



**BOARD OF TRUSTEES MEETING**  
**Thursday, February 23, 2023**  
**Regular Meeting – 6:00 pm @ The Lodge**  
**5:30pm Trustees Ethics Training @ The Lodge**  
**Virtual / Hybrid Meeting**

- **Call to Order (5 min)** Chairman Mitchell
- **Roll Call** Mr. Powell
- **Approve Minutes from December 8, 2022** Chairman Mitchell
- **Executive Session (15 min)** Chairman Mitchell
- **President's Report (15 min)** Dr. Young
  - President's Report
  - Support Staff Agreement Motion to Approve
  - Introduce Changes in Athletic Personnel
  - Mark Fuller, Promotion to Vice President / CFO / Treasurer
  - Pathways to Prosperity Report / Casanova Green
- **Academic Affairs Report (5 min)** Trustees Ben Mitchell / Bailey Simons / Gerry Bird Ms. Hagerott
  - Update from Vice President
  - Student Report / MacKayla Caperton
  - Low Enrollment Course & Program, Program Duplicate Report Motion to Approve
  - Motion to Approve Testing Your Faith Act Policy
  - Motion to Approve Equal Employment Opportunity & Non-Discrimination Policy
- **Community Relations and Student Experience Report (5 min)** Trustees Stuart Brooks / Leon Forte' / Dr. Young for Hannah Guada
  - Update from Vice President
  - Student Report – Colton McCartney
- **Finance and Personnel Report (5 min)** Trustees Mike Brooks/ Jeanie Addington / Mr. Fuller
  - Update from Vice President / CFO / Treasurer
  - Motion to Approve 2022 Audit Report
  - Motion to Approve Salary Increase
  - Motion to Approve Tuition Increase
  - Motion to Approve Commuter Meal Plan
  - Motion to Approve Boating Safety Education Grant
- **Facilities Committee Report (5 min)** Trustee Budzik/ Dr. Young
  - Update on Projects
- **Chairman's Report (10 min)** Chairman Mitchell
- **New Business (5 min)** Chairman Mitchell
- **Adjournment** Chairman Mitchell
  - **Event Schedule**
    - State of the College – March 30 @ The Lodge
      - 5:00-5:30pm – Reception
      - 5:30-6:30pm – Address
    - Next Meeting – April 20, 2023
      - 5:30 pm Committee Meetings / 6:00 pm Board Meeting
    - Spring Graduation – May 6 at 10:00am

**Our Mission**

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

**MINUTES****BOARD OF TRUSTEES MEETING**

**Date: December 8, 2022**

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The meeting of the Hocking College Board of Trustees was held Thursday, December 8, 2022. Members attended in person at The Lodge.

Administrators attending: Dr. Betty Young, President; Mr. Stephen Powell, 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.

Additional attendees: Staff, Bargaining Units Representatives, and media.

**CALL TO ORDER**

Ben Mitchell called the meeting to order at 6:02 pm.

**ROLL CALL**

Stephen Powell, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Mike Budzik, Gerry Bird, Ben Mitchell, and Bailey Simons.

Board members absent: Trustee Mike Brooks.

Members present constitute quorum.

**APPROVAL OF MINUTES**

Chairman Ben Mitchell asked if there were any changes to the minutes from the October 13, 2022 regular meeting. A motion was made by Trustee Gerry Bird and seconded by Trustee Bailey Simons to approve the October 13, 2022, Board of Trustees minutes. The motion was unanimously approved.

**EXECUTIVE SESSION**

Chairman requested a motion to adjourn into Executive Session:

I request a motion to convene into Executive Session:

In pursuant to Ohio Revised Code 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

In pursuant to Ohio Revised Code 121.22 (G) (2) to consider the purchase or sale or lease of real or personal property.

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

The Executive Session invitation may include:

Dr. Betty Young  
Mia Yaniko

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

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Budzik, Gerry Bird, Ben Mitchell, and Bailey Simons.

The Board adjourned to Executive Session at 6:06 pm.

### **RETURN TO REGULAR SESSION**

Ben Mitchell announced the return to regular session at 6:47 pm.

### **PRESIDENT'S REPORT**

Dr. Young gave the following report:

**Campus Updates** – Dr. Young provided a slideshow of current events taking place on campus including updates to the Canal Street Building, Hocking's first Rodeo, and also maps of where students are from across the country and internationally.

**Graduation** – Autumn Graduation will take place on Saturday, December 8 at 10:00am. All are invited to attend.

**Fairfield County** – Lancaster City Schools voted to become part of the Hocking College Caucus District.

**Caucus Meeting** – The Caucus meeting will take place on Monday, December 12, at 5:00pm in John Light room 146.

**ODHE** – Hocking College was recently awarded the following grants:

- Rapids - \$99,754
- Environmental Science Lab - \$90,000
- Campus Safety - \$100,752
- Choose Ohio 1<sup>st</sup> - \$297,000

**Jamaican Students** – Thanks to Lee Shaffer, Foundations Board Member, Stuart Brooks, College Trustee, and other community members who recently held a Thanksgiving dinner for Jamaican students who did not have a place to go for the holiday.

**ACADEMIC AFFAIRS REPORT**

Ms. Hagerott had a guest speaker attend, Noah Bunting who will be graduating on Saturday. He talked about his experience in Academic Affairs while at Hocking College.

**FINANCE AND PERSONNEL REPORT**

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

**Hocking College Financial Update  
FY2023 Through 10/31/2022**

**BUDGET TO ACTUAL COMPARISON**

	<b>ANNUAL BUDGET (000'S)</b>	<b>YEAR TO DATE ACTUALS (000'S)</b>	<b>STATUS</b>
<b>REVENUE</b>	\$ 34,163	\$ 19,426	On track to meet budget
<b>EXPENSE</b>	\$ 34,163	\$ 12,974	On track to meet budget
<b>NET</b>	\$ 0	\$ 6,452	

**LIQUIDITY AND FUNDING FIGURES**

	<b>OCT 2022 (000'S)</b>	<b>JUNE 2022 (000'S)</b>	<b>YTD NET CHANGE</b>
<b>OPERATING CASH</b>	\$ 9,355	\$ 7,698	\$ 1,657
<b>RESERVES &amp; ENDOWMENTS</b>	\$ 3,202	\$ 4,019	\$ (817)
<b>CAPITAL FUNDS AVAILABLE</b>	\$ 6,401	\$ 6,873	\$ (472)
<b>COVID RELIEF FUNDS AVAILABLE</b>	\$ 2,163	\$ 2,163	\$ 0

### **Budget to Actuals Detail**

College operating and auxiliary revenues through October are at \$19.4 million or 57% of the annual budgeted amount. Revenues are currently on track to meet budget. 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 \$10.8 million and auxiliary expenses are currently at \$2.2 million, combining for a total of \$13.0 million in expenses. Expenses are currently tracking approximately in line with last year.

### **Liquidity Detail**

The College has a current operating cash balance of \$9.4 million or approximately 99 days of cash on hand. This is an increase of \$1.7 million from the beginning of the fiscal year. Operating cash is anticipated to tighten through the end of the semester and into winter break before increasing again during spring semester.

Strategic reserves, fee reserves, and replacement reserves combine to total \$1.7 million. College Endowments equate to \$1.5 million, making the amount of reserves and endowments total \$3.2 million. Reserves and endowments are \$0.8 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.

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### **SUBJECT:**

Express intent to remain in the South Central Ohio Insurance Consortium (SCOIC)

### **BACKGROUND:**

According to Section 3.06 of the SCOIC bylaws, each member of the SCOIC must indicate in writing whether or not it intends to continue its participation in the consortium every three years. The purpose of this action is to authorize the College to provide the SCOIC Hocking College's intent to continue its membership.

### **RECOMMENDATION:**

The Board of Trustees approve the motion to express the College's intent to continue its membership in the SCOIC for the three-year term running from July 1, 2023 through June 30, 2026.

### **ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The motion will allow Hocking College to remain in the SCOIC beyond the end of the current three-year term which ends June 30, 2023. Membership in the SCOIC allows Hocking College to provide competitive health benefits to its employees.

**FISCAL IMPACT:**

The annual cost of insurance premiums through the SCOIC paid by the college is approximately \$1.8 million.

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 continue membership in the South Central Ohio Insurance Consortium, hereinafter referred to as the "SCOIC".

WHEREAS, Section 3.06 (Subsequent Terms of Membership) of the SCOIC Bylaws in which the College is a member states:

On or before January 1 in the third (3rd) year of any term, each Member of the Consortium shall indicate in writing to the Board whether or not it intends to continue its participation beyond the three-year term. At least two (2) Members must elect to continue their participation for the Consortium to continue. If less than two (2) Members elect to continue, the Consortium shall terminate effective as of 11:59 p.m. EST on June 30th of the last year of the three-year Term, and the Board shall be responsible for completing and dissolving the affairs of the Consortium.

WHEREAS, the current three-year cycle expires on June 30, 2023.

WHEREAS, the next three-year cycle will be from July 1, 2023 through June 30, 2026.

NOW, THEREFORE the College is authorized to continue its participation in the SCOIC for an additional three-year term running from July 1, 2023 through June 30, 2026 and express this authorization, in writing, to the SCOIC per Section 3.06 of the SCOIC Bylaws.

**MOTION:**

A motion was made by Trustee Bailey Simons and seconded by Trustee Jeanie Addington to approve H.C.'s participation in the SCOIC for an additional three-year term running from July 1, 2023 through June 30, 2026 The motion was unanimously approved.

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**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 cost to students as affordable as possible.

Unfortunately, nationwide inflation is forcing the College to revise its meal plan pricing.

The College is currently seeing a Year-over-Year increase in food costs of approximately 12%. It should be noted that this increase in food costs includes mitigating steps such as adjusting its menu to feature foods that have been less affected by inflation.

Despite Year-over-Year increases in food costs, the College has seen food prices largely stabilize in recent months. While uncertainty remains, USDA economists' current forecast for food inflation in calendar year 2023 is between 3.0% and 4.0%.

**RECOMMENDATION:**

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

- 14 Meals Per Week Plan Rate – From \$1,620 to \$1,815 per semester
- 19 Meals Per Week Plan Rate – From \$1,880 to \$2,190 per semester
- Weekly Meal Plan Rate – From \$120 to \$140 per week

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The price increase will impact the average dorm student's overall annual cost of attendance by less than 3%.

After the price increase, Hocking's meal plan will remain the most affordable in the state based on a survey of Universities, as seen below. Hocking College has confirmed that other survey participants do plan to increase their meal plan rates, though none would commit to the amount of the increase for next year:

**FISCAL IMPACT:**

The increase will allow Hocking College to budget an additional \$250,000 toward food expense in FY 2024, helping to offset inflation in food costs.

**MOTION:**

A motion was made by Trustee Gerry Bird and seconded by Trustee Mike Budzik to approve the following changes to Meal Plan Charges, effective 2023SU semester:

- 14 Meals Per Week Plan Rate – From \$1,620 to \$1,815 per semester
- 19 Meals Per Week Plan Rate – From \$1,880 to \$2,190 per semester
- Weekly Meal Plan Rate – From \$120 to \$140 per week

The motion was unanimously approved.

**SUBJECT:**

Cash and Investments Policy

**BACKGROUND:**

The Cash & Investments Policy provides the framework for prudent management of College funds, including establishing the roles of the Treasurer, safeguarding cash held on campus, and utilizing funds in a way that provides maximized investment returns within a framework of risk tolerances.

**RECOMMENDATION:**

The Board of Trustees pass a motion to approve the proposed Cash and Investments Policy.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

The Policy has been revised to provide additional clarity to the College's policy for safeguarding cash. This revision will help clarify the College's policy for prudent management of College funds.

**FISCAL IMPACT:**

This revision will help clarify the College's policy for prudent management of College funds.

**MOTION:**

A motion was made by Trustee Jeanie Addington and seconded by Trustee Bailey Simons to pass Cash and Investments Policy. The motion was unanimously approved.

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**FACILITIES COMMITTEE REPORT –**

Dr. Young talked about current projects taking place on campus.

**COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT-**

Ms. Guada had a guest student speaker, Tyler Polly who will be graduating on December 10. He shared his experiences at Hocking College including his experience as an athlete.

**CHAIRMAN'S REPORT**

No report.



**NEW BUSINESS**

None

**NEXT MEETING** – The next meeting of the Board of Trustees is scheduled for February 23, 2023. Subcommittees will begin at 5:30 pm with the Board meeting starting at 6:00 pm at The Lodge.

**ADJOURNMENT**

There being no further business to conduct, a motion was made to adjourn by Trustee Jeanie Addington and seconded by Trustee Bailey Simons. The motion was approved. The Board adjourned at 7:59 pm.

  
Ben Mitchell, Chair

  
Stephen Powell, Board Secretary



**Hocking College  
Board of Trustees Action**

**Date:** February 23, 2023

**Submitted by:** Dr. Betty Young

**SUBJECT**

Support Staff Bargaining Unit Agreement between Hocking Technical College (College) and Hocking College Education Association (OEA/NEA).

**BACKGROUND**

The College is committed to create a positive work environment for all Hocking College employees. The College recognizes the current negotiation with the Support Staff Bargaining Unit presents an opportunity to accomplish this goal. The negotiation resulted in a three-year Support Staff Bargaining Unit Agreement effective July 1, 2023 - June 30, 2026.

**RECOMMENDATION**

The Board of Trustees approve the motion that Hocking College agrees to the Support Staff Bargaining Unit Agreement effective July 1, 2023 - June 30, 2026 between Hocking Technical College (College) and Hocking College Education Association (OEA/NEA) which includes the key negotiated items listed in Attachment A.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Support Staff Bargaining Unit Agreement effective July 1, 2023 - June 30, 2026.

**FISCAL IMPACT**

Total approximate cost is \$59,929 over three years.

**Hocking College**

**MOTION TO APPROVE**

The Board of Trustees approve the motion that Hocking College agrees to the Support Staff Bargaining Unit Agreement effective July 1, 2023 - June 30, 2026 between Hocking Technical College (College) and Hocking College Education Association (OEA/NEA) which includes the key negotiated items listed in Attachment A.

Adopted: 02/23/2023  
Date

Approved:   
Ben Mitchell, Board Chair

**ATTACHMENT A**  
**KEY NEGOTIATED ITEMS**

**Support Staff Agreement  
Between  
Hocking Technical College  
And  
Hocking Technical College Education Association OEA/NEA**

**February 23, 2023**

**Term**

The Agreement shall be effective July 1, 2023 - June 30, 2026.

**Annual Wages**

Year One (July 1, 2023- June 30, 2024):

- Bargaining Unit Employees (hereinafter "BUE") with a minimum of 12 months of service without a pay increase as of the beginning of Year One will receive a 2% increase to their current pay rate, effective on the first full pay of Year One, unless the BUE is at or above the pay rate of Step 5, as indicated in the Beginning Wage Schedule.
- If the BUE is at or above Step 5 rate indicated in the Beginning Wage Schedule, the employee will receive a bonus in the amount of 2% of their annual pay, to be paid out on the last paycheck of the 2023 calendar year in lieu of a pay increase.
- Employees with seven (7) or more years of service will receive a 40 cents/hour pay differential.

Year Two (July 1, 2024- June 30, 2025):

- BUE's with a minimum of 12 months of service without a pay increase as of the beginning of Year Two will receive a 2% increase to their current pay rate, effective on the first full pay of Year Two, unless the BUE is at or above the pay rate of Step 5, as indicated in the Beginning Wage Schedule.
- If the BUE is at or above Step 5 rate indicated in Appendix A, the employee will receive a bonus in the amount of 2% of their annual pay, to be paid out on the last paycheck of the 2024 calendar year in lieu of a pay increase.
- Employees with seven (7) or more years of service will receive a 40 cents/hour pay differential.

Year Three (July 1, 2025- June 30, 2026):

- BUE's with a minimum of 12 months of service without a pay increase as of the beginning of Year Three will receive a 2% increase to their current pay rate, effective on the first full pay of Year Three, unless the BUE is at or above the pay rate of Step 5, as indicated in the Beginning Wage Schedule.
- If the BUE is at or above Step 5 rate indicated in the Beginning Wage Schedule, the employee will receive a bonus in the amount of 2% of their annual pay, to be paid out on the last paycheck of the 2025 calendar year in lieu of a pay increase.

- Employees with seven (7) or more years of service will receive a 40 cents/hour pay differential.

### **Health Savings Account**

The College will contribute \$2,600 in each Bargaining Unit Employee's Health Savings Account for each year of the three-year term of the contract.

Employee Contributions to the Health Savings Account shall be as follows:

Family: \$54.49/pay > \$1,416.74/year

Individual: \$18.38/pay > \$477.88/year

### **Employee Discount**

Full-time Bargaining Unit Employees may receive a twenty (20) percent discount on purchases at the Nature Center or Hocking College Spirit Store and a fifteen percent (15%) discount on purchases at Hawks Nest Dining (College Dining Hall) and Rhapsody Restaurant and Hocking College Canine Boarding and Grooming Facility. Bargaining Unit Employees must present a valid Hocking College staff ID to receive the respective discounts.

### **Tuition Scholarships and Reimbursements**

Tuitions for employees, their spouses, children, and grandchildren (up to age 23) for one associate degree, will be provided through full College tuition scholarships for coursework taken from the College. Courses that require tuition payment to institutions other than Hocking College are not eligible for the scholarship. To qualify, employees must be employed full-time for at least one year.



**Board of Trustees Action**

**Date:** February 23, 2023

**Submitted by:** Jacqueline Hagerott

**SUBJECT:**

The Ohio Department of Higher Education (ODHE) Low Enrollment Course and Program and Duplicate Program Report (Report)

**BACKGROUND:**

Section 3345.35 of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and duplication with other state institutions of higher education. It also required that, for courses with low enrollment, boards evaluate the benefits of delivering the course through regional collaboration. Additionally, requires that low enrollment and duplicative program reports will be submitted every five years as part of the colleges Affordability and Efficiency Report.

The Ohio Department of Higher Education (ODHE) identified duplicative programs within each region of the state mainly aligned to the six JobsOhio regions associated with the main campus. Hocking College was assigned the Southeast Region along with Belmont College, Eastern Gateway Community College, Rio Grande Community College, Washington State Community College, Zane State College.

**RECOMMENDATION:**

The Board of Trustee vote to accept the Low Enrollment Course and Program and Duplicate Program Report.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

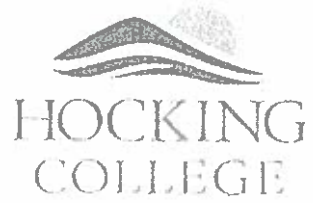
Programs under evaluation may experience changes in curriculum, expansion to a new location within the service area, regional partnerships, credit hours, staffing and/or delivery method possible elimination or modification. Program reviews will be completed. Programs will be evaluated in accordance with state, accreditation mandates and employer and student demand.

**FISCAL IMPACT:**

The fiscal impact of potential modifications could impact tuition and fees.

**COMMENTS**

None



Motion to approve the Low Enrollment Course and Program and Duplicate Program Report.

Adopted: 2/23/2023

Approved:   
Ben Mitchell, Chairman

## Low-Enrollment Course and Program and Duplicate Program Report

### I. Low Enrollment Threshold

Low-enrollment courses are those enrolling fewer than five students. Low enrollment programs are divided into two categories. Those that fall below 15 students and that are 15-24 students. Programs with less than 15 students are evaluated annually in January to determine which programs will be suspended for the next academic year. A more robust examination of program occurs during Program Review every three years and on pre-determined "trigger" points, such as accreditation, enrollment, and advisory committee input, future program status is determined.

### II. Low Enrollment Course Identification

The college's entire Fall 2022 credit-bearing course offerings (N = 509) were analyzed by sorting active enrollment from low to high. 88 courses had enrollment below five. 65 of those 88 sections (74%) were delivered as independent studies.

Courses with enrollment below five were divided into three categories which include:

- 1) Low Cap - the course has a low cap, or
- 2) Keep Student on Track - an independent study offered out of sequence to keep students on track to graduate on time, or
- 3) Low enrollment - if it was moved to independent study due to low enrollment.

### III. Low Enrollment Course Analysis

Recommended actions for all section enrollment below five with a primary goal of keeping students on track include:

- 1) Combine with another section, or
- 2) Change course modality to independent study so it financially feasible, or
- 3) Cancel after an assessment is made of students enrolled to determine if it is needed to graduate or if an alternate plan can be created that does not cause a delay in graduation.

### IV. Low Enrollment Program Analysis

Programs and Certificates with less than 15 students enrolled as of the Spring census date are under review to determine that action required to be implemented for the next academic year. Criteria include the following:

- 1) Entrepreneurial Venture Included as Auxiliary Sanctioned by the College
- 2) Year of the Program
- 3) Selective Admission Degree
- 4) Shared Curriculum
- 5) New Curriculum
- 6) Option for Regional Collaboration
- 7) Expanding - New Location/Modality to Meet in Demand Market Needs
- 8) Lack of Market Demand
- 9) Cost Effectiveness Analysis



V. Duplicate Program Analysis – See ODHE Duplicate Programs Report

Rationale for no action includes:

- 1) Robust enrollment and program completion,
- 2) Program central to institutional mission and reputation,
- 3) Market demand,
- 4) Program scheduled for redesign,
- 5) Cost effectiveness, and
- 6) Shares a large proportion of classes with other programs.

ODHE Program Name	CIP	Other Institutions	Rational For Leaving Program in its Current Form   Date Suspended	Programs Targeted for Action
Wildlife, Fish and Wildlands Science and Management	030601	Zane State College	Hocking College owns and operates Lake Snowden Education and Recreation Park which consists of 640 acres of land, a 137-surface acre lake and a fish hatchery that serves as a live learning lab for our students. Over the last 25 years, students in this degree program also participate in fish management and aquaculture research studies at Haliburton Forest in Canada.	Fish Management & Aquaculture Sciences
Web Page, Digital/Multimedia and Information Resources Design	110801	Belmont College, Eastern Gateway Community College	Program Suspended AU2020	Website and Application Development
Computer Systems Networking and Telecommunications	110901	Rio Grande Community College	Program being evaluated to meet the market demands including intel.	Cyber Security and Network Systems
Culinary Arts/Chef Training	120503	Zane State College	Students receive world-class educational experiences as the faculty consists of a German Master Chef. Study abroad opportunities expose students to international culinary cuisine and operations. Program central to institutional mission and reputation.	Baking   Culinary Arts
Early Childhood Education and Teaching	131210	Belmont College, Rui Grande Community College, Washington State Community College	Hocking College redesigned this program as a transfer degree with a certificate in early childhood education for students interested in education and teaching programs. Necessary to meet market demand.	Early Childhood Teacher Education
Electrical, Electronic and Communications Engineering Technology/Technician	150303	Belmont College, Eastern Gateway Community College	This degree program partners directly with local unions and contractors providing apprenticeship pathways for students as well as workforce development programs.	Construction Management Commercial and Residential Electricity
General Studies	240102	Belmont College, Rio Grande Community College, Washington State Community College	Hocking College serves students who begin their college education and then transfer to four-year universities. These degree programs provide opportunities for students to earn an associate degree in a cost effective pathway. Degrees include: AIS AA AS ATS	Degrees include: AIS AA AS ATS
Sport and Fitness Administration/Management	310504	Zane State College	Hocking College is currently redesigning these programs to include industry relevant certifications directly link employment opportunities for students. Includes Sports Management and Fitness Management.	Sports Management   Fitness Management

ODHE Duplicative Programs Report  
Hocking College  
December 2022

Corrections	430102	Eastern Gateway	Corrections Program Suspended - 2019	
Criminal Justice/Police Science	430107	Eastern Gateway Community College, Zane State College	OPOTA is part of the 2+2 articulation agreement with the University of Cincinnati in Criminal Justice. Additionally, Hocking College is the Southeastern Ohio training center for the Ohio Tactical Officers Association (OTOA) which provides our students real world training opportunities. Necessary to meet market demands.	Ohio Peace Officer Training Academy
Corrections and Criminal Justice, Other	430199	Zane State College	Addiction Counseling Program Suspended - 2020	
Fire Science/Fire-fighting	430203	Belmont College, Zane State College	Hocking College has a formal partnership with the Ohio Fire Academy and serves as the Southeastern Ohio regional training site. Student pass rates average above 95%. Necessary to meet market demands.	Fire and Emergency Services
Automobile/Automotive Mechanics Technology/Technician	470604	Washington State	This degree program provides apprenticeship pathways for students as well as workforce development programs in alignment with industry partners. Necessary to meet market demands.	Automotive Technology
Health Information/Medical Records Technology/Technician	510707	Zane State College	Hocking College redesigned this degree program to be delivered online allowing for increased enrollment opportunities for career opportunities for a greater population of students. Necessary to meet market demands.	Health Information Management - New Name Healthcare Informatics
Medical/Clinical Assistant	510801	Belmont College, Eastern Gateway Community College, Zane State College	Hocking College has a partnership with Ohio Health Scholars Program to train their current employees and to provide employees for the new Genesis Health Care Emergency Department in Somerst, Oh. Upon completion of this program students become registered medical assistants vs. other programs that only offer certifications. Necessary to meet market demands.	Medical Assistant
Physical Therapy Technician/Assistant	510806	Washington State Community College, Zane State College	Hocking College is made modifications to this CAPTE accredited program designed to increase student completion and state board pass rates.	Physical Therapy Assistant
Registered Nursing/Registered Nurse	513801	Belmont College, Rio Grande Community College, Washington State Community College	Hocking College's Nursing program prepares students for Ohio's in demand health care jobs as well as transfer pathways into four-year universities. Robust enrollment and program completion. Most recent pass rates were 100%. Necessary to meet market demands. Program central to institutional mission and reputation.	Nursing

ODHE Duplicative Programs Report  
 Hocking College  
 December 2022

Accounting Technology/Technician and Bookkeeping	520302	Washington State Community College, Zane State College	Hocking College is currently redesigning this degree program to include transfer opportunities for students in addition to industry reconized certifications and the option of 100% online.	Accounting
Administrative Assistant and Secretarial Science, General	520401	Zane State College	Office Administration Program - Suspended 2019	



**Hocking College  
Board of Trustees Action**

**Date:** February 23, 2023  
**Submitted by:** Jacqueline Hagerott

**SUBJECT:**

Reasonable Accommodations for Students Policy

**BACKGROUND:**

The Testing Your Faith Act (ORC 3345.026) requires each state institution of higher education to adopt a policy that reasonably accommodates the sincerely held religious beliefs and practice of students regarding exams, other academic requirements, and absences for reasons of faith or religious or spiritual belief system.

Section 504 of The Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990 require that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities.

It is the policy of Hocking College to comply with ORC 3345.026 The Testing Your Faith Act, Section 504 of the Rehabilitation Act of 1973, the ADA, and other applicable federal and state regulations. Accommodations may be made through the Access Center, 3310 Hocking Parkway, Nelsonville, OH 45764, 740 -753-7103.

**RECOMMENDATION:**

The Board of Trustees pass a motion to approve the Reasonable Accommodations for Students Policy.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

In accordance with state and federal laws, Hocking College shall prohibit any form of discrimination.

**FISCAL IMPACT:**

No impact.

**COMMENTS:**



Motion to approve the Reasonable Accommodations for Students Policy.

Adopted: 2/23/2023

Approved:   
Ben Mitchell, Chairman



## Policy

### Reasonable Accommodations for Students

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**Policy Number: 49.001**

**Office of Primary Responsibility: Academic Affairs**

**Issue Date: 8/3/2011**

**Revised Date(s): 2/23/23**

#### **Purpose**

Hocking College (hereinafter "College") is committed to providing to all enrolled students equal access to campus programs, services and activities.

#### **Policy**

#### **Section 504 of The Rehabilitation Act of 1973/American Disabilities Act (ADA) of 1990**

Pursuant to Section 504 of The Rehabilitation Act of 1973, the American Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College. Each qualified person shall receive reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities.

Accommodations shall be made pursuant to College Procedures for persons with disabilities through the Office of Accessibility Resources.

#### **The Testing Your Faith Act**

Pursuant to ORC Section 3345.026, the College shall provide a reasonable accommodation(s) for sincerely held religious beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system. The College shall:

(A) permit a student to be absent for up to three (3) days each academic semester to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The College shall not impose an academic penalty as a result of a student being absent as permitted in this policy.

(B)(1) require that students be provided with alternative accommodations with regard to examinations and other academic requirements missed due to an absence described in division (A) of this section, if both of the following apply:

(a) The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement.

(b) Not later than fourteen days after the first day of instruction in a particular course, the student provides written notice of the specific dates for which the student requests alternative accommodations by completing The Testing Your Faith Act Accommodation Request Form.

(2) shall accept without question the sincerity of a student's religious or spiritual belief system. The College shall keep requests for alternative accommodations confidential. The College shall schedule a time and date for an alternative examination, which may be before or after the time and date the examination or other academic requirement was originally scheduled, but shall do so without prejudicial effect.

(C) College syllabi shall include a statement regarding this policy that includes both of the following:

- (1) A description of the general procedure for requesting accommodations, and
- (2) Contact information for the Vice President, Academic Affairs and the Dean, General Studies, Arts & Science and Academic Support which can be found in the College Directory located on the College website.

(D) Pursuant to the *Hocking College Student Grievance Procedure*, located on the College website, students may notify the College of any grievance with regard to the implementation of this policy.

(E) Questions regarding this policy may be sent to the Vice President, Academic Affairs or the Dean, General Studies, Arts & Science and Academic Support. Contact information may be found in the College Directory located on the College website.

(G) The following is a non-exhaustive list of major religious holidays or festivals and may not be used to deny an accommodation to a student for a holiday or festival of the student's faith or religious or spiritual belief system does not appear on the list.

### **Judaism**

- Purim
- Passover
- Shavuot
- Tisha B'Av
- Rosh Hashanah
- Yom Kippur
- Sukkot
- Shemini Atzerat
- Simchat Torah
- Hanukkah



## **Christianity**

- Feast of Mary Mother of God
- Christmas – Eastern Orthodox
- Epiphany
- Ash Wednesday
- Feast of the Annunciation
- Palm Sunday
- Holy Thursday
- Good Friday
- Easter
- Feast of the Ascension
- Pentecost
- Trinity Sunday
- Corpus Christi Sunday
- Solemnity of the Sacred Heart of Jesus
- Nativity of St. John the Baptist
- Feast of Saints Peter and Paul
- Feast of St. Ignatius Loyola
- Feast of the Assumption of Mary
- All Saints Day
- All Souls Day
- Feast of Christ the King
- Advent Season
- Feast of St. Francis Xavier
- Feast of the Immaculate Conception
- Feast of Our Lady of Guadalupe
- Christmas

## **Islam**

- Ramadan
- Eid al-Fitr
- Eid-ul Adha
- Ashura
- Mawlid-al-Nabi

## **Hindu**

- Maha Shivaratri
- Shri Ramakrishna Jayanti
- Rama Navami
- Krishna Janmashtami
- Diwali

### **Buddhist**

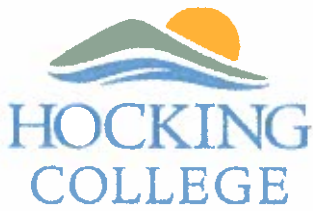
- Bodhi Day
- Vesak

### **Sikh**

- Birthday of Guru Gobind Singh Sahib
- Vaisakhi
- Martyrdom of Guru Arjan Dev Sahib
- Martyrdom of Guru Tegh Bahadur Sahib
- Birthday of Guru Nanak Dev Sahib

### **Bahá'í**

- Naw-Rúz
- Ridván
- Declaration of the Bab
- Ascension of Bahá'u'lláh
- Martyrdom of the Bab
- Birth of the Bab
- Birth of Bahá'úllah
- Ascension of 'Abdu'l-Bahá



**Hocking College  
Board of Trustees Action**

**Date:** February 23, 2023  
**Submitted by:** Jacqueline Hagerott

**SUBJECT:**

Equal Employment Opportunity & Non-Discrimination Policy

**BACKGROUND:**

Hocking College seeks to attract, maintain, and retain the best, most talented and most dedicated employees to be the best and most efficient public servants to the citizens of Ohio. Hocking College employees shall be treated with appropriate respect and civility and are entitled to be employed in a workplace that is free of unlawful and inappropriate discrimination.

In accordance with Executive Order 2023-01D and state and federal laws Hocking College shall prohibit any form of unlawful and inappropriate discrimination.

**RECOMMENDATION:**

The Board of Trustees pass a motion to approve the Equal Employment Opportunity & Non-Discrimination Policy.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

In accordance with state and federal laws, Hocking College shall prohibit any form of discrimination.

**FISCAL IMPACT:**

No impact.

**COMMENTS:**



Motion to approve Equal Employment Opportunity & Non-Discrimination Policy.

Adopted: 2/23/2023

Approved:   
Ben Mitchell, Chairman



## Policy

### Equal Employment Opportunity & Non-Discrimination

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**Policy Number: 23.002**

**Office of Primary Responsibility: Human Resources**

**Issue Date: 1/1/2001**

**Revised Date(s): 7/20/2011, 2/23/23**

#### **Purpose**

Hocking College seeks to attract and retain talented and dedicated employees to be efficient public servants to the citizens of Ohio. Hocking College employees shall be treated with appropriate respect and civility and are entitled to be employed in a workplace that is free of unlawful and inappropriate discrimination.

#### **Policy**

Discrimination against any individual on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation is prohibited.

#### **Definitions**

***Applicant*** - An applicant for employment is defined as an individual who has applied for a specific position at Hocking College.

***Employee*** – pursuant to ORC Section 3121.89 (B) "Employee" means an individual who is employed to provide services to an employer for compensation that is reported as income from wages.

#### **Procedure**

Any applicant or employee may file a complaint with: (a) their own supervisor; (b) Human Resources; (c) the Equal Opportunity Division of the Ohio Department of Administrative Services; (d) the Ohio Civil Rights Commission; or (e) the U.S. Equal Employment Opportunity Commission. All such complaints will be investigated and resolved within the time frame allowed for claims of discrimination that are recognized by Ohio and federal law. Persons determined to have engaged in unlawful or improper discrimination in violation of this policy may be subject to discipline up to and including termination as well as other sanctions that would be applied to illegal discriminatory conduct under Ohio law.

## Hocking College Financial Update FY2023 Through 1/31/2023

### BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 34,163	\$ 26,844	On track to meet budget
EXPENSE	\$ 34,163	\$ 20,716	On track to meet budget
NET	\$ 0	\$ 6,128	

### LIQUIDITY AND FUNDING FIGURES

	JAN 2023 (000'S)	JUNE 2022 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 7,987	\$ 7,698	\$ 289
RESERVES & ENDOWMENTS	\$ 3,208	\$ 4,019	\$ (811)
CAPITAL FUNDS AVAILABLE	\$ 5,759	\$ 6,873	\$ (1,114)
COVID RELIEF FUNDS AVAILABLE	\$ 1,320	\$ 2,163	\$ (843)

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

College operating and auxiliary revenues through January are at \$26.8 million or 79% of the annual budgeted amount. Revenues are currently on track to meet budget. Total revenue is approximately 4% ahead of last year's pace.

Year-over-year improvements in revenue are driven by an increase in tuition & fee revenue (+3%) and an increase auxiliary revenues (+16%), which is partially offset by a decrease in SSI funding (-2%). Auxiliary revenue increases are particularly evident in student housing (+10%) and student meal plans (+32%). 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 \$17.4 million and auxiliary expenses are currently at \$3.3 million, combining for a total of \$20.7 million in expenses. Expenses are currently tracking approximately 1% above last year.

#### **Liquidity Detail**

The College has a current operating cash balance of \$8.0 million or approximately 85 days of cash on hand. This is an increase of \$0.3 million from the beginning of the fiscal year. Operating cash is anticipated to increase through March, before tightening toward the end of spring semester and through the summer.

Strategic reserves, fee reserves, and replacement reserves combine to total \$1.7 million. College Endowments equate to \$1.5 million, making the amount of reserves and endowments total \$3.2 million. Reserves and endowments are \$0.8 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:** February 23, 2023

**Submitted by:** Mark Fuller

**SUBJECT:**

Audited financial statements for FY 2022

**BACKGROUND:**

The College prepares annual financial statements which are audited by the Ohio Auditor of State or a designated Independent Public Accountant. The College is currently under contract to be audited by Perry & Associates Certified Public Accountants through 2024.

Perry & Associates have completed their audit of the College's Financial Statements and have found them to be a fair and accurate representation of the College's financial position.

**RECOMMENDATION:**

The Board of Trustees approve a motion to accept the FY 2022 audited financial statements.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The annual audit is a necessary part of the college's ongoing operations.

**FISCAL IMPACT**

None. The audit confirms the College's FY 2022 Financial Statements to be a fair and accurate representation of the College's financial position.



Motion to accept the FY 2022 audited financial statements.

Adopted: 2/23/2023

Approved: 





**Hocking College  
Board of Trustees Action**

**Date:** February 23, 2023

**Submitted by:** Mark Fuller

**SUBJECT:**

Fiscal Year 2023 Contract and Non-Bargaining Unit (NBU) Employee Raise

**BACKGROUND:**

The Board approved budget for Fiscal Year 2023 has funds available to allocate a 4% raise to all eligible Contract and NBU employees.

**RECOMMENDATION:**

The Board of Trustees approve a motion to allow the President to issue a 4% raise for all eligible Contract and NBU employees. Eligible employees will be determined by parameters for eligibility set by the College. Bargaining Unit employees are excluded from this action as their pay is dictated by contract. The raise will be made effective on the first pay of March 2023.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The raise will allow Hocking College to remain competitive in employee compensation.

**FISCAL IMPACT**

The 4% raise for eligible NBU employees will have an annualized impact of approximately \$260,000. The impact for the remainder of fiscal year 2023 will be \$90,000.



Motion to approve the President to issue a 4% raise for all eligible Contract and Non-Bargaining Unit Employees (NBU) effective the first pay of March 2023.

Adopted: 2/23/2023

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



**Hocking College  
Board of Trustees Action**

**Date:** February 3, 2023

**Submitted by:** Mark Fuller

**SUBJECT:**

Increase Hocking College's Instructional Tuition Fee

**BACKGROUND:**

Authority for the College to increase its tuition is granted by the Ohio General Assembly. Consideration is currently being given to allow Colleges established under Chapter 3357 of the Ohio Revised Code to increase their tuition rates by up to \$5 per credit hour in FY2024.

Hocking College last updated its instructional fee in FY2021. A survey of Ohio Technical and State Community Colleges shows the following current instructional fees:

<b>Name</b>	<b>Instructional Fee</b>
Belmont College	\$125.75
Stark State College	\$136.50
Clark State Community College	\$142.33
Columbus State Community College	\$147.43
Edison State Community College	\$150.32
Zane State College	\$158.00
<b>Hocking Technical College</b>	<b>\$159.00</b>
Central Ohio Technical College	\$161.00
Owens State Community College	\$167.50
Cincinnati State Community College	\$170.00
Washington State Community College	\$170.00
North Central State College	\$179.60
Northwest State Community College	\$181.33
James A. Rhodes State College	\$185.00
Southern State Community College	\$187.00
Terra State Community College	\$189.00
Marion Technical College	\$195.00

**RECOMMENDATION:**

The Board of Trustees approve the motion to increase its instructional fee by up to \$5, from \$159/credit hour to \$164/credit hour which translates to an increase in the full time rate by \$60, from \$1,908/semester to \$1,968/semester. The increase will occur in Fiscal Year 2024, and become effective for the 2023-2024 Academic Year, effective for all classes beginning on or

after January 1, 2024. The Board of Trustees approval will be contingent upon approval by the Ohio General Assembly to allow tuition increases in FY2024. Existing students following the terms of the College's tuition guarantee will not be impacted by the increase.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The motion will allow Hocking College to continue to offer world-class academic programming at a competitive and affordable rate.

**FISCAL IMPACT**

The annualized financial impact of this tuition increase is estimated at approximately \$200,000 once fully implemented.



Subject to authority granted by the Ohio General Assembly, motion to increase the instructional fee by \$5, from \$159/credit hour to \$164/credit hour. The increase will occur in Fiscal Year 2024, being effective for all classes beginning on or after January 1<sup>st</sup>, 2024. Existing students following the terms of the College's tuition guarantee will not be impacted by the increase.

Adopted: 2/23/2023

Approved: 



**Hocking College  
Board of Trustees Action**

**Date:** February 23, 2023

**Submitted by:** Mark Fuller

**SUBJECT:**

Establish a Commuter Meal Plan

**BACKGROUND:**

Hocking College has received interest from students in a Commuter Meal Plan. The proposed meal plan will be marketed to students who are on campus for lunch only during weekdays. The meal plan will include 5 meals per week.

**RECOMMENDATION:**

The Board of Trustees approve a motion to create the following Commuter Meal Plan:

- 5 Meals Per Week Plan – \$650 per 16-week semester, or \$325 per 8-week term

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The meal plan will allow the College to offer commuter students a targeted meal plan to help meet their needs.

**FISCAL IMPACT**

The meal plan will provide the College additional revenue. If 50 students participate in the new meal plan, annual revenue will be \$65,000.



Motion to create a Commuter Meal Plan, being 5 meals per week and totaling \$650 per 16-week semester or \$325 per 8-week term.

Adopted: 2/23/2023

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



**Hocking College  
Board of Trustees Action**

**Date:** February 23, 2023

**Submitted by:** Mark Fuller

**SUBJECT:**

Boating Safety Education Grant

**BACKGROUND:**

Hocking College is pursuing a Boating Safety Education Grant through the Ohio Department of Natural Resources. The grant amount will be \$30,000 and will allow the College to purchase the materials and equipment needed to offer watercraft safety courses. Materials being purchased include: a trailer, kayaks, and safety equipment.

The College will provide \$27,610 contribution in kind contribution in the form of existing staff salaries related to the instruction of the courses.

**RECOMMENDATION:**

The Board of Trustees approve a motion to pass a resolution to authorize the College to pursue this grant.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The grant will allow the College to offer watercraft safety courses.

**FISCAL IMPACT**

The College will provide \$27,610 contribution in kind contribution in the form of existing staff salaries related to the instruction of the courses.



# BOATING SAFETY EDUCATION GRANT

## APPENDIX A - Resolution of Authorization

Motion to

### RESOLUTION OF AUTHORIZATION

WHEREAS the State of Ohio through the Department of Natural Resources Waterways Safety Fund administers financial assistance for public safety education, and

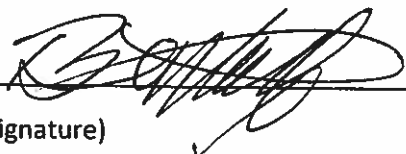
WHEREAS the **Hocking College** desires financial reimbursement under the Boating Safety Education Grant Program,

NOW THEREFORE be it resolved by the **Hocking College Board of Trustees** as follows:

1. The **Hocking College Board of Trustees** approves of filing an application for Boating Education Grant financial assistance.
2. **Grant Scholten** is hereby authorized and directed to file and execute an application with the Ohio Department of Natural Resources and provide all information and documentation required to be eligible for possible financial assistance.
3. The **Hocking College Board of Trustees** agrees that it has and will obligate the funds required to satisfactorily complete the project under the terms and conditions of the Cooperative Agreement if the project is accepted for financial assistance.

### CERTIFICATE OF RECORDING OFFICER

I the undersigned, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Hocking College (entity) on the 23 day of February, 2023 and that I am duly authorized to execute this certificate.

  
(signature)

Chairman  
(title)