



BOARD OF TRUSTEES MEETING
Thursday, August 18, 2022
The Lodge Conference Room
Committee Meeting @ 5:30pm
Regular Meeting 6:00pm

- **Call to Order (5 min)** Chairman Mitchell
- **Roll Call** Mr. Daubenmire
- **Approve Minutes from June 16, 2022, Meeting** Chairman Mitchell
- **Executive Session (15 min)** Chairman Mitchell
- **President's Report (15 min)** Dr. Young
 - President's Report
 - Expand H.C. District ORC 3357.021
 - Canal Street Motion
 - Softball Field Motion
- **Academic Affairs Report (10 min)** Trustees Ben Mitchell / Gerry Bird / Ms. Hagerott
 - Update from Vice President
- **Community Relations and Student Experience Report (5 min)** Trustees Stuart Brooks / Leon Forte' / Ms. Guada
 - Update from Vice President
- **Finance and Personnel Report (5 min)** Trustees Mike Brooks / Jeanie Addington / Mark Fuller
 - Update from Executive Director Finance / Treasurer
- **Facilities Committee Report (5 min)** Trustees Mike Budzik / Mark Dean / Mr. Daubenmire
 - Update on Projects
- **Chairman's Report (10 min)** Chairman Mitchell
- **New Business (5 min)** Chairman Mitchell
- **Adjournment** Chairman Mitchell
 - **Event Schedule**
 - Next Meeting – October 13, 2022
 - Board Retreat 2:00-4:00 pm
 - 4:00 pm Equine Arena Open House / Ribbon Cutting
 - 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.

Date June 16, 2022

The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, June 16, 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; and Joe Deer, CIO.

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

CALL TO ORDER

Stuart Brooks called the meeting to order at 6:09 pm.

ROLL CALL

Jeff Daubenmire, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mark Dean, Leon Forte'.

Board members absent: Trustees Gerry Bird, Mike Budzik, Ben Mitchell.

Members present constitute quorum.

APPROVAL OF MINUTES

Stuart Brooks asked if there were any changes to the minutes from the April 14, 2022 regular meeting. A motion was made by Trustee Mike Brooks and seconded by Trustee Leon Forte' to approve the April 14, 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) (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
Mr. Jeff Daubenmire
Ms. Jacqueline Hagerott

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

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Mark Dean, Leon Forte'.

The Board adjourned to Executive Session at 6:11 pm.

RETURN TO REGULAR SESSION

Stuart Brooks announced the return to regular session at 6:24 pm.

PRESIDENT'S REPORT

Dr. Young gave the following report:

Purple State – Hocking College was selected in the first round to become a Purple State designated campus. This program recognizes the exemplary level of support to veterans who attend Hocking College.

Grants – Hocking College was recently granted the following scholarships to be awarded to students:

\$288,000 to help tutor in local K-12 classes such as Math and English. Students in the Early Childhood program will work with local schools on this grant. Leadership for the grant includes Katie Walters, CCP and the Early Childhood Program.

\$106,000 towards Short Term Certificates programs such as CDL, Welding.

\$149,000 from Perkins.

Fairfield County Graduation Luncheon – The first class are over 40 High school students graduated from the Fairfield County workforce center of Hocking College with training in the following:

- HVAC
- Carpentry
- Electrical work in Residential and Commercial.

Music Fest – Thank you to the volunteers who helped with the music festival. This was a live learning lab for students in Culinary, Music, Police, Electrical and Carpentry. Next year's dates will be June 9, 10, 2023.

CCA Conference- Hocking College will be hosting the Community Colleges of Appalachia on campus November 3-4. A pre-conference including campus tour will be held November 2nd.

SUBJECT:

College Completion Plan 2022-2024 (Plan)

BACKGROUND:

Pursuant to Ohio Revised Code Section 3345.81, the board of trustees of each institution of higher education shall adopt an institution specific college completion plan designed to increase the number of degrees and certificates awarded to students. The plan shall be consistent with the mission and strategic priorities of the institution, include measurable student completion goals, and align with the state's workforce development priorities. The board of trustees of each institution of higher education shall update its plan at least once every two years and provide a copy of their updated plan to the chancellor upon adoption.

Hocking College's Completion Plan is a roadmap for implementing the College's mission and strategic priorities and is designed to increase the number of degrees and certificates awarded to students that are in alignment with the state's workforce development priorities. We believe passionately in this promise to our students and our community. These initiatives focus on the drive to assure that every student has every chance of success through social and economic advancement.

RECOMMENDATION:

The Hocking College Board of Trustees pass a resolution to accept the Strategic Completion Plan 2022-2024 as presented.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Hocking College will use the Plan as a roadmap for implementing strategies to increase student persistence, retention, and completion. The Student Experience Committee, Academic Affairs Committee and Student Success Leadership Institute (SSLI) Team will lead the implementation of the Plan.

FISCAL IMPACT:

By using this plan as a roadmap for our work, with anticipated successful outcomes, the College will experience increased revenue as a result of improved persistence, retention, and completion.

MOTION:

A motion was made by Trustee Mark Dean and seconded by Trustee Leon Forte' to approve the 2022-2024 Strategic Completion Plan. The motion was unanimously approved.

ACADEMIC AFFAIRS REPORT

Ms. Hagerott presented the following:

SUBJECT:

New Bachelor's Degree Program Approvals

BACKGROUND:

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

Ohio Revised Code (ORC) 3333.051 directs the Chancellor of higher education to establish a program under which community colleges, state community colleges, and technical colleges may apply to offer applied bachelor's and nursing bachelor's degree programs. The Chancellor has established the program and is now accepting applications that, in accordance with ORC 3333.051 (A), demonstrate all of the following:

- 1) Evidence of an agreement between the college and a regional business or industry to train students in an in-demand field and to employ students upon their successful completion of the program;
- 2) That the workforce need of the regional business or industry is in an in-demand field with long-term sustainability based upon data provided by the governor's office of workforce transformation;
- 3) Supporting data that identifies the specific workforce need the program will address;
- 4) The absence of a bachelor's degree program that meets the workforce need addressed by the proposed program that is offered by a state university or private college or university;
- 5) Willingness of an industry partner to offer workplace-based learning and employment opportunities to students enrolled in the proposed program.

RECOMMENDATION

The Hocking College Board of Trustees approve bachelor's degree programs in:

- Natural Resources Management
- Behavioral Health and Social Change

ORGANIZATION/ADMINISTRATIVE IMPACT:

The College's current business model and existing infrastructure support this initiative including financial capacity, facilities, faculty, and staff. The College will implement these new degree programs over the next 18 months.

FISCAL IMPACT:

The college anticipates increased enrollment and retention with this new model. The launch of new programs will occur over the next year as resources allow.

MOTION:

A motion was made by Trustee Mike Brooks and seconded by Trustee Leon Forte' to approve the Bachelor's degree program for the following:

- Natural Resources Management
- Behavioral Health and Social Change
- Names may be modified by the President as the programs are fully developed to align with the market.

The motion was unanimously approved.

FINANCE AND PERSONNEL REPORT

Trustee Mike Brooks asked Mr. Mark Fuller to give the Finance and Personnel Report.

Debt Forgiveness Program:

During the June 2021 board meeting, the board approved the College to start a Debt Forgiveness Program. The program is based on an initiative of the State of Ohio, whereby qualifying students who had previous balances and had stopped out of school would be permitted to come back to school and have their balance forgiven upon successful completion of a specified number of semesters (depending on their balance).

The College has had its first two successful participants of the program. These two students have completed all the steps needed to have their balances forgiven. Both students have been very successful in their studies since coming back. One student who is a welding student has a 3.8 GPA since return and the other who is an Auto Tech student has a 4.0 GPA since return.

FY2022 Update:

College will meet budget for the year FY2022 with approximately \$34 million in operating and auxiliary revenues.

College has 58 days of operating cash on hand. The College's cash position is projected to remain relatively stable over the next few months. The College also has total reserve balances currently at \$2.1 million.

Budget 2023:

The 2023 budget is for a total of \$40.8 million, being split between operating, auxiliary and capital budgets.

The operating budget totals \$27.6 million—major revenue assumptions are level enrollment and SSI funding that will be 1.8% decreased from FY2022 levels. Budgeted expenses do take into consideration \$340 thousand in efficiencies from FY2022 which will impact 2023 – largely related to contract renegotiation and elimination.

The budget does include over \$1.0 million in reserve transfers. Reserve transfers include \$500 thousand in strategic reserve transfers, \$400 thousand in program reserve transfers, and \$150 thousand in reserve transfers for the Dorms and the Lodge.

The Capital budget is largely funded by State Capital Appropriations. The budget does include Appropriations in HB 687 which was just signed into law.

The Auxiliary budget is based upon a 12% increase in revenues -- most significantly impacted by year 2 operating results from the lodge. Occupancy is budgeted at 60% and we anticipate a 40% net margin. The budget also includes incremental improvements in many of the other auxiliary operations of the college, including Rhapsody and Lake Snowden.

Reserves:

The College is seeking authorization to utilize \$4.5 million in strategic reserves to fund, in part, the College's \$6.6 million in capital projects during the year. The College will close the year with approximately \$1.5 million in strategic reserves.

SUBJECT:

Operating, auxiliary, and capital budgets for Fiscal Year 2023

BACKGROUND:

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

RECOMMENDATION:

Approve the Fiscal Year 2023 budget as recommended by the President and Chief Financial Officer of Hocking College.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

The budget provides a sound financial structure which will keep Hocking College accountable to its students and the community it serves.

FISCAL IMPACT:

The College proposes a balanced budget with \$1.0 million in planned reserve contributions.

FY 2023 Operating Budget - \$27.6 million

FY 2023 Auxiliary Budget - \$5.3 million

FY 2023 Capital Improvement Budget - \$7.9 million

Total Budget - \$40.8 million

MOTION:

A motion was made by Trustee Leon Forte' and seconded by Trustee Mike Brooks to approve operating, auxiliary, and capital budgets for Fiscal Year 2023. The motion was unanimously approved.

SUBJECT:

FY2022 Strategic Reserves

BACKGROUND:

Hocking College maintains strategic reserves, in part, to fund capital projects for the improvement of campus infrastructure. During FY2022, the College has expended and encumbered over \$6.6 million in funds on capital projects. The College has identified strategic reserves as one of the funding sources for those projects.

RECOMMENDATION:

The Board of Trustees approve a motion authorizing the College to utilize strategic reserves to fund up to \$4.5 million in capital projects. The College will contribute \$1.0 million to strategic reserves from operations during FY2022, making the net draw on reserves up to \$3.5 million.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

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

FISCAL IMPACT:

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

MOTION:

A motion was made by Trustee Leon Forte' and seconded by Trustee Mark Dean to approve up to a \$4.5 million transfer from Strategic Reserves to fund capital projects. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT –

Mr. Daubenmire updated the board members on current projects taking place on campus.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

Ms. Guada presented to the board members on various student service projects with a focus within the community.

CHAIRMAN'S REPORT

No report.

NEW BUSINESS

None

NEXT MEETING – The next meeting of the Board of Trustees is scheduled for August 18, 2022. Subcommittees will begin at 5:30 pm with the Board meeting starting at 6:00 pm at The Lodge.

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Mike Brooks and seconded by Trustee Leon Forte'. The motion was approved. The Board adjourned at 6:54 pm.



Ben Mitchell, Chair



Jeff Daubenmire, Board Secretary



**Hocking College
Board of Trustees Action**

Date: August 18, 2022

Submitted by: Dr. Betty Young

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.

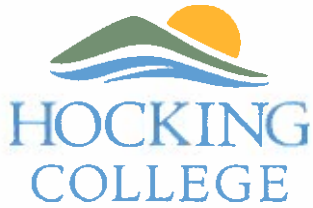
WHEREAS, Fairfield County is contiguous to Hocking County, and Hocking County is currently assigned to the district of the College as required in ORC 3357.021.

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.

Date Adopted: 8/18/2022

Approved: 



**Hocking College
Board of Trustees Action**

Date: August 18, 2022

Submitted by: Dr. Betty Young

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.

Date Adopted: 8/18/2022

Approved: 



**Hocking College
Board of Trustees Action**

Date: August 18, 2022

Submitted by: Dr. Betty Young

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 to authorize the College to explore the possibility of entering into a lease agreement with a third party to develop a solar field at the College's Perry Campus. If determined prudent, the College is further authorized to negotiate and execute a lease agreement on the property.

Adopted: 8/18/2022

Approved: 



**Hocking College
Board of Trustees Action**

Date: August 18, 2022

Submitted by: Dr. Betty Young

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 to authorize Hocking College to encumber an additional \$408,000 of Strategic Reserves to fund the renovation of 185 W Canal Street.

Adopted: 8/18/2022

Approved: 



**Hocking College
Board of Trustees Action**

Date: August 18, 2022

Submitted by: Mark Fuller

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 to authorize up to a \$100,000 transfer from Strategic Reserves to fund the installation of a softball field.

Adopted: 8/18/2022

Approved: 

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

PRELIMINARY, UNAUDITED

BUDGET TO ACTUAL COMPARISON

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

LIQUIDITY AND FUNDING FIGURES

	JUNE 2022 (000'S)	JUNE 2021 (000'S)	YOY NET CHANGE
OPERATING CASH	\$ 7,698	\$ 6,510	\$ 1,188
RESERVES & ENDOWMENTS	\$ 4,019	\$ 6,981	\$ (2,962)
CAPITAL FUNDS AVAILABLE	\$ 6,873	\$ 4,783	\$ 2,090
COVID RELIEF FUNDS AVAILABLE	\$ 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 total \$1.3 million, making the amount of reserves and endowments total \$4.7 million. Total 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.