand-delivery, or US Postal Service to each board member
- The College will ensure proper circulation of materials to board members, the public, and the media in advance of or during a meeting at which board members are permitted to attend by interactive video conference or teleconference

**Board Meeting Protocols**

The following protocols apply:

- The minutes of the board meeting must identify which board members remotely attended the meeting by interactive video conference or teleconference.
- All votes with any Board Member(s) attending via electronic means will be taken by roll call voice vote.
- In the case of an interactive video conference, the board causes a clear video and audio connection to be established that enables all meeting participants at the primary meeting location to see and hear each board member
- In the case of a teleconference, the board causes a clear audio connection to be established that enables all meeting participants at the primary location to hear each board member.
- Board members attending by teleconference must be able to reasonably identify themselves by providing their name and personally identifiable information to the satisfaction of the Chairman.
- Interactive video conferencing will be used as the preferred method to connect board members virtually, however teleconferencing may be used when interactive video conferencing is not available or practical.

Cross References: ORC 121.22, ORC 3345.82



**Policy Category:** Board Governance Policy

**Policy Number:** 1.15

**Policy Issued:** 10/13/2022

**Policy Revised:** 10/13/2022

**Policy Reviewed:** 10/13/2022

**Policy Title:** Caucus Meetings – Selection Process for Board of Trustees

**Policy Board Approved:** 10/13/2022

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**Purpose:** To appoint / reappointment members to the Board of Trustees.

**Members:** Caucus members are apprised of city, village exempt, and ESC (ORC 3357.05) school board presidents from Hocking College's county service areas Athens, Hocking and Perry counties. Pursuant to ORC 3357.05, the chair of the caucus is the qualified school board president from the largest school district measured by student enrollment. Prior to a Caucus the Hocking College Board Secretary will validate with Ohio Department of Education school district designations and student enrollment to assure compliance with ORC 3357.05.

1. Annually in June, the Hocking College President and Hocking College Board chair will review the expiration dates for the Hocking College Board of Trustees. If a Board member has been appointed by the Caucus and the term is going to expire, or if at such time a seat otherwise becomes vacant, a Caucus Meeting will be scheduled by the Hocking College Board Secretary in collaboration with the Caucus Chair.
2. The Hocking College Board Secretary will prepare a notice to be sent to the press requesting nominations (see below sample). The notice will be sent to the Hocking College Director of Marketing who will send the notice to the press.
3. Letters of interest and resumes will be sent to the Hocking College Board Secretary who will verify the nominees live in the service area and meet all requirements to hold a vacant trustee position.

4. After deadline for nominations, the Hocking College Board Secretary in collaboration with the Caucus Chair will schedule a Caucus meeting.
5. Once a date is determined for the meeting, the Hocking College Board Secretary will:
  - Send an email to caucus members with the date, time, and place of the meeting.
  - Scan and then attach to the email all letters of interest and resumes of qualified candidates
  - Schedule a meeting room at the Hocking College campus and complete catering form
  - Send an email to President and Chair of the Board of Trustees of Hocking College announcing the meeting.
6. Fifty percent of the caucus members must be present to have a quorum.
7. Each seat should be voted on individually.
8. The caucus members meet, reappoint a member or select a new member to the Hocking College Board of Trustees.
9. After the meeting, minutes are prepared by the Hocking College Board Secretary and sent to the President of the Caucus for review and signature. (see attached template for minutes).
10. Hocking College Board Secretary will send an email to those nominees who were not selected.
11. The President will call reappointments / new appointments to congratulate them on their appointment and provide meeting dates for future regular meetings. An email confirmation will be sent by the Hocking College Board Secretary.
12. If there is a new appointment, an orientation meeting will be scheduled between the Hocking College President and the new appointee.

## Sample Call for Nominations

### Nominations Sought for Hocking College Board

Date: August 5, 2019

#### *For Immediate Release*

NELSONVILLE – A caucus of presidents representing City, Exempt Village, and ESC boards of education in Athens, Hocking and Perry counties will meet to appoint three members to the Hocking College Board of Trustees. Interested candidates must reside in Athens, Hocking or Perry counties. Preference will be given to **<insert current counties of member's>** applicants to give balance to the Board.

The application deadline is **<time, date.>** A letter of interest and resume should be sent to Board Secretary, Office of the President, Hocking College, 3301 Hocking Parkway, Nelsonville, OH 45764.

###

With more than 50 associate degree programs to choose from, Hocking College offers students a quality educational experience that is flexible, affordable and applicable to their career goals. Hocking College's supportive faculty, interactive classes and valuable campus resources provide a hands-on learning environment that enables students to continually thrive. Located in Southeastern, Ohio, the 2,300-acre institution is rich in history, nature, art and culture. For more information, visit [www.hocking.edu](http://www.hocking.edu).

The mission of the College is: We serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.

Thank you.  
Hocking College

## Sample

### Email language for Caucus Meeting

As the President of your City, Exempt Village, or ESC School Board, you are automatically part of the Caucus for Hocking College when there is a need to appoint / reappoint board members. ORC 3357.05 (Attached).

Attached are qualified resumes and supporting documentation for an upcoming Caucus meeting to appoint / reappoint board members for the Hocking College Board of Trustees. This year there are three positions that expired on **<date>**. Two openings of Athens County representatives and one representing Hocking County.

The meeting will be held on **<date>**, at **<time>**, at The Lodge at Hocking College (or other location), (15770 OH-691, Nelsonville, OH 45764).

Dinner or refreshments will be served. Please let me know as soon as possible, if you can attend and if you have any food preferences or food allergies.

Thank you so much. I look forward to hearing from you.

## TEMPLATE FOR MINUTES

(Hocking College Logo)

### **Caucus of School Board Presidents Meeting Documentation**

**DATE**

Call to Order: (name of president), Chair, Caucus of School Board Presidents

Time / Place: \_\_\_\_\_

Roll Call:

1. , Chair, Caucus of School Board Presidents \_\_\_\_\_ ( X District) \_\_\_\_\_
2. , Athens City School District \_\_\_\_\_
3. , Athens-Meigs ESCU \_\_\_\_\_
4. , Crooksville Village Exempt School District \_\_\_\_\_
5. , Nelsonville-York City School District \_\_\_\_\_
6. , New Lexington City School District \_\_\_\_\_
7. , Muskingum Valley ESC \_\_\_\_\_

Additional Hocking College administrators:

\_\_\_\_\_  
Board of Trustees: \_\_\_\_\_

Motion/Candidates Selections:

Discussion:

Reappointment / Appointment –

Roll Call Vote:

1. , Chair, Caucus of School Board Presidents \_\_\_\_\_
2. , Athens City School District \_\_\_\_\_
3. , Athens-Meigs ESCU \_\_\_\_\_
4. , Crooksville Village Exempt School District \_\_\_\_\_
5. , Nelsonville-York City School District \_\_\_\_\_
6. , New Lexington City School District \_\_\_\_\_
7. , Muskingum Valley ESC \_\_\_\_\_



Appointment – \_\_\_\_\_ made a motion to appoint \_\_\_\_\_ to the Hocking College Board of Trustees. The motion was seconded by \_\_\_\_\_. The motion was unanimously approved by those present with a Roll Call Vote.

**Roll Call Vote:**

1. , Chair, Caucus of School Board Presidents \_\_\_\_\_
2. , Athens City School District \_\_\_\_\_
3. , Athens-Meigs ESCU \_\_\_\_\_
4. , Crooksville Village Exempt School District \_\_\_\_\_
5. , Nelsonville-York City School District \_\_\_\_\_
6. , New Lexington City School District \_\_\_\_\_
7. , Muskingum Valley ESC \_\_\_\_\_

**Adjournment:**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the meeting. The motion was unanimously approved by those present. The meeting was adjourned at 5:10 pm.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caucus Chairman

\_\_\_\_\_  
Signature Caucus Chairman

Minutes: Name of Recorder \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Recorder



**Hocking College  
Board of Trustees Action**

**Date:** October 13, 2022  
**Submitted by:** Jacqueline Hagerott

**SUBJECT:**

Hocking College Institutional Learning Outcomes

**BACKGROUND:**

The College Faculty revised its set of Institutional Learning Outcomes last year. These Institutional Learning Outcomes are intended to be embedded in the academic curriculum of the College. The Faculty would like to recommend an additional learning outcome related to Information Technology.

- 1) Demonstrate sound critical thinking, information literacy and technological competency in the production of academic writing and presentations
- 2) Apply the methods of mathematical, statistical or analytical reasoning to critically evaluate data, solve problems and effectively communicate findings.
- 3) Demonstrate an awareness of the social, political and economic forces which shape individuals, institutions and communities in the modern world.
- 4) Understand social justice and the diversities and complexities of the cultural and social world past and present, and come to an informed sense of self and others.
- 5) Demonstrate a foundation of knowledge in the natural sciences based on theory and laboratory skills.
- 6) Cultivate ethical values, personal wellness and personal learning strategies in the development of the whole person, mind, body and spirit.
- 7) Integrate content material to application in the workforce and apply discipline specific knowledge and skills to successfully transfer or effectively meet the expectations of internships, workplace, volunteerism and/or entrepreneurship endeavors.

**RECOMMENDATION:**

Recommend approval of the addition of the Institutional Learning Outcome related to Information Technology which states:

- Utilize the ethical and professional application of current information technology and tools effectively.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

None.

**FISCAL IMPACT:**

None.

**COMMENTS:**



Motion to approve of the addition of the Institutional Learning Outcome related to Information Technology which states:

- Utilize the ethical and professional application of current information technology and tools effectively.

Adopted: \_\_\_\_\_ October 13, 2022 \_\_\_\_\_

Approved: \_\_\_\_\_  
Ben Mitchell, Chairman

## Hocking College Financial Update FY2023 Through 9/30/2022

### BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 34,163	\$ 14,763	On track to meet budget
EXPENSE	\$ 34,163	\$ 9,587	On track to meet budget
NET	\$ 0	\$ 5,176	

### LIQUIDITY AND FUNDING FIGURES

	SEPT 2022 (000'S)	JUNE 2022 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 8,147	\$ 7,698	\$ 449
RESERVES & ENDOWMENTS	\$ 3,636	\$ 4,019	\$ (383)
CAPITAL FUNDS AVAILABLE	\$ 6,784	\$ 6,873	\$ (89)
COVID RELIEF FUNDS AVAILABLE	\$ 2,163	\$ 2,163	\$ 0

#### **Budget to Actuals Detail**

College operating and auxiliary revenues through September are at \$14.8 million or 43% of the annual budgeted amount. Revenues are currently on track to meet budget. Adjusting for some timing differences related to the recognition of CCP revenues, total revenue is approximately 2% ahead of last year's pace.

Year-over-year improvements in revenue are particularly evident in student housing (+6%) and student meal plans (+30%). 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 \$8.2 million and auxiliary expenses are currently at \$1.4 million, combining for a total of \$9.6 million in expenses. Expenses are currently tracking approximately 1% better than last year, driven by decreases in auxiliary expense.

Food costs in dining services have stabilized, though the College is continuing to make significant effort to control this cost through menu offerings and portion control.

#### **Liquidity Detail**

The College has a current operating cash balance of \$8.1 million or approximately 87 days of cash on hand. This is an increase of \$0.4 million from the beginning of the fiscal year. Operating cash is anticipated to increase through October before tightening toward the end of the semester and into winter break.

Strategic reserves, fee reserves, and replacement reserves combine to total \$2.1 million. College Endowments equate to \$1.5 million, making the amount of reserves and endowments total \$3.6 million. Reserves and endowments are \$0.4 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:** October 13, 2022

**Submitted by:** Mark Fuller

**SUBJECT:**

Fiscal Year 2022 Efficiency Report

**BACKGROUND:**

House Bill 49, section 381.550 requires that the Board of Trustees of each public institution of higher education approve the institution's efficiency report submitted to the Chancellor.

The College continuously works to improve efficiency on campus and compiles the report at the end of each fiscal year to report efficiencies gained throughout the year, stage of efficiencies not yet implemented, and future planning of efficiency gains.

**RECOMMENDATION:**

The Board of Trustees approve the motion to accept the Hocking College Fiscal Year 2022 Efficiency Report.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Motion will allow Hocking College to stay in compliance with its reporting requirements.

**FISCAL IMPACT**

N/A



Motion to approve the Fiscal Year 2022 Hocking College Efficiency Report.

Adopted: 10/13/2022

Approved: 



## FY22 Efficiency Reporting Template

### Introduction:

Ohio Revised Code section 3333.95 requires the chancellor of the Ohio Department of Higher Education (DHE) to maintain an "Efficiency Advisory Committee" that includes an "efficiency officer" from each state institution of higher education (IHE). Each IHE must then provide an "efficiency report" updated annually to DHE, which is compiled by the chancellor into a statewide report shared at year end with the governor and legislature. The committee itself meets at the call of the chancellor.

The first several Efficiency Reports were heavily influenced by and structured around the Ohio Task Force on Affordability and Efficiency's October 2015 report "Action Steps to Reduce College Costs" (Task Force). The Task Force report provided many good recommendations that sharpened our focus and set a course for increasing efficiency throughout public higher education in Ohio. Since then, the Efficiency Reports have transitioned to other timely issues. This year's report will continue that practice.

In addition, there are a number of topics that are required to be addressed per the Ohio Revised Code. Specifically, ORC Section 3333.951(C) requires IHEs to report on their annual study to determine the cost of textbooks for students enrolled in the institution. ORC 3333.951(B) requires Ohio's co-located colleges and universities to annually review best practices and shared services and report their findings to the Efficiency Advisory Committee. ORC 3345.59(E) requires information on efficiencies gained as a result of the "regional compacts" created in 2018.

The reporting template also requests information regarding college debt and debt collection practices, among other things.

**Your Efficiency Report Contact:** *David Cummins*, Advisor, 614-752-9496, [dcummins@highered.ohio.gov](mailto:dcummins@highered.ohio.gov) Please provide your institution's efficiency report by **Friday, October 14, 2022** via email to [OdheFiscalReports@highered.ohio.gov](mailto:OdheFiscalReports@highered.ohio.gov)



As in previous years, the Efficiency Reporting Template is structured into sections:

- **Section I: Efficiency and Effectiveness** – This section captures practices likely to yield significant savings or enhance program offerings through strategic partnerships. This section captures information on progress made from such partnerships.
- **Section II: Academic Practices** – This section covers areas more directly related to instruction, with an emphasis on actions taken to reduce the costs to students of textbooks, including the options of Inclusive Access and Open education Resources.
- **Section III: Policy Reforms** – This section captures state IHE responses to suggested policy reforms originating from state initiatives, including transcript withholding and Second Chance Grants as created in Sub. SB 135.
- **Section IV: Future goals** – In the spirit of continuous improvement, the DeWine-Husted administration continues to request feedback on steps the state can take to support your institution's goals.

**For purposes of this report, efficiency is defined on a value basis as a balance of quality versus cost:**

- |   |   |
|---|---|
| • Direct cost savings to students (reducing costs)          | • Enhanced advising, teaching (improving quality)     |
| • Direct cost savings to the institution (reducing costs)   | • IP commercialization (improving quality)            |
| • Cost avoidance for students (reducing costs)              | • Graduation/completion rates (improving quality)     |
| • Cost avoidance to the college/university (reducing costs) | • Industry-recognized credentials (improving quality) |
|   | • Experiential learning (improving quality)           |

These are examples only. Please consider your responses to address broader measures of efficiency, quality, cost and value. Please also note that this is only a template. Feel free to respond in any additional way you believe is helpful.

## Section I: Efficiency and Effectiveness

Each institution should regularly identify and evaluate its major cost drivers, along with priority areas that offer the best opportunities for efficiencies. Institutions should also track their progress in controlling costs and improving effectiveness.

What ratios, metrics, or benchmarks does your institution utilize to evaluate operational efficiencies and the appropriate balance of instructional vs. administrative expenses? How is such data utilized by your institution? Please summarize and provide an overview of your performance based on each measure.

Hocking College establishes an annual budget which acts as an expense management mechanism. Operating expenditures are made through a standard, centralized process which encourages efficiency. Hocking College operated with a budget surplus in FY2022.

Hocking College separates its operating budget into three distinct categories for purposes of accounting, with one of those categories being instructional expenses. This separation allows for the College to easily budget and track its direct instructional costs. Detailed reports are reviewed monthly which not only track expenditures but also other areas indicative of the financial health of the College (liquidity, budget vs actual revenue, budget vs actual expense, receivables collection, available sources of funding, etc.)

Hocking College has implemented a comprehensive program review which is completed on each program on a regular basis. The program review considers qualitative and quantitative data regarding the health of the program (enrollment trends, marketing plan, administrative costs, gross margin), academic quality (course completion rates, grade distribution, retention, student course evaluations, student complaints), faculty criteria (professional development, completion rates, and advising standards), market analysis (future growth plans, in-demand jobs), and operational review (alignment with strategic plan, entrepreneurial ventures). Each program is evaluated on a regular basis and recommendations are made and implemented. Program review helps inform the college's budgeting decisions and improve efficiency.

For definitional purposes, what IPEDS (or other uniformly accepted) expense categories, or subset(s) therein, would you include in instructional expenses and administrative expenses? Please explain. The IPEDS report specifically asks for expenses related to instruction. The IPEDS report also lists categories of research, public service, academic support, institutional support, student services, and other core expenses. The College follows these definitions.

Are you aware of national models used to benchmark institutional efficiencies? If so, please provide. Dun & Bradstreet provides overviews of industries and businesses. Moody's, Standard & Poor, and other companies provide uniform credit analysis/ratings for bonds, as well as industry specific financial benchmarks and percentiles. IPEDS data provides higher education-specific metrics.

**In the last year, has your institution received positive media coverage about operational efficiencies? If so, please provide.**  
**Yes,**

"Hocking College taking on higher education industry challenges", multiple media outlets—provides narrative around the College's entrepreneurial ventures and how they provide students with live learning labs as well as supplemental revenue for the College.

"New Lodge at Hocking College offers lesson in hospitality near Hocking Hills, Ohio University", Cleveland.com – provides narrative around the College's entrepreneurial venture for the hospitality program.

"News briefs: Hocking College partners with career center and fire departments", multiple media outlets – discusses College's partnership with Fairfield Career Center, Violet Fire Department, and Madison Fire Department in providing high school students with training and the option to use training toward a degree at Hocking College.

"Logan High, Hocking College partner to offer new associate degree pathways", Logan Daily News – discusses CCP partnership and benefits to high school students receiving college credit for course offerings and career pathways.

## **Regional Compacts**

ORC Section 3345.59 requires regional compacts of Ohio's public institutions, with an executed agreement in place by June 30, 2018, for institutions to collaborate more fully on shared operations and programs. The section identifies nine areas to be addressed to improve efficiencies, better utilize resources and enhance services to students and their regions. Per paragraph E of that section:

(E) Each state institution of higher education shall include in its annual efficiency report to the chancellor the efficiencies produced as a result of each compact to which the institution belongs.

**Please discuss efficiencies gained or opportunities for future partnerships in any of the relevant categories below.**

Hocking College has entered into a regional compact with Belmont College, Eastern Gateway Community College, Rio Grande Community College, Washington State Community College, Zane State Community College, Ohio University, and Shawnee State University with objectives to strive to develop strategies to address each of the categories listed below.

Category	Description
Reducing duplication of academic programming	
Implementing strategies to address workforce education needs of the region	
Sharing resources to align educational pathways and to increase access within the region	
Reducing operational and administrative costs to provide more learning opportunities and collaboration in the region	
Enhancing career counseling and experiential learning opportunities for students	
Expand alternative education delivery models such as competency-based and project-based learning	
Collaboration and pathways with information technology centers, adult basic and literacy education programs and school districts	
Enhancing the sharing of resources between institutions to expand capacity and capability for research and development	
Identifying and implementing the best use of university regional campuses	
Other initiatives not included above	

## Co-located Campuses

ORC Section 3333.951(B) requires Ohio's co-located colleges and universities to annually review best practices and shared services in order to improve academic and other services and reduce costs for students, and to report their findings to the Efficiency Advisory Committee.

(B) Each state institution of higher education that is co-located with another state institution of higher education annually shall review best practices and shared services in order to improve academic and other services and reduce costs for students. Each state institution shall report its findings to the efficiency advisory committee established under section 3333.95 of the Revised Code. The committee shall include the information reported under this section in the committee's annual report.

Co-located campus: \_\_\_\_\_

Type of Shared Service or Best Practice (IE: Administrative, Academic, etc.)	Please include an explanation of this shared service.	Monetary Impact from Shared Service

Section II: Academic Practices

This section covers areas more directly related to instruction, with an emphasis on savings strategies related to the cost of textbooks, and the expanded use of alternative instructional materials.

Textbook Affordability

Textbook Cost Study

ORC Section 3333.951(D) requires Ohio's public colleges and universities to annually conduct a study to determine the current cost of textbooks for students enrolled in the institution and submit the study to the Chancellor.

(D) Each state institution of higher education shall conduct a study to determine the current cost of textbooks for students enrolled in the institution, and shall submit the study to the chancellor of higher education annually by a date prescribed by the chancellor.

Please attach the analysis of textbook costs developed by your institution labeled "[Institution Name - Academic Year - Textbook Cost Study]" and summarize the results of your institution's study below.



Category	Amount
Average cost for textbooks that are new	N/A
Average cost for textbooks that are used	N/A
Average cost for rental textbooks	N/A
Average cost for eBook	N/A

### Reducing Textbook Costs for Students

ORC Section 3333.951(C) requires Ohio's public colleges and universities to report their efforts toward reducing textbook costs for students.

(C) Each state institution of higher education annually shall report to the efficiency advisory committee on its efforts to reduce textbook costs to students.

Please discuss all initiatives implemented, including those referenced below that ensure students have access to affordable textbooks.

As of Autumn semester 2019, the college has moved to an "all-inclusive pricing" structure. This structure provides two main benefits to students – 1) Price transparency, prospective and current students know exactly how much courses and all required materials cost, 2) The opportunity to participate in the college's learning materials program. In this program, the college provides course materials to students for a flat, per-semester charge. The charge is less than what a student would be able to procure the materials for themselves. The materials are items that in past semesters students would have had to purchase on their own. The college is able to charge less by utilizing mass ordering discounts, loaning textbooks to students and re-using, and utilizing electronic materials through Cengage when possible.

Savings for students as part of this initiative vary by student and program but it has been estimated that savings are approximately 50% on average.

ORC Section 3345.025 requires the board of trustees of each state IHE to adopt a textbook selection policy for faculty to use when choosing and assigning textbooks and other instructional materials.

3345.025 The board of trustees of each state institution of higher education as defined in section [3345.011](#) of the Revised Code shall adopt a textbook selection policy for faculty to follow in selecting and assigning textbooks and other instructional materials for use in courses offered by the institution. The policy shall include faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials.

In addition, the biennial budget bill, Am. Sub. HB 110, enacted Section 733.20 requiring state institutions of higher education to evaluate textbook affordability initiatives to ensure compliance with Title I, Section 133 of the federal "Higher Education Opportunity Act of 2008."

SECTION 733.20. (A) In furtherance of the State of Ohio's intent to improve affordability in higher education, and in recognition of the positive achievements of the Ohio Faculty Council's October 2017 resolution supporting textbook affordability initiatives, the State of Ohio hereby tasks Ohio's institutions of higher education with evaluating their respective implementation of textbook affordability initiatives.

(B)(1) Consistent with requirements in Title I, Section 133 of the federal "Higher Education Opportunity Act of 2008," institutions of higher education receiving federal financial aid shall disclose required and recommended textbooks not later than the time at which students can first begin to register for a course.

(2) Prior to academic year 2022-2023, the administration of each state institution of higher education, as defined in section 3345.011 of the Revised Code, shall work collaboratively with the institution's faculty senate, or equivalent body, to consider adopting a formally recognized textbook auto-adoption policy.

(C) Not later than August 15, 2022, the board of trustees of each state institution of higher education shall adopt a resolution or otherwise formally vote to affirm or decline adoption of the policy. If the board of trustees adopts the policy as agreed upon by the administration and faculty senate, the state institution shall formally transmit a copy of its resolution to the Chancellor of Higher Education.

1. Has your institution's board of trustees adopted a textbook selection policy consistent with Ohio Revised Code 3345.025? If so, please attach the policy in full length and label the file as "[Institution Name – Academic Year – Textbook Selection Policy]."

**Yes, effective Autumn 2018.**

2. Has your institution's board of trustees adopted a textbook auto-adoption policy to ensure compliance with federal law that requires faculty to select textbooks for courses no later than the first day of class registration? If so, please attach the policy and label the file as "[Institution Name – Academic Year – Text Auto-adoption Policy]." Please also describe the mechanisms for tracking compliance.

**On April 14, 2022 the Hocking College Board of Trustees approved a motion to decline adoption of a textbook auto-adoption policy.**

3. If the board has not adopted an auto adoption policy, please explain the major reasons that the board declined to adopt such a policy.

Hocking College previously implemented a learning materials program which covers the cost of textbooks and all other course materials required for students to successfully complete the course. As a result, there is no need for students to research affordable options for textbooks and there is no need for Hocking College to adopt a textbook auto-adoption policy.

### *Open Educational Resources*

1. Has your institution adopted practices/policies to formally encourage the use of OER materials in lieu of purchased materials? Please explain and please include links to information on your institution's website.  
  
The College utilizes these materials to the extent possible. The College also utilizes a subscription based service with Cengage which provides the college with a library of materials used for courses, available to the students at a fixed cost.
2. Has your institution provided support to faculty for the development of OER materials. Please explain and please include links to information on your institution's website.  
  
Yes. Hocking College has embraced OER materials and provided support for faculty to assist in its development, including providing development opportunities for faculty as part of start-of-term training.
3. What courses did your institution offer during the 2021-22 academic year that used OER? Please fill out the attached template completely. This template will be used to inform a statewide landscape analysis of OER adoption and will be publicly shared in a report.

Psychology, Communications, English, Composition, and Sociology

### *Inclusive Access*

Inclusive access is defined as an arrangement between an institution, through faculty, and students to offer college textbooks and materials as "included" within tuition and/or a fee assessment, rather than purchased individually by the student. The benefit to faculty and students of inclusive access typically includes a significantly reduced cost per textbook for students, as compared to students buying a new copy of the textbook, and confidence that all students will possess the necessary textbook and/or materials on "day one." Federal law provides the statutory right for students to "opt-out" of inclusive access if they prefer, which preserves the right of the student to source materials.

1. Does your institution formally encourage faculty to offer inclusive access acquisition of college textbooks as a cost-savings for students? If yes, what mechanisms are in place help promote this strategy with faculty?



All courses at Hocking College are offered based on the “all inclusive” model.

2. What courses did your institution offer during the 2021-22 academic year that participated in an inclusive access program? Please fill out the attached template completely. This template will be used to inform a statewide landscape analysis of the utilization of inclusive access and will be publicly shared in a report.

All courses at Hocking College are offered based on the “all inclusive” model.

3. How are students at your institution made aware of their right to opt out of utilizing inclusive access?

They are made aware when completing their registration for classes.

Other Textbook Affordability Practices

What other practices, if any, does your institution utilize to improve college textbook affordability?

N/A

Please provide any relevant information in the table below.

Initiative	Explanation of Initiative	Cost Savings to Students
All-inclusive pricing	The opportunity to participate in the college’s learning materials program. In this program, the college provides all course materials to the student for a flat, per-semester charge. The charge is less than what a student would be able to procure the materials for themselves. The college is able to charge less by utilizing mass ordering discounts, loaning textbooks to students and re-using, and utilizing electronic materials through Cengage when possible.	Varies by student and program but approximately 50% savings on average

## Section III: Policy Reforms

### Transcript Access

It is common for IHEs nationally to withhold transcripts from students who owe any amount of debt to the institution. Transcript withholding blocks students from re-enrolling both at the debt-holding institution and at other institutions. Transcripts are sometimes withheld in their entirety even when students have fully paid all or most tuition charges, earned their credits through successful completion of coursework and only incurred a nominal debt such as a parking ticket, library fine or other relatively minor assessment.

ORC Section 3345.027 was newly enacted in HB 110 and requires IHE's to release transcripts to potential employers even if the student has an outstanding balance owed to the institution.

Sec. 3345.027. A state institution of higher education, as defined in section 3345.011 of the Revised Code, shall not withhold a student's official transcripts from a potential employer because the student owes money to the institution, provided the student has authorized the transcripts to be sent to the employer and the employer affirms to the institution that the transcripts are a prerequisite of employment.

1. Has your institution updated its policy on transcript withholding to assure compliance with ORC 3345.027?

Yes

2. Has your institution taken additional action(s) beyond what is minimally required by section 3345.027 to provide students with access to their transcripts, even if the student owes money to the institution? If so, please describe.

No

### Second Chance Grants

ORC Section 3333.127 was newly enacted in Sub. SB 135 to create the Second Chance Grant program. The program will provide one-time grants of up to \$2,000 to eligible students that "while in good standing, disenrolled from a qualifying institution and did not transfer to a qualifying institution or an institution of higher education in another state in the two semesters immediately following the student's disenrollment."

1. Has your institution implemented the "Second Chance Grants" program as described in SB 135? If so, what is the status of the program and approximately how many students have been impacted to date at your institution?

Yes, program has been implemented. A total of 6 students have been qualified for the program.

2. What efforts has your institution made to identify and attract such students that will be able to take advantage of this new initiative?

Hocking College completed a direct marketing campaign to applicable, former students and also engaged in social media advertising.

### **Additional Practices**

Some IHE's may implement practices that make college more affordable and efficient, but which have not been the topic of a specific question in this reporting template. This section invites your institution to share any positive practices you have implemented that benefit student affordability and/or institutional efficiency.

Please share any additional best practices your institution is implementing or has implemented.

## **Section IV: Future Goals**

The DeWine-Husted administration recognizes that each IHE faces unique challenges and opportunities with respect to the institution's highest priority goals over the next several years. With that in mind, please provide any suggestions about possible roles the state could play in supporting your institutional goals.

1. Please provide your thoughts and suggestions regarding ways the State of Ohio can further support strength, resiliency and reputational excellence in Ohio's post-secondary education system.

Hocking College recommends adjusting Performance Based Funding to support institutions that improve on the established matrix but due to the size of the institution, still lose funding based on the distribution of the fixed appropriation. One possible solution may involve consideration of percentage changes of an institution rather than distribution based on raw counts.

Also, as Hocking College continues to work with secondary partners, specifically on the new graduation requirements for the class of 2023, funding for CTE-based courses to deliver industry-recognized credentials and the course content for pre-apprenticeships continues to be a concern.

Traditionally, CCP funding has been based on lvl 1 and 2 courses or for courses in career pathways. Eligibility requirements for students to participate in these courses has been stringent, often eliminating students who could benefit from the CTE courses that could be included in these career pathways. The Innovative Program Waiver has enabled some secondary students to participate in CCP, but this model has limitations. For instance, CTE courses often have higher course fees associated with the cost

to deliver content. Colleges have therefore waived these fees for secondary students to complete. The IPW also presents limitations on who can participate based on predetermined cohorts. Those cohorts are typically low income (verified by the individual students free or reduced lunch eligibility), first generation college students (parents do not have a bachelor's degree), and students from the Appalachian Region. There is also an annual review of the implementation of the IPW at each school. If the school does not get approval to continue the IPW those students will lose the opportunity to continue the coursework the following year.

Prior to COVID, the Ohio Department of Education released RFPs for additional funding for students to complete courses that were aligned with industry and delivered industry-recognized credentials. Does the state have a plan to offer funding for these courses?

As Colleges often have the expertise and infrastructure to deliver these programs to secondary students, connecting them to industry-driven content and creating a faster pathway to employment, this funding would allow students to take these college-level CTE-based courses, utilizing the equipment and expertise of college faculty, and providing them opportunities to move to high-demand, high wage careers prior to high school graduation, and potentially an associate degree or apprenticeship.

Thank you for completing the FY22 Efficiency Reporting Template. We appreciate the important role Ohio's colleges and universities play in supporting Ohio students, economic growth, world-class research and the overall success for our state.





**Hocking College  
Board of Trustees Action**

**Date:** October 13, 2022

**Submitted by:** Mark Fuller

**SUBJECT:**

Medical Insurance Premium Increase for Calendar Year 2023

**BACKGROUND:**

Hocking College, through South Central Ohio Insurance Consortium (SCOIC), offers medical insurance benefits to eligible employees. Hocking College joined SCOIC in 2016 as part of an initiative to provide quality medical insurance benefits to its employees at a reasonable price.

The initiative has successfully allowed Hocking College to achieve minimal increases in premiums despite state and national trends in healthcare costs. Below is a summary of Hocking College's medical insurance premium increases compared to the state average according to the Ohio Employment Relations Board.

	<i>Hocking College</i>	<i>State Average</i>
<i>2020 Single Coverage</i>	2.2%	4.8%
<i>2021 Single Coverage</i>	0.0%	4.6%
<i>2022 Single Coverage</i>	3.0%	3.7%
<i>2020 Family Coverage</i>	2.2%	6.7%
<i>2021 Family Coverage</i>	0.0%	3.9%
<i>2022 Family Coverage</i>	3.0%	3.1%

**RECOMMENDATION:**

The Board of Trustees approve a motion to increase Hocking College's Medical Insurance Premiums by 8.0% for Calendar Year 2023, in accordance with SCOIC's analysis.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Motion will allow Hocking College to continue to offer medical benefits at an affordable rate, while maintaining appropriate levels of funding for future claims.

**FISCAL IMPACT**

The 8.0% increase equates to an estimated annual premium increase of \$175,000. The burden of this increase will be split between Hocking College (\$140,000) and participating employees (\$35,000).

The per-pay increase for single coverage employees will be \$6.50. The per-pay increase for family coverage employees will be \$19.30.

The College is conscious of the impact that inflation has had on its employees and recommends the College allow employees to offset the increase through a reduction in their required HSA deductions. This will allow employees to continue to pay for insurance without any increase to their net payroll deductions.

Revised medical insurance withholdings and Health Savings Account (HSA) Contributions will be as follows for each pay:

<b>SINGLE MEDICAL PLANS</b>	<b>CY 2023</b>	<b>CY 2022</b>	<b>INCREASE</b>
College Paid Premium	\$ 351.00	\$ 325.00	\$ 26.00
College HSA Contribution	<u>\$ 100.00</u>	<u>\$ 100.00</u>	<u>\$ 0.00</u>
<b>Total College Costs</b>	<b>\$ 451.00</b>	<b>\$ 425.00</b>	<b>\$ 26.00</b>
Employee Paid Premium	\$ 87.75	\$ 81.25	\$ 6.50
Employee Required HSA Deductions	<u>\$ 18.38</u>	<u>\$ 24.88</u>	<u>\$ (6.50)</u>
<b>Net Payroll Deductions</b>	<b>\$ 106.13</b>	<b>\$ 106.13</b>	<b>\$ 0.00</b>

<b>FAMILY MEDICAL PLANS</b>	<b>CY 2023</b>	<b>CY 2022</b>	<b>INCREASE</b>
College Paid Premium	\$ 1,042.46	\$ 965.24	\$ 77.22
College HSA Contribution	<u>\$ 100.00</u>	<u>\$ 100.00</u>	<u>\$ 0.00</u>
<b>Total College Costs</b>	<b>\$ 1,142.46</b>	<b>\$1,065.24</b>	<b>\$ 77.22</b>
Employee Paid Premium	\$ 260.61	\$ 241.31	\$ 19.30
Employee Required HSA Deductions	<u>\$ 54.49</u>	<u>\$ 73.79</u>	<u>\$ (19.30)</u>
<b>Net Payroll Deductions</b>	<b>\$ 315.10</b>	<b>\$ 315.10</b>	<b>\$ 0.00</b>



Motion to approve an 8.0% increase in Hocking College's Medical Insurance Premiums for calendar year 2023. Further motion to allow employees to offset the increase through a reduction in their required HSA deductions, allowing employees to continue to pay for insurance without any increase to their net payroll deductions.

Adopted: 10/13/2022

Approved: 