

BOARD OF TRUSTEES MEETING
Monday, October 14, 2024
Regular Meeting – 7:00 pm @ The Lodge
Regular meeting (Hybrid)

- **Call to Order (5 min)** Chairman Mitchell
- **Roll Call** Mr. Powell
- **Approve Minutes from August 12, 2024** Chairman Mitchell
- **Executive Session (15 Min)** Chairman Mitchell
- **Trustee Training Session (15 min)** Stephen Powell
➤ Board Secretary
- **President's Report (15 min)** Dr. Young
➤ President's Report
- **Academic Affairs Report (5 min)** Trustees Ben Mitchell /
➤ Update from Vice President Jessica Hoag
Ms. Hagerott
- **Executive Vice President Report (5 min)** Dr. Jarrod Tudor
- **Community Relations and Student Experience Report (5 min)** Trustees Leon Forte' /
➤ Update from Vice President Alan McMillan/
Hannah Guada
- **Finance and Personnel Report (5 min)** Trustees Jeanie Addington/
➤ Hocking College Financial Update Stuart Brooks / Mr. Fuller
➤ FY24 Efficiency Reporting
➤ Motion to Approve the Fiscal Year 2024 Hocking College Efficiency Report
➤ Motion to set the Lost Dorm Key Fee
- **Facilities Committee Report (5 min)** Trustee Mike Budzik/
➤ Update on Projects Dr. Young
- **Chairman's Report (10 min)** Chairman Mitchell
- **New Business (5 min)** Chairman Mitchell
- **Adjournment** Chairman Mitchell
- **Event Schedule**
Next Meeting – December 2, 2024 5:30 pm Board Meeting
Autumn Graduation – December 7, 2024 at 9:00 am and 11:00 am

MINUTES

HYBRID VIRTUAL MEETING

Date: August 12, 2024

The regular meeting (Hybrid) of the Hocking College Board of Trustees was held Monday, August 12, 2024. Members either signed in on the provided link or attended in person at the Lodge at Hocking College.

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

CALL TO ORDER

Ben Mitchell called the meeting to order at 6:00 pm

ROLL CALL

Stephen Powell, Board Secretary, called the roll:

Board members present: Trustees Gerry Bird, Mike Budzik, Stuart Brooks, Leon Forte', Alan McMillan, Jessica Hoag, and Ben Mitchell.

Board members absent:

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Ben Mitchell asked if there were any changes to the minutes from the June 17, 2024 regular meeting. A motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to approve the June 17, 2024, 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) (6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office

In Pursuant to Ohio Revised Code 121.22 (G) (1) to consider the employment, demotion, or compensation of a public employee, and to consider the investigation of charges or complaints against a public employee.

The Executive Session invitation may include:

Dr. Betty Young

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

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Gerry Bird, Mike Budzik, Stuart Brooks, Alan McMillan, Jessica Hoag and Ben Mitchell.

The Board adjourned to Executive Session at 6:05 pm.

TRUSTEE TRAINING SESSION

Secretary Stephen Powell shared information in the training session. The subject was Parliamentary Procedures for Board Members, with a focus on the small organizational boards.

PRESIDENT'S REPORT

Dr. Young gave the following report:

Graduation

Autumn 2024 Commencement is December 7, 2024

AI Conference

The Appalachian Artificial Intelligence Conference is October 30, 2024, at the Hocking College Lodge.

Football Fields Updates

Football field has been completed and looks great

Jim Tressel Event

Jim Tressel is coming to Hocking College to assist with a fundraiser for athletics. This visit started before Covid and has taken a while to initiate.

Trimble Students

Currently Hocking College has 11 Trimble students using the Sam Jones Trimble Promise Scholarship.

Dr. Young Goals

Goals for 2024/25 were submitted to the Board for their review.

Hocking College 2024 Annual Security and Fire Safety Report

The Security and Fire Safety Report was shared with the Board of Trustees.



HOCKING

COLLEGE

2024 ANNUAL SECURITY AND FIRE SAFETY REPORT

Table of Contents

Table of Contents	2
Message from Chief Tiffany Inskeep	3
Annual Security Report	4
About Our Campus	4
Your Right to Know	4
Reporting Crimes and Emergencies	4 & 21
Campus Security Authorities	5
Preparation of Annual Disclosures	6
Access to Campus Facilities	6
Campus Safety Facility & Environmental Surveys	6
Emergency Notification & Response	7
Timely Warning/Crime Alert	7
Evacuation	8
Emergency Response and Evacuation Procedures	9
Law Enforcement Authority	12
Campus Security Procedures	13
Crime Log	13
Crime Prevention & Security Awareness Programs	13
Crime Prevention Tips	14
Safety Tips	15
Alcohol & Drug Policy and Education Programs	18
Sex Offender Notification	19
Domestic Violence, Dating Violence, Sexual Assault and Stalking	20
Missing Residential Student Notification	29
Crime Statistics - Nelsonville Campus	30
Crime Statistics - Perry Campus	31
Crime Statistics - Lake Snowden Campus	32
Crime Statistics - Energy Institute, Logan	33
Annual Fire Safety Report	35
Residence Hall Fire Safety Systems	35
Fire Drills, Reporting, and Evacuation	35
Electrical Appliance, Smoking, Open Flame, and Fire Safety	36
Fire Safety Education	37
Written Fire Log	37
Plans for Future Improvements in Fire Safety	38
Fire Statistics	38



Message from Chief Tiffany Inskeep

On behalf of the Hocking College Police Department, I am pleased to present this report to our community. Despite the intense struggles faced by all through the pandemic, our department's primary focus continues to be on community policing, building bridges between our department, our students, staff/faculty, and various other organizations. We are proud of the adaptive, collaborate efforts of not only our department, but the entire campus community, as we move through these trying times.

Hocking College continues to experience a low crime rate as our statistics show. The staff and personnel of the Hocking College Police Department continue to work diligently to keep our community members working together, knowledgeable, safe, and secure.

The information included in this report is provided to help further our commitment, as well as provide data in compliance with the Campus Security Act of 1990, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Higher Education Opportunity Act of 2008.

Although this issue of the Hocking College Annual Security & Fire Safety Report is being published & dated for the 2023-2024 academic year, federal requirements mandate that persons who read this guide be informed that criminal activity being reported is from 2023 and the two preceding years. This guide also contains the Annual Fire Safety Report for incidences occurring in 2023.

As public safety is everyone's responsibility, the support that our department receives from the campus community is instrumental in maintaining an atmosphere that is conducive for working, living and learning. For more information, including Clery Crime Statistics, please visit our web page at <https://www.hocking.edu/campus-safety>.

HOCKING
2024 ANNUAL SECURITY REPORT



Hocking College consists of the Main Campus located in Nelsonville, Ohio off U.S. Route 33; Perry Campus located in New Lexington, Ohio; the Energy Institute located in Logan, Ohio; and Lake Snowden located in Albany, Ohio. Hocking College currently enrolls approximately 2,165 students, of which about 724 are residential on the main campus. Additionally, the college has approximately 525 full-time, part-time, and adjunct employees, annually.

Your Right To Know

Crime statistics for Hocking College's Main Campus, Perry Campus, Energy Institute (Logan) and Lake Snowden are also available at <https://www.hocking.edu/campus-safety>, clicking on *Annual Security and Fire Safety Report*.

Reporting Crimes and Emergencies

The Department of Campus Safety/Hocking College Police Department is staffed 24/7/365.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations. If you believe you have become the victim of a crime on campus or a campus-controlled facility, you are encouraged to promptly contact Campus Police at x.6598 to report the incident, including the following:

- Nature of the incident
- Location of the incident
- Description of person(s) involved.
- Description of property involved

Keep in mind:

- If the suspect enters a vehicle, try to get a description of the vehicle and license number. Note the direction they left toward.
- Above all else, protect yourself. Do not attempt to get a vehicle description or license number if doing so would expose you to danger.
- Preserve evidence. Do not touch or move anything you don't have to. If the offense is a sex crime (such as rape), do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body.

Emergencies can be reported to the office in any of the following ways:

- x. 6598 from any campus extension
- 740-753-6598 from any off-campus phone
- Emergency call boxes located at various locations on campus.
- Elevators have direct dial phones to the Police Dispatch Center

Telephone Contact: In an emergency, Do NOT dial 911 from a college phone. Instead dial x. 6598. Campus Safety will be able to determine your on-campus location and has direct contact with Fire and



EMS agencies.

Cell Phones: Cellular 911 phone calls are answered by Athens County Central Communications and will be directed to the Campus Police Department for action. Therefore, it is important to give accurate information regarding your location and the incident.

Mandatory and Anonymous Reporting

With very few exceptions, employees of the institution, including student employees, are obligated to report a sexual assault that has been disclosed to them for three reasons:

1. Federal law mandates that all instances of sexual assault be included in annual crime statistics. With the exception of licensed counselors and clergy, whose services are confidential by law, all representatives of the college are considered mandatory reporters.

- State law requires that all felony offenses be reported. A sexual offense may or may not be categorized as a felony. To meet both federal and state requirements, employees of Hocking College are required to report instances of sexual assault that have been disclosed to them.
- Most importantly, as a representative of the institution, you are responsible for reporting the incident so that the college can effectively respond.

2. Staff/Faculty/College Representatives can report a disclosed sexual assault by completing a Sexual Assault Reporting form. The form can be obtained from Department of Residence Life or the Campus Police Department. *All reports can be made anonymously so that no identifying information will be given.*

3. Survivors of sexual assault can report the incident for statistical purposes by completing a Sexual Assault Survivor Reporting form. The form can be obtained from the Department of Residence Life or the Campus Police Department. *All reports can be made anonymously so that no identifying information will be given.*

4. Hocking College encourages prompt and accurate reporting of all crimes to campus and local police by all community members, even when the victim elects not to or is unable to make such report.

Because of the Ohio public records law, Hocking College is not permitted to promise confidentiality to persons reporting crimes to individuals or offices that supply crime statistics for annual reporting.

"Campus Security Authorities"- Reporting Responsibilities

Federal law defines a Campus Security Authority (CSA) as 1) Campus Police, 2) non-police staff responsible for monitoring college property, 3) people/offices designated as those to whom crimes should be reported, and 4) officials with significant responsibility for students and campus activities. A CSA is defined broadly to ensure complete coverage and thorough reporting of crimes. Examples of CSA's include, but are not limited to deans, residence life staff, campus safety staff, student activities coordinators, student judicial officers, and faculty advisors to student organizations. Reports should be made to a CSA for the purpose of making timely warnings and the annual statistical disclosure.



List of Titles with significant responsibility for students and campus activities:

Director of Campus Safety/Chief of Police
Vice President of Campus and Community
Relations/Ombudsman Vice President of Student Affairs/Chief
Diversity and Inclusion Officer Director of Academic Support and
Disability Services
Director of Student Employment
Director of Athletics
Deans
Department Program Managers and Advisors

Preparation of Annual Disclosures

The preparation of the annual disclosures is tasked to the Director of Campus Safety and Office Manager in collaboration with Student Affairs, Residence Life, Human Resources, and Academic Affairs.

Access to Campus Facilities

Administrative offices are open for public access from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

All campus academic buildings are closed to students and visitors after 11:00 P.M. Monday through Friday and all-day Saturday and Sunday and are patrolled by Campus Safety personnel. Students who are required/requested by an instructor to work after hours or on weekends must be accompanied by a member of faculty or staff.

On-campus residential facilities remain locked at all hours of the day for the safety of our residents and are patrolled by Campus Safety and Residence Life personnel. Other than the residents and staff, only full-time maintenance personnel and campus safety personnel have access to the facilities. Contract vendors are provided limited access to the buildings at the discretion of a maintenance supervisor,

Hocking College does not have any off-campus student organizations.

Campus Safety Facility & Environmental Surveys

The Hocking College Police Department (HCPD) conducts periodic surveys to ensure that buildings meet fire and safety specifications as set forth by Ohio Revised Code and Ohio Fire Code. The Department of Campus Safety works closely with the Facilities Department to facilitate any needed repairs. The Department also conducts periodic lighting surveys to ensure campus parking lots and areas have the appropriate amount of lighting and that lights are being maintained to reduce vulnerability to crime.

Campus Police Officers regularly visit campus buildings, including residence halls, to inspect lighting, shrubbery and all entry points. Officers review security procedures and make recommendations to the appropriate administrator.



Emergency Notification & Response

The campus community, upon confirmation, will be immediately notified of a significant emergency on campus or dangerous situation involving an immediate threat to the health or safety of students or staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Hocking College Police Department or the Public Information Officer (PIO) will prepare and issue Emergency Notifications. Police personnel will make the decision of whether to issue an Emergency Notification on a case-by-case basis considering facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement effort. HCPD or the Public Information Officer will then contact the responsible person as denoted for each source to disseminate to the campus community and public. The Community Notification System announcement will be the official message used in generating information for the remaining communication sources. Emergency Notifications will be issued to the campus community as soon as pertinent information about the crime is available and assessed and will be delivered using any/all of the following means:

- HC Community Notification System (NIXLE) - via text, voice message, or email - (PIO)
- HC 'all-staff' and 'all-student' email - Chief Technology Officer (CTO)
- HC web page www.hocking.edu - (CTO)
- HC 'all-page' telephone network message - (CTO)
- Facebook & Twitter - (PIO)

Hocking College will annually test its emergency response procedures through regularly scheduled exercises designed for assessment and evaluation of emergency plans and capabilities. The exercises will be documented by description of each exercise, including the date, time, and whether announced or unannounced.

Hocking College is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Timely Warning/Crime Alert

A Timely Warning/Campus Crime Alert is provided to heighten the safety awareness and to provide students, staff, and faculty timely notification of 'Clery Act' crimes that are considered to represent a serious or continuing threat to the campus community and that are reported to the Campus Police Department or local police agency. Although not required, a timely notification may be issued for other crimes as well. The alert will provide pertinent information related to the crime and suspect and will also seek information that may lead to arrest and conviction of the offender.

The Hocking College Police Department is responsible for preparing and issuing Alerts/Timely Warnings. Police personnel will make the decision of whether to issue an Alert/Timely Warning on a case-by-case basis considering facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law.



enforcement effort. Alerts of timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available and assessed and will be delivered using the following means:

- HC Community Notification System (NIXLE) - via text, voice message, or email
- HC all-staff and all-student email
- HC web page www.hockinson.edu

Follow up information will be distributed using some or all of the identified communication systems (except fire alarm).

Evacuation

Exigent circumstances: A situation where an immediate decision must be made due to the nature of the emergency or threat. An example of this may be a fire or explosion.

Building Evacuation

- All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by Campus Police.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- **Assist people with disabilities in exiting the building!** Remember that elevators are reserved for people with disabilities. **In case of fire or earthquake, do not use the elevators.**
- Once outside, proceed to the predetermined assembly area that should be at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- Do not return to an evacuated building unless told to do so by a college official.

Campus Evacuation

- Evacuation of all or part of the campus will be announced by Campus Police.
- All persons (students and staff) are to vacate immediately the area of campus in question and relocate to another

part of the campus grounds or off campus as directed by a College Official.

Lockdown

It may be safer to lock buildings down without evacuating in certain situations (e.g. armed intruder on campus)

BEARACADE Hostile Intruder Lockdown Response Systems devices are installed in most classrooms and office areas across our campuses. Faculty and staff received instruction on the use of these safety devices to easily and securely lockdown these areas as we

ACADEMIC AFFAIRS REPORT

Ms. Hagerott reported that classes have started, and the parking lot is full.

EXECUTIVE VICE PRESIDENT REPORT

Common Thread: with the news, Higher Education and Wall Street Journal identifying the pressure in higher education and workforce development.

Jim Tressel event: Dr. Tudor sent letters of invitation.

Future events: Possible future event working with the Joe Burrow Ford Foundation.

Athletics: August 31, 2024, home football game playing DuPage. Women's Volleyball is back, Men's Volleyball team announcement soon. Golf is back. Connection West with Leon playing Golf- Lancaster Country Club. Track and Field teams Cross Country this year.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

Ms. Guada shared:

- Student center numbers
- Showcase event October 16, 2024

FINANCE AND PERSONNEL REPORT

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

FY 2025 Budget

**Hocking College Financial Update
FY2024 Through 6/30/2024**

PRELIMINARY, UNAUDITED

BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 35,084	\$ 33,544	Preliminary, Unaudited
EXPENSE	\$ 35,084	\$ 33,515	Preliminary, Unaudited
NET	\$ 0	\$ 29	

LIQUIDITY AND FUNDING FIGURES

	JUNE 2024 (000'S)	JUNE 2023 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 7,631	\$ 6,892	\$ 739
RESERVES & ENDOWMENTS	\$ 4,338	\$ 3,409	\$ 929
CAPITAL FUNDS AVAILABLE	\$ 3,414	\$ 3,838	\$ (424)

Budget to Actuals Detail

College operating and auxiliary revenues ended the year at \$33.5 million. Revenues were largely made up of Tuition & Fees (44%), SSI Funding (32%), Auxiliary Sources (19%) and Other Operating Income (5%).

Operating and auxiliary expenses ended the year at \$33.5 million. Expenses were largely made up of Salary & Benefits (43%), Auxiliary Expenses (19%), Textbooks & Course Materials (7%), Information Technology (5%), Student Employment/Scholarships (5%), Maintenance (3%), and Utilities (3%).

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

Liquidity Detail

The College has a current operating cash balance of \$7.6 million or approximately 83 days of cash on hand. This is an increase of \$0.7 million from the beginning of the fiscal year, driven largely by the College's collection of receivables outpacing operating expenses. Operating cash is anticipated to increase over the coming months as the College collects its student receivable for fall semester.

Strategic reserves, fee reserves, and replacement reserves combine to total \$2.5 million. College Endowments equate to \$1.8 million, making the amount of reserves and endowments total \$4.3 million. Reserves and endowments are \$0.9 million more than at the beginning of the fiscal year based on reserve contributions outpacing the uses of reserves. The College continues to contribute monthly to strategic reserves to help replenish reserve levels.



**Hocking College
Board of Trustees Action**

Date: August 12, 2024

Submitted by: Mark Fuller

SUBJECT:

Student Transcript Withholding

BACKGROUND:

The federal government modified requirements for Title IV participating institutions via CFR Title 34 – §668.14, which requires institutions to provide an official transcript to a student upon request when that student had received Title IV financial aid.

The rule has been made effective July 1, 2024.

RECOMMENDATION:

The Board of Trustees approve a motion that ends its practice of transcript withholding, which will ensure that the College remains in compliance with Title IV requirements.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The motion will allow Hocking College to remain in compliance with Title IV requirements.

FISCAL IMPACT

The College estimates that this change will impact receivable collections by approximately \$20,000 per year.



Motion to end the college's practice of transcript withholding, effective July 1, 2024.

Adopted: 8/12/2024

Approved: 

MOTION:

A motion was made by Trustee Stuart Brooks and seconded by Trustee Alan McMillan to approve to end the colleges practice of transcript withholding. The motion passed with a vote of 5 Yes and 1 No.



**Hocking College
Board of Trustees Action**

Date: August 12, 2024

Submitted by: Mark Fuller

SUBJECT:

Adjunct Pay for Clinical Instructors

BACKGROUND:

Hocking College pays adjuncts on an hourly basis for clinical instruction. It is proposed that an adjustment is made to the pay rate for Registered Nurses and Dental Hygiene Clinical Instructors.

RECOMMENDATION:

Adjust pay rate from \$42 to \$46 per hour for Registered Nurses and Dental Hygiene Clinical Instructors.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

This adjustment in adjunct pay will allow Hocking College to remain competitive in the marketplace and appropriately recruit and retain qualified adjunct employees.

FISCAL IMPACT

The annual budget impact of the increase is \$13,000.



Motion to approve updating the hourly pay rate for clinical instruction for Registered Nurses and Dental Hygiene Clinical Instructors from \$42 to \$46 per hour, effective 2024 Fall semester.

Adopted: 8/12/2024

Approved: 

MOTION:

A motion was made by Trustee Jessica Hoag and seconded by Trustee Leon Forte' to approve to end the colleges practice of transcript withholding. The motion passed unanimously.



**Hocking College
Board of Trustees Action**

Date: August 12, 2024

Submitted by: Mark Fuller

SUBJECT:

Dorm Room Pricing Adjustment

BACKGROUND:

Hocking College is mindful of the impact of price increases on its students and operates efficiently to keep its costs to students as affordable as possible. Due to inflation, the College is seeking to revise its dorm room pricing. The below survey of dorm rooms prices shows Hocking College in relation to other surveyed colleges after the proposed adjustment:

	Double	Single
Hocking College (Proposed – Hocking Heights)	\$2,435	\$2,990
Hocking College (Proposed – North/Downhour/Summit)	\$2,990	\$3,490
Shawnee State University	\$2,922	N/A
Central State University	\$3,043	\$4,250
Ohio State (Newark Campus)	\$3,348	\$4,829
Bowling Green University	\$3,608	\$4,600
Ohio University	\$3,723	\$5,708
Ohio State University (Main Campus)	\$3,815	\$4,899
Kent State University	\$3,995	\$5,535
University of Cincinnati	\$3,996	\$4,611
Miami University	\$4,465	\$6,426

RECOMMENDATION:

The Board of Trustees approve a motion to adjust per-semester dorm pricing, as follows:

- North/Downhour Hall Double – From \$2,840 to \$2,990
- Summit/Sycamore Hall Double – From \$2,840 to \$2,990
- Hocking Heights Double – From \$2,335 to \$2,490
- North/Downhour Hall Single – From \$2,940 to \$3,490
- Summit/Sycamore Hall Single – From \$2,940 to \$3,490
- Hocking Heights Single – From \$2,730 to \$2,990
- International Housing – From \$735 to \$800
- Surcharge for Pet* – From \$0 to \$250

*Except in circumstances where pet is used in student's program of study

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The price increase will impact the average dorm student's overall annual cost of attendance by approximately 2.0%.

FISCAL IMPACT

The increase will result in approximately \$140,000 of additional annual revenue.



Motion to approve the following changes to per-semester (16 week) dorm pricing:

Effective 2025 Summer Semester:

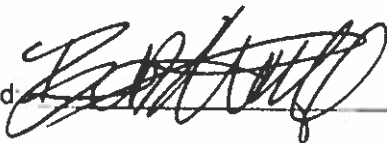
- North/Downhour Hall Double – From \$2,840 to \$2,990
- Summit/Sycamore Hall Double – From \$2,840 to \$2,990
- Hocking Heights Double – From \$2,335 to \$2,490
- North/Downhour Hall Single – From \$2,940 to \$3,490
- Summit/Sycamore Hall Single – From \$2,940 to \$3,490
- Hocking Heights Single – From \$2,730 to \$2,990
- International Housing – From \$735 to \$800

Effective 2025 Spring Semester:

- Surcharge for Pet* – From \$0 to \$250

*Except in circumstances where pet is used in student's program of study

Adopted: 8/12/2024

Approved: 

MOTION:

A motion was made by Trustee Stuart Brooks and seconded by Trustee Gerry Brooks to approve to Changes to the per-semester dorm pricing. The motion passed unanimously.



**Hocking College
Board of Trustees Action**

Date: August 12, 2024

Submitted by: Mark Fuller

SUBJECT:

Meal Plan Pricing Adjustment

BACKGROUND:

Hocking College is mindful of the impact of price increases on its students and operates efficiently to keep its costs to students as affordable as possible. Due to inflation, the College is seeking to revise its meal plan pricing. The below survey of meal plans shows Hocking College in relation to other surveyed colleges after the proposed adjustment:

	Price	Weekly meals
Hocking College (Proposed)	\$1,915	14 meals per week
Central State University	\$1,945	14 meals per week
Shawnee State University	\$2,185	15 meals per week
Bowling Green University	\$2,407	15 meals per week
Ohio State – Newark Campus	\$2,435	14 meals per week
Ohio University	\$2,462	14 meals per week
Miami University	\$2,520	14 meals per week
University of Cincinnati	\$2,603	15 meals per week
Ohio State University (Main)	\$2,730	14 meals per week
Kent State University	\$2,895	15 meals per week

RECOMMENDATION:

The Board of Trustees approve a motion to adjust meal plan pricing, as follows:

- 5 Meals Per Week Plan – From \$650 to \$685 per semester
- 14 Meals Per Week Plan – From \$1,815 to \$1,915 per semester
- 19 Meals Per Week Plan – From \$2,190 to \$2,315 per semester
- Weekly Meal Plan – From \$140 to \$150 per week

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The price increase will impact the average dorm student's overall annual cost of attendance by approximately 1.3%.

FISCAL IMPACT

The increase will result in approximately \$110,000 of additional annual revenue.



Motion to approve the following changes to Meal Plan Charges, effective 2025 Summer semester:

- 5 Meals Per Week Plan Rate – From \$650 to \$685 per semester
- 14 Meals Per Week Plan Rate – From \$1,815 to \$1,915 per semester
- 19 Meals Per Week Plan Rate – From \$2,190 to \$2,315 per semester
- Weekly Meal Plan Rate – From \$140 to \$150 per week

Adopted: 8/12/2024

Approved: 

MOTION:

A motion was made by Trustee Jessica Hoag and seconded by Trustee Leon Forte' to approve Meal Plan Pricing adjustment. The motion passed unanimously.

FACILITIES COMMITTEE REPORT

Dr. Young provided updates to current projects taking place on campus.

CHAIRMAN'S REPORT

Chairman Ben Mitchell presented Trustee Gerry Bird a Plaque in appreciation of his years of service to the Board and Hocking College.

NEW BUSINESS:

Trustee Stuart Brooks shared comments and appreciation to Dr. Jarrod Tudor for his work on Grants and the Community together.

NEXT MEETING – The next meeting of the Board of Trustees is scheduled for Monday August 14, 2024, at the Hocking College Lodge.

ADJOURNMENT

There being no further business to conduct, Chairman Ben Mitchel adjourned the meeting. The Board adjourned at 7:48 pm.

Ben Mitchell, Chair

Stephen Powell, Board Secretary

Hocking College Financial Update FY2025 Through 9/30/2024

BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 34,082	\$ 14,027	On pace for \$33.1 million
EXPENSE	\$ 34,082	\$ 7,325	On pace for \$33.1 million
NET	\$ 0	\$ 6,702	

LIQUIDITY AND FUNDING FIGURES

	SEPT 2024 (000'S)	JUNE 2024 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 9,645	\$ 6,887	\$ 2,758
RESERVES & ENDOWMENTS	\$ 5,276	\$ 5,058	\$ 218
CAPITAL FUNDS AVAILABLE	\$ 6,801	\$ 6,801	\$ 0

Budget to Actuals Detail

College operating and auxiliary revenues are currently at \$14.0 million and are on pace to reach \$33.1 million by the end of FY 2025, which is 2.9% less than the budgeted amount. This decrease is driven largely by an anticipated 4.8% reduction in tuition and fees from budgeted levels. The other major revenue areas of the College including auxiliary revenues and state subsidy are currently in line with budgeted levels.

Operating expenses, after adjusting for timing differences, are tracking at 3.6% better than at this point last year and appear to be on pace to allow the College to offset the 2.9% reduction in anticipated revenue. The College's year-over-year reduction in expenses have been spread over many categories, including: facility repair/maintenance, utility expense, course materials, and auxiliary expense.

Liquidity Detail

The College has a current operating cash balance of \$9.6 million or approximately 103 days of cash on hand. This is an increase of \$2.8 million from the beginning of the fiscal year, driven largely by the College's collection of receivables outpacing operating expenses. Operating cash is currently at \$0.8 million better than at this point last year. Operating cash is anticipated to remain relatively stable through the end of November before tightening in December.

Strategic reserves, fee reserves, and replacement reserves combine to total \$2.7 million. College Endowments equate to \$2.6 million, making the amount of reserves and endowments total \$5.3 million. Reserves and endowments are \$0.2 million more than at the beginning of the fiscal year based on reserve contributions outpacing the uses of reserves. The College continues to contribute monthly to strategic reserves to help replenish reserve levels.



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FY24 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.

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: **Alex Penrod**, Special Assistant to the Chancellor for External Affairs, 614-995-7754 or apenrod@highered.ohio.gov. Please provide your institution's efficiency report by Friday, November 15, 2024 via email.



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

- **Section I: Efficiency and Effectiveness** – This section captures information on progress made from strategic partnerships and practices that are likely to yield significant savings and/or enhance program offerings.
- **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 Educational 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.



Hocking College

Section I: Efficiency and Effectiveness

Benchmarking

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.

1. How do expenditures on instruction and academic support benefit your institutional mission and priorities?

Hocking College's mission statement is as follows: "We serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives." The College's expenditures on instruction and academic support are aligned with the mission statement. Included in academic support are the College's English, Math, and Science Centers for Excellence which provides additional individualized support in areas that the College has found many students requiring additional attention.

2. Other than HEI, what other data, 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 balanced budget in FY2024.

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.

Facilities Planning

1. How has your institution employed planning and changing use of campus space to reduce costs and increase efficient use of capital resources?

Hocking College evaluates its facilities and their use on a regular basis. Hocking College has regular facilities meetings in which campus leadership meets with deans, faculty, and staff to discuss the utilization of their spaces. During these meetings, the information from the program review process is utilized as a blueprint for improving facility use. This process has resulted in many updates, which has increased the efficiency of the College and improved the learning experience for students.

2. How have recent enrollment trends, including changing demographics and the increased utilization of distance learning, impacted facilities planning at your institution?

Enrollment trends inform the College's program review process, which then informs the College's facility use discussions. This process has resulted in many updates to its facilities utilization, which has increased the efficiency of the College and improved the learning experience for students.

The College has seen a decrease in amounts of distance learning since the height of the pandemic and is seeing levels of distance learning stabilize at a lower level. Many students struggle with distance learning and many students seek and need the engagement that is only possible in a classroom setting.

3. What benchmarks or data sources does your institution use to assess demand for physical space?

The Institutional Research function and the Registrar coordinate to provide necessary data related to demand for physical space.



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 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.

Specific to the Regional Compact in which your institution is a member, please describe collaborations that have occurred within the regional compacts and the efficiencies or enhanced services provided 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	



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Enhancing career counseling and
experiential learning opportunities for
students

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 and Reducing Textbook Costs for Students

ORC Section 3333.951(D) requires Ohio's public colleges and universities to do the following on an annual basis:

(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.

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.



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Your institution's submission of information via the annual Efficiency Report is used to satisfy these statutory requirements. **Please attach one spreadsheet with two tabs.** The first tab should include the analysis of textbook costs developed by your institution as shown in Table 1 below. The second tab should include the analysis of the number of courses that utilized other sources of information as shown in Table 2 below.

Table 1

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

Table 2

Category	Number of Courses
Did not require students to purchase course materials; includes OER and/or institutionally provided materials	All courses
Exclusively used OER materials	Humanities
Used OER materials together with purchased course materials	Anthropology, Communications, English Composition, Sociology
Provided course materials through inclusive access	All courses

Other Textbook Affordability Practices

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



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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.

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 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

Please provide contact information for the person completing this section of the Efficiency Report, so that we may follow up if we have questions.

Mark Fuller, Vice President, CFO/Treasurer, fullerm@hocking.edu



Section III: Policy Reforms

Special Purpose Fees Policy

Limitations on increases in instructional and general fees have traditionally been set by the General Assembly within biennial operating budgets. Limitations on special purpose fee increases, alternatively, are fairly new beginning with Am. Sub. HB 49 of the 132nd General Assembly. Section 381.160 of Am. Sub. HB49 precluded increases in special purpose fees and establishing new special fees, at universities, except for certain categories of fees specifically exempted in law from the fee limitations. Am. Sub. HB 166 of the 133rd General Assembly continued the special purpose fee restriction but additionally required the Chancellor to review and approve new special purpose fees and increases in existing special purpose fees at universities and community colleges. This same level of special purpose fee restraint has been continued in every biennial budget since, including the current biennial budget Am. Sub. HB 33 (Section 381.260(A)(1)(c)).

1. Please include a table that separately shows general and special fee totals for each of the past five years.

Fiscal Year	Special Purpose Fees *	General Fees *
FY2020	11,173,596	2,012,851
FY2021	10,954,474	2,066,723
FY2022	11,024,248	2,050,290
FY2023	11,760,577	1,840,332
FY2024	11,649,801	1,736,143

* Based on categories and definitions as specified on HEI Tuition & Fees Inventory File

2. What criteria are used to determine whether a course or lab fee is appropriate?



To determine if a course or lab fee is appropriate, the College reviews course specific expenditures.

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.

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 recommends that the State of Ohio introduce a media campaign that helps high school students, prospective adult learners, and citizens of Ohio understand the value of Community Colleges. Community Colleges provide the most efficient and cost-effective pathway for students to start or continue their education. Community Colleges are able to cost effectively provide students with the necessary skills to start many careers and also provide students with credit that can transfer to a university. Students who start at a Community College and transfer to a university will save themselves and their families significant cost.

Thank you for completing the FY24 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 14, 2024

Submitted by: Mark Fuller

SUBJECT:

Fiscal Year 2024 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 2024 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 2024 Hocking College Efficiency Report.

Adopted: _____

Approved: _____



**Hocking College
Board of Trustees Action**

Date: October 14, 2024

Submitted by: Mark Fuller

SUBJECT:

Lost Dorm Key Fee

BACKGROUND:

Hocking College has reviewed its Lost Dorm Key Fee and recommends that the fee is revised to reflect the true cost of a lost key to the College.

RECOMMENDATION:

The Lost Dorm Key Fee is recommended to be increased from \$25 to \$200. The College recommends that the fee change is made effective January 1, 2025.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The increased fee amount will ensure that the financial burden of lost keys is on the student rather than the College.

FISCAL IMPACT

The increased fee amount will allow the College to recoup the costs associated with a lost key.



Motion to set the Lost Dorm Key Fee to \$200, effective January 1, 2025.

Adopted: _____

Approved: _____



Board of Trustees 2025 Meeting Dates

- Monday, February 24, 2025 at 6:00pm / The Lodge at Hocking College
- Monday, April 21, 2025 at 6:00pm / The Lodge at Hocking College
- Monday, June 16, 2025 at 6:00pm / The Lodge at Hocking College
- Monday, August 11, 2025 at 6:00pm / The Lodge at Hocking College
- Monday, October 20, 2025 at 6:00pm / The Lodge at Hocking College
- Monday, December 8, 2025 at 6:00pm / The Lodge at Hocking College

****Dates are subject to change due to scheduling conflicts!***