



BOARD OF TRUSTEES MEETING
Thursday, April 14, 2022
Regular Meeting – 6:00 pm @ The Lodge
Virtual/Hybrid Meeting
4:30 pm Reception for Community
5:00 pm State of College Address

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| • Call to Order (5 min) | Chairman Mitchell |
| • Roll Call | Mr. Daubenmire |
| • Approve Minutes from February 17, 2022, Meeting | Chairman Mitchell |
| • Executive Session (15 min) | Chairman Mitchell |
| • President's Report (15 min) | Dr. Young |
| ➤ President's Report | |
| • Academic Affairs Report (10 min) | Trustees Ben Mitchell /
Blaine Davidson /
Ms. Hagerott |
| ➤ Update from Vice President | |
| ➤ Motion to Declare Adoption of Textbook Auto Adoption Policy | |
| • Community Relations and Student Experience Report (5 min) | Trustees Stuart Brooks /
Leon Forte' /
Hannah Guada |
| ➤ Update from Vice President | |
| • Finance and Personnel Report (5 min) | Trustees Mike Brooks/
Jeanie Addington /
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 – June 16, 2022 | |
| 5:30 pm Committee Meetings | |
| 6:00 pm Board Meeting | |
| Graduation – May 7, 2022 / 9:00am and 11:00am – Student Center | |
| Foundation Gala – May 7, 2022 at 5:00pm at The Lodge | |
| Fashion Show - April 22, 2022, The Lodge (Tickets) | |

Our Mission

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

Date: February 17, 2022

The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, February 17, 2022. Members either signed in on the provided link, or attended in person at The Lodge observing social distancing.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Ms. Jacqueline Hagerott, Vice President of Academic Affairs and Workforce Development; 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

Ben Mitchell called the meeting to order at 6:04 pm

ROLL CALL

Jeff Daubenmire, Board Secretary, called the roll:

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

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 December 9, 2021 regular meeting. A motion was made by Trustee Mike Budzik and seconded by Trustee Leon Forte' to approve the December 9, 2021, Board of Trustees minutes. The motion was unanimously approved.

EXECUTIVE SESSION

Chairman requested a motion to adjourn into Executive Session:

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

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

In pursuant to Ohio Revised Code 121.22 (G) (4) to prepare for and conduct a collective bargaining strategy.

The Executive Session invitation may include:

Dr. Betty Young
Mr. Jeff Daubenmire
Ms. Jacqueline Hagerott

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

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Gerry Bird, Stuart Brooks, Mike Budzik, Blaine Davidson, Mark Dean, Leon Forte', Ben Mitchell.

The Board adjourned to Executive Session at 6:08 pm.

RETURN TO REGULAR SESSION

Ben Mitchell announced the return to regular session at 6:55 pm.

PRESIDENT'S REPORT

Dr. Young gave the following report:

Strategic Plan- Kudos to Dr. Shah Hasan, Deans, Staff and Community members who helped prepare the 2022-2027 Strategic Plan, "A Place for Everyone".

Jamaica Alumni Association- The College is celebrating with the Jamaican Alumni association at an event on campus in July. The College has 7 new students from Jamaica this semester continuing our partnership.

NACCE Magazine- The College was in the National Association for Community College Entrepreneurship (NACCE) magazine for receiving a \$25,000 grant for doing a pitch at its 2021 conference. The article also featured the NACCE's 2021 President of the year, Dr. Betty Young.

Perry RFP- The College is requesting approval to post an RFP for the use of Perry Campus. A motion was made by Trustee Stuart Brooks and seconded by Trustee Leon Forte' to post the RFP. The motion was unanimously approved. Gerry Bird abstained.

SUBJECT:

Approval of the Strategic Plan 2022-2027, "A Place for Everyone."

BACKGROUND:

As part of the effective operation of Hocking College and in compliance with expectations of our community, accreditors, and regulators the College operates under a strategic plan. The last plan was developed in 2016 to serve the period of 2017-2022.

Stakeholders have been surveyed, shared governance committees have dialogued and administration and the Board of Trustees have considered the many multiple priorities of an institution of higher education in the 21st century. The Board has provided input into the development of this plan.

The final document you have before you today was reviewed at the campus communications meetings January 19, 2022 for additional comments and final version presented February 9, 2022 in preparation to the Board.

RECOMMENDATION:

Approval of the attached 2022-2027 Strategic Plan "A Place for Everyone."

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

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

FISCAL IMPACT:

Specific initiatives to meet goals will be included in the budget each year of the plan.

COMMENTS:

None.

MOTION:

A motion was made by Trustee Leon Forte' and seconded by Trustee Stuart Brooks to approve Strategic Plan 2022-2027, "A Place for Everyone.". The motion was unanimously approved.

SUBJECT:

Authorize the President to demolish Campus Grounds Building.

BACKGROUND:

The Campus Grounds Building was built in 1983 and originally housed the Hocking College Police Department. HCPD has been relocated to a different area on campus. The building was used sporadically for different needs but has been vacant for several months. This is the small building located at the foot of Light Hall steps next to the Drivers Education Building. Due to its small size and the extensive damage to the wooden foundation from water and other dis-repair, it has been deemed more cost effective to demolish the structure.

RECOMMENDATION:

Authorize the President to demolish the Campus Grounds Building.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Allow Hocking to maximize use of its space on campus.

FISCAL IMPACT:

Cost of demolition included in facilities operating budget. Estimate \$3,000.00

COMMENTS

None.

MOTION:

A motion was made by Trustee Blaine Davidson and seconded by Trustee Gerry Bird to approve authorization for President to demolish campus grounds building. The motion was unanimously approved.

SUBJECT:

Sale of 105 W Main St, New Straitsville, Ohio 43766

BACKGROUND:

Hocking College proposes to sell 105 W Main St, New Straitsville and relocate its Distillery program's live learning space.

RECOMMENDATION:

The Board of Trustees approve the motion to authorize Dr. Young to proceed with the sale of 105 W Main St, New Straitsville, Ohio 43766.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Motion will facilitate relocation of the Distillery program's live learning space.

FISCAL IMPACT:

Hocking College will be able to use net proceeds from the sale to offset the cost of relocation of the program.

COMMENTS:

None.

MOTION:

A motion was made by Trustee Gerry Bird and seconded by Trustee Mike Budzik to approve the authorization of the sale of 105 W Main St, New Straitsville, Ohio 43766. The motion was unanimously approved.

SUBJECT:

Professional 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 Professional Staff Bargaining Unit presents an opportunity to accomplish this goal. The negotiation resulted in a three-year Professional Unit Agreement effective January 1, 2022 – December 31, 2024.

RECOMMENDATION:

The Board of Trustees approve the motion that Hocking College agrees to the Professional Unit Agreement effective January 1, 2022 – December 31, 2024 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:

Professional Unit Agreement effective January 1, 2022 – December 31, 2024.

FISCAL IMPACT:

Total approximate cost is \$100,000 over three years.

COMMENTS:

None

MOTION:

A Motion was made by the Trustee Blaine Davidson and seconded by Trustee Mark Dean to approve the motion that Hocking College agrees to the Professional Unit Agreement effective January 1, 2022 – December 31, 2024 between Hocking Technical College (College) and Hocking College Education Association (OEA/NEA) which includes the key negotiated items listed in Attachment A. The motion was unanimously approved.

SUBJECT:

Fiscal Year 2022 Non-Bargaining Unit (NBU) Raise

BACKGROUND:

The Board approved budget for Fiscal Year 2022 has funds to allocate a 2% raise to all eligible full-time NBU employees and full-time contract employee.

RECOMMENDATION:

The Board of Trustees approve a 2% raise for all eligible full time NBU employees and full-time contract employee. Eligible employees will be determined by parameters for eligibility set by the College. The raise will become effective the first full pay period in January 2022.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

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

FISCAL IMPACT:

The 2% raise for eligible full time NBU employees and full-time contract employee will have an annualized impact of approximately \$120,000. The impact for the remainder of fiscal year 2022 will be approximately \$60,000.

COMMENTS:

None

MOTION:

A motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to approve a 2% raise for all eligible full-time Non-Bargaining Unit Employees (NBU) and full-time contract employee. The motion was unanimously approved.

ACADEMIC AFFAIRS REPORT

No report.

FINANCE AND PERSONNEL REPORT

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

Budget to Actuals Detail

College operating and auxiliary revenues are at \$25.5 million or at 71% of the budgeted level for the full year. Based on current revenue levels and projected levels of revenue for the remainder of the year, the College should meet or exceed its FY 2022 budgeted revenue.

The College's total revenues through January have increased \$1.0 million or 4% year-over-year.

Operating and auxiliary expenditures total \$20.5 million through January, which equates to 57% of the budgeted level for the full year. Expenses are on pace to be at or below budgeted levels for the full year.

Year-over-year increases in ongoing operating expenses of the colleges have been limited— including personnel costs which have only increased 2.6% and contracted expenditures which have decreased 1.3%. The College does face some challenges related to inflation, particularly in food costs, but has identified other areas of the budget to make up for those increased costs.

Liquidity Detail

The College has a current operating cash balance of \$5.5 million or approximately 56 days of cash on hand. This is an increase of \$0.4 million from the year prior. The College's operating cash is seasonal and should strengthen during the coming months as student receivables are converted to cash with Pell and direct loan disbursements being scheduled.

Strategic reserves total \$3.9 million and student fee reserves total \$0.5 million for a total of \$4.4 million in reserves. College Endowments total \$1.3 million, making the amount of reserves and endowments total \$5.7 million. Total reserves and endowments are \$0.6 million better than the prior year.

COVID-19 related federal relief funds remaining totals \$6.0 million, of which \$2.8 million is designated as student financial aid support. The College will be expending these funds largely during FY 2022 by funding a nursing simulation lab, funding necessary COVID-19 related expenses, completing revenue replacements, and providing financial aid relief to students.

SUBJECT:

Audited financial statements for FY 2021

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 2021 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 2021 Financial Statements to be a fair and accurate representation of the College's financial position.

COMMENTS:

None.

MOTION:

A motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to approve the FY 2021 audited financial statements. The motion was unanimously approved.

SUBJECT:

Meal Plan Pricing Adjustment

BACKGROUND:

The College has been able to leave the cost of its meal plans unchanged since 2016. Increased food costs in FY2022 have made an adjustment to the pricing of its meal plans necessary.

The College is currently seeing inflation in food costs in excess of 20%. Being conscious of the impact on students of an increase and also being aware that some inflationary pressure may be temporary, the College is proposing adjustments in pricing of only approximately 12%. Meal plan pricing will be analyzed again in FY2023.

RECOMMENDATION:

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

- 14 Meals Per Week Plan Rate – From \$1,440 to \$1,620 per semester
- 19 Meals Per Week Plan Rate – From \$1,520 to \$1,880 per semester
- Weekly Meal Plan Rate – From \$105 to \$120 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 \$400 or 20% more affordable than Shawnee State University who is the lowest cost provider of University meal plans surveyed in Ohio. (Full survey attached).

FISCAL IMPACT:

The increase will allow Hocking College to budget an additional \$200,000 toward food expense, helping to offset inflation in food costs that have been particularly prevalent during the past 6 months.

COMMENTS:

None.

MOTION:

A motion was made by Trustee Mark Dean and seconded by Trustee Mike Budzik to approve Meal Plan Charges, effective 2022SU semester. The motion was unanimously approved.

SUBJECT:

International Student Scholarship

BACKGROUND:

Each year, the College attracts international students. These students provide the campus with diversity, enriching the experience of all students.

The College desires to encourage enrollment of international students by offering an "International Student Scholarship" to all international students not already covered by a specific arrangement such as the Jamaican Student Scholarship.

To qualify for the scholarship, the student would be required to be a full time student and reside in a Hocking College dorm. The scholarship would be in the amount of the out of state surcharge (currently \$2,255 / semester). Qualifying students would remain responsible for the cost of in-state tuition, course fees, dorm charges, and any other fees incurred by the student.

RECOMMENDATION:

The Board of Trustees approve the International Student Scholarship.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Encourage the enrollment of international students, providing the campus with diversity and enriching the experience of all students.

FISCAL IMPACT:

Estimated based on 10 international students, the scholarships would total \$45,000 annually. Cost of the scholarship would be offset by increases in enrollment and dorm revenue.

COMMENTS:

None.

MOTION:

A motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to approve the International Student Scholarship. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT –

Mr. Daubenmire provided project updates currently taking place on campus.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

Wellbeing Center- The center has conducted on campus testing for covid tests, covid assessments, drug testing, and counseling services for Students, Faculty, and Employees.

CHAIRMAN'S REPORT

No report.

NEW BUSINESS

None

NEXT MEETING – The next meeting of the Board of Trustees is scheduled for April 14, 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 Stuart Brooks and seconded by Trustee Gerry Bird. The motion was approved. The Board adjourned at 7:46 pm.


Ben Mitchell, Chair


Jeff Daubenmire, Board Secretary



**Hocking College
Board of Trustees Action**

Date: April 14, 2022

Submitted by: Jacqueline C. Hagerott

SUBJECT

Textbook Auto-Adoption Policy

BACKGROUND

The Ohio General Assembly enacted uncodified law section 733.20 in HB 110 of the 134th session on June 30, 2021. This section states that in furtherance of the State of Ohio's intent to improve affordability in higher education, the State of Ohio is tasking state institutions of higher education with evaluating textbook affordability initiatives to ensure compliance with Title I, Section 133 of the federal "Higher Education Opportunity Act of 2008.

A textbook auto-adoption policy, if adopted, states that if textbooks and course materials are not selected by the first day of class registration, then the faculty member is deemed to have selected identical materials from the prior semester offering of the course. This applies to the same edition of the textbook, not simply the same title.

Not later than August 15, 2022, Section 733.20 states the board of trustees of each state institution of higher education must adopt a resolution or otherwise formally vote to affirm or decline adoption of the textbook auto-adoption policy.

In 2018 Hocking College implemented a course materials fee that covers the cost of textbooks and all other course materials required for students to successfully complete the course. As a result, there is no need for students to research affordable options for textbooks. Therefore, there is no need for Hocking College to adopt the textbook auto-adoption policy.

RECOMMENDATION

The Board of Trustees decline adoption of the textbook auto-adoption policy.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Through the implementation of the course materials fee, the burden of textbook costs has been removed for students. Students have the textbook, and all supporting materials required for the course, on the first day of the course.

FISCAL IMPACT

None

Hocking College

MOTION TO APPROVE

The Board of Trustees decline adoption of the textbook auto-adoption policy.

Adopted: 4/14/2022
Date

Approved: 
Board Chair

**Hocking College Financial Update
FY2022 Through 3/31/2022**

BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 35,971	\$ 28,050	On track to meet budget
EXPENSE	\$ 35,971	\$ 26,839	On track to meet budget
NET	\$ 0	\$ 1,211	

LIQUIDITY AND FUNDING FIGURES

	MAR 2022 (000'S)	MAR 2021 (000'S)	YOY NET CHANGE
OPERATING CASH	\$ 7,713	\$ 7,103	\$ 610
RESERVES & ENDOWMENTS	\$ 4,581	\$ 5,411	\$ (830)
CAPITAL FUNDS AVAILABLE	\$ 4,374	\$ 5,062	\$ (688)
COVID RELIEF FUNDS AVAILABLE	\$ 5,876	\$ 4,941	\$ 935

Budget to Actuals Detail

College operating and auxiliary revenues are at \$28.0 million or at 78% of the budgeted level for the full year. Based on current revenue levels and projected levels of revenue for the remainder of the year, the College should meet or exceed its FY 2022 budgeted revenue.

The College's total revenues through March have increased \$1.2 million or 4% year-over-year.

Operating and auxiliary expenditures total \$26.8 million through March, which equates to 74% of the budgeted level for the full year. Expenses are on pace to be at or below budgeted levels for the full year.

Year-over-year increases in ongoing operating expenses of the colleges have been limited— including personnel costs which have only increased 2.0% and contracted expenditures which have decreased 0.1%. The College does face some challenges related to inflation, particularly in food costs, but has identified other areas of the budget to make up for those increased costs.

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 \$0.6 million from the year prior. The College's operating cash is seasonal but is projected to remain relatively stable over the next few months.

Strategic reserves total \$2.8 million and student fee reserves total \$0.5 million for a total of \$3.3 million in reserves. College Endowments total \$1.3 million, making the amount of reserves and endowments total \$4.6 million. Total reserves and endowments are \$0.8 million lower than the prior year based on capital projects currently underway. The College continues to contribute monthly to strategic reserves to help replenish reserve levels.

COVID-19 related federal relief funds remaining totals \$5.9 million, of which \$2.8 million is designated as student financial aid support. The College will be expending these funds largely during FY 2022 by funding a nursing simulation lab, funding necessary COVID-19 related expenses, completing revenue replacements, and providing financial aid relief to students.