
December 10, 2020

The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, December 10, 2020. Members either signed in on the provided link, or attended in person at the John Light Building, in room 147 observing social distancing.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Dr. Myriah Davis, Vice President of Academic Affairs and Workforce Development (Virtual); Ms. Jacqueline Hagerott, Vice President of Student Affairs and Campus Relations/Ombudsman/Title IX (Virtual); Mark Fuller, Executive Director, Finance / Treasurer and Steve Birmingham, CIO.

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

CALL TO ORDER

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

ROLL CALL

Jeff Daubenmire, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Gerry Bird, Stuart Brooks, Mike Budzik, Mark Dean, Ben Mitchell.

Board members absent: Trustees Leon Forte'

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Ben Mitchell asked if there were any changes to the minutes from the October 22, 2020 regular meeting. A motion was made by Trustee Mike Budzik, and seconded by Trustee Mark Dean to approve the October 22, 2020, Board of Trustees minutes. The motion was unanimously approved.

OATH OF OFFICE

The Caucus of the School Board Presidents met and reappointed Trustee Mike Budzik, and appointed Gerry Bird to replace Tom Johnson's term. Terms will expire for Trustee Budzik on August 31, 2023, and for Trustee Bird on August 31, 2021. Oath was witnessed by Dr. Betty Young, Notary State of Ohio.

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; and

And 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 Gerry Bird to go into Executive Session.

On a roll call vote:

Voting Yes: Trustees Gerry Bird, Jeanie Addington, Stuart Brooks, Mike Budzik, Mark Dean, Ben Mitchell.

The Board adjourned to Executive Session at 6:07 pm.

RETURN TO REGULAR SESSION

Ben Mitchell announced the return to regular session at 6:17 pm.

PRESIDENT'S REPORT

Dr. Young gave the following report:

Cost Savings Reduction – There was a cost savings to the institution of \$39,000. This savings comes from having qualified staff teaching one class during the Autumn semester. She thanked those who contributed to the savings.

Maker's Network – Maker's Network is launching single subject area or entire networks memberships including activities such as Ceramics, and Woodworking. There is a fee for classes and use of the network. Discounts apply to Seniors over 62, Veterans, Students, and Staff.

Covid Plan - The College will be starting classes returning from winter break on January 19, 2021. The first week will be 100% virtually, and then in-person classes resuming on January 25, 2021. Staff will be returning on January 11, 2021. Students, Faculty and Staff are required to have a flu shot to return to campus following winter break. The College will be conducting surveillance testing via waste and water from the dorms.

Enrollment Fall Semester – The College is down 7% in enrollment. The national average is 12% for 2-year colleges. Decline is attributed to the Covid Pandemic. Dr. Young emphasized a focus in Marketing on the long term Covid impact. This includes a practical message, cost with two-year institution versus four year institutions, jobs, ROI, and looking at students who want to work remotely.

Insurance Cost – The College is doing a health insurance premium Holiday, meaning that employees who receive insurance through the college will see a savings of \$460.00 for a family plan, and \$100.00 for a single plan in their December paycheck.

Central State – Hocking College has entered a partnership agreement with Central State University. Central State will put an extension office at the Perry campus in New Lexington, Ohio. Central State will be providing classes related to Ag, Tech, evening Farmer program, and more. They will also work with H.C. to develop new transfer Pathways to a Bachelor degree.

Capital Bill Budget - Dr. Young reported a \$2,574,371 in the capital bill budget. She has submitted a request for an additional \$1,200,000 for an upgrade to the fire tower, and public safety and NR Fitness labs.

• SUBJECT: Veterans Benefits and Transition Act of 2018 (Section 103) and IT Policy Revision

BACKGROUND:

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

Administrative policies are presented for the Board's consideration.

RECOMMENDATION:

Recommend approval of the following policies:

Information Technology

Veterans Benefits and Transition Act of 2018 (Section 103)

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: None

FISCAL IMPACT: No direct fiscal impact.

MOTION: A motion was made by Trustee Gerry Bird and seconded by Trustee Stuart Brooks to approve Veterans Benefits and Transition Act of 2018 (Section 103) and IT Policy Revision.
The motion was unanimously approved.

• **SUBJECT:** Update Bylaws governing the Hocking College Board of Trustees

BACKGROUND:

The Board regularly reviews its bylaws and proposes changes to improve the operation of the Board.

RECOMMENDATION:

Approve updated Bylaws

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Align Board Bylaws with Board practices including Board Committee structure.

FISCAL IMPACT:

None

MOTION: A motion was made by Trustee Mike Budzik and seconded by Trustee Gerry Bird to approve Update Bylaws governing the Hocking College Board of Trustees.
The motion was unanimously approved.

• **SUBJECT:** Board Governance Policies

BACKGROUND:

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

RECOMMENDATION:

Recommend approval of the reviewed Board Governance Policies.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

None

FISCAL IMPACT

No direct fiscal impact.

MOTION: A motion was made by Trustee Gerry Bird and seconded by Trustee Mark Dean to approve Board Governance Policies.
The motion was unanimously approved.

ACADEMIC AFFAIRS REPORT

Dr. Davis reported all programs are being evaluated through the Program Review Process. Twenty-two of 60 academic programs are on a three-year cycle, and are exactly on schedule with what was presented to the HLC in our last visit.

Physical Therapy Assistant (PTA) Program – Dr. Davis reported that for the first time in three to four years, the PTA program has been removed from probation, with a student pass rate of 85% on board exams.

Autumn Semester 2021 – Dr. Davis reported new degree programs that have been submitted for approval and are moving through the process including:

- Data Analytics
- Wood-Workers Marking
- Social Work
- Theater
- Sports Management

FINANCE AND PERSONNEL REPORT

Trustee Jeanie Addington asked Mr. Mark Fuller to give the Finance and Personnel Report.

Bond Refund - Mr. Fuller reported the bond refund pricing on November 19, 2020. Securing an average rate at 2.71% over the next 18 years, this will provide a

savings of \$1,682,000 or roughly \$93,000 per year. This will be executed on December 17, 2020.

FACILITIES COMMITTEE REPORT – Trustee Budzik suggested consideration of a Grand Opening for the Lodge once completed this Spring. The Equine Center currently has footers and the building shell to start sometime next month. Trustee Budzik presented a spreadsheet of all projects completed, or in the works for 2020 and 2021. There will be 20 camping sites coming in 2021 that will be along the Hocking River. This work is being completed with the help of students.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

Ms. Hagerott stated she had no report.

CHAIRMAN'S REPORT

The Foundation has made a donation to the Visitor's Center for 2020 and 2021.

NEW BUSINESS

None

NEXT MEETING – The next meeting of the Board of Trustees is scheduled for February 18, 2021. 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 Gerry Bird and seconded by Trustee Mark Dean. The motion was approved. The Board adjourned at 7:09 pm.


Ben Mitchell, Chair


Jeff Daubenmire, Board Secretary



**Hocking College
Board of Trustees Action**

Date: February 18, 2021

Submitted by: Dr. Betty Young

SUBJECT:

Fiscal Year 2021 Non-Bargaining Unit (NBU) Raise

BACKGROUND:

The Board approved budget for Fiscal Year 2021 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 2021.

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 \$114,000. The impact for the remainder of fiscal year 2021 will be approximately \$57,000.



Motion to approve a 2% raise for all eligible full-time Non-Bargaining Unit Employees (NBU) and full-time contract employee. *The 1st full pay period Jan 1, 2021*

Adopted: 2/18/2021

Approved: *[Handwritten Signature]*



**Hocking College
Board of Trustees Action**

Date: February 18, 2021
Submitted by: Jeff Daubenmire

SUBJECT:

Property Disposal

BACKGROUND:

The College established its Fermentation Science programming at the current New Straitsville location, and now has the opportunity to re-locate the Fermentation Science to 185 W. Canal St. establishing a presence for the academic program and retail operation in Nelsonville, on the main campus. This location will be more convenient to students.

RECOMMENDATION:

It is recommended that the Board of Trustees authorize the President to sell the building currently housing the Fermentation Science program in New Straitsville.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Consolidate programming at the 185 W. Canal Street location in Nelsonville.

FISCAL IMPACT:

Funds from the sale of the building will be reinvested in the 185 W. Canal Street property. for the new location of the Fermentation Science program.

COMMENTS:



Motion to authorize the President to sell the College's property in New Straitsville, currently home of the Fermentation Science program.

Adopted: 2/18/2021

Approved: 
Ben Mitchell, Chairman



**Hocking College
Board of Trustees Action**

Date: February 18, 2021
Submitted by: Jeff Daubenmire

SUBJECT:

Allocation of resources for new College projects.

BACKGROUND:

The College has identified opportunities to expand facilities to enhance student experiences provide for social distancing, and program offerings. The acquisition of property at 185 W. Canal St. in Nelsonville, adjacent to the main campus provides opportunity to expand program related facilities for Culinary and Hospitality, Animal Assisted Therapy, and Fermentation Science.

RECOMMENDATION:

It is recommended the Board of Trustees approve \$600,000 allocation from reserve funds to be issued for the renovation and equipping of 185 W. Canal Street for the benefit of the aforementioned programs:

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

These improvements will create a College asset dedicated to these programs, all of which will further contribute to the economic development of the region.

FISCAL IMPACT:

\$600,000 from reserve funds.

COMMENTS:



Motion to authorize the President to allocate \$600,000 from reserve funds for the renovation, restoration, and improvements related to the property at 185 W. Canal St. Nelsonville.

Adopted: 2/18/2021

Approved: 
Ben Mitchell, Chairman

after high school				Implementing Navigate for CCP students enrolled in pathways at partner high schools		
1.4 Rebuild University Center	1.4a Centralize pathway for students moving on to a Baccalaureate degree 1.4b Create 3+1 programs	Manager, Career & University Center, Manager, Student Employment	Academic Leadership Team	Increase number of students who transfer to four-year institutions.	Participation in University Center pathways: set the baseline and increase participation	Autumn 2022

Challenge Two: Student Persistence and Completion

Institutional Goal:

While creating strong connections to the institution and engaging students is an important part of our strategic plan, we also recognize that student progress and completion is the other side of the coin in terms of institutional success. We have identified barriers that prevent students from reaching their goals. In this section, we identified some of those barriers and developed action plans to address how we can help to remove those and allow students to focus on gaining the knowledge they need and getting to the finish line.

Focus	Action Steps	Leadership	Constituents	Outcomes	Measures	Timeline
What are the improvement objectives?	What will we do differently?	Who will lead?	Who will implement change?	What will be our outcome indicator of success? (benefit intended)	How will we measure success?	What is our timetable?
2.1 Increase completion of high-failure, high-enrolled, & gateway courses	<p>2.1a Collaborate with faculty to determine improvements (i.e. curriculum redesign, professional development, student supports, etc.)</p> <p>2.1b Identify medium and high risk students and match them to resources to persist and complete</p> <p>2.1c Provide faculty development for active learning/student engagement classroom strategies & supplemental instruction</p>	<p>Academic Deans</p> <p>Vice President of Academics and Workforce Development</p>	<p>Academic Leadership Team</p> <p>Academic Leadership Team</p>	<p>Course assessment will improve student learning (close the loop).</p> <p>Students will receive just-in-time support</p> <p>Faculty will engage with best practices in teaching and learning</p>	<p>Increase completion of college English in the 1st year: 45%</p> <p>Increase completion of college Math in 1st year: 40%</p> <p>Increase completion of A&P and Dendrology to 65%</p> <p>Annual curriculum for faculty development scheduled a year in advance</p>	Ongoing Implementation
2.2 Strengthen student engagement with Hocking College during the first year	<p>2.2a Track student attendance for HC events</p> <p>2.2b Develop new co-curricular activities to engage students based on student demand through a semi-annual assessment</p>	VP of Student Experience	<p>Director of Student Life</p> <p>Student Life Team</p>	<p>Institution will invest in an attendance tracking solution.</p>	<p>50% of residential students will use the tracking system</p> <p>Increase residential student participation in co-curricular activities to 25% per semester</p>	Autumn 2022

					<p>85% of programs will create advising sessions during All Hocking Learning Day. Implement Policy & Procedure Manual created for student-led organizations</p> <p>75% of student led organizations will be trained on the Policy & Procedure Manual</p> <p>Develop a plan to engage part-time and commuter students in co-curricular activities</p>	
	2.2c Create advising sessions during All Hocking Learning Day					

Challenge Two: Student Persistence and Completion (cont'd)

Focus	Action Steps	Leadership	Constituents	Outcomes	Measures	Timeline
What are the improvement objectives?	What will we do differently?	Who will lead?	Who will implement change?	What will be our outcome indicator of success? (benefit intended)	How will we measure success?	What is our timetable?
2.3 Redesign Advising Model	2.3a Create an advising outcomes document (syllabus) to unify expectations for advisors and students	Academic Deans	Academic Leadership Team	Standardized Expectations for Advising	Completed advising outcomes document, approved by Academic Affairs	Ongoing Implementation
	2.3b Develop and implement a Quality Advising Program (QAP)	Vice President of Academics and Workforce Development	Academic Leadership Team	Meet advising needs for students		
	2.3c Coordinate with IT to develop an advisor assignment system		SSLI Team	Assign advisees upon enrollment and change of major	Develop QAP in LMS 85% of academic advisors QAP certified Implement Advisor Assignment System	Ongoing Implementation

<p>2.4 Strengthen Career Readiness Skills</p>	<p>2.4a Redesign first-year experience course (Pathway To Prosperity I) to reinforce career readiness skills</p> <p>2.4b Ensure career readiness skills are incorporated into 2nd year courses and Pathway to Prosperity II</p>	<p>Manager, Career and University Center, Manager, Student Employment, Manager, Library Services</p>	<p>Academic Leadership Team</p>	<p>Prepare 2nd year students to enter job market</p>	<p>Career Readiness objectives are incorporated in every program</p> <p>Assess the level of career readiness proficiency demonstrated by graduating students by using Graduate & Employer Survey</p> <p>Using Graduate and Employer Surveys, 50 % of students will have found employment 1 year after graduation. 80% of students will leave college with a quality resume.</p>	<p>Autumn 2021</p>
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Challenge Two: Student Persistence and Completion (cont'd)

Focus	Action Steps	Leadership	Constituents	Outcomes	Measures	Timeline
What are the improvement objectives?	What will we do differently?	Who will lead?	Who will implement change?	What will be our outcome indicator of success? (benefit intended)	How will we measure success?	What is our timetable?
2.5 Hire and retain well-qualified faculty and staff	2.5a Create and implement a robust onboarding program for all faculty 2.5b Cross-train within departments 2.5c Identify financial resources to attract the most highly-qualified applicants for teaching positions 2.5d Provide targeted training and in-house development opportunities including online trainings and seminars during Start Week 2.5e Implement Employee Recognition initiatives	Human Resources	Director of Human Resources Academic Deans	Increase the number and length of tenure of well-qualified, full-time faculty Improve overall quality of student engagement with faculty Develop overall <i>sense</i> of satisfaction with interactions between students and public-facing staff roles across the College	Low turn-over rate of faculty and staff at all levels Evidence of ambition and job satisfaction reflected on IDP forms and expressed in annual evaluations Early adoption and proficient use of new technologies, software platforms Weekly communications meetings, department meetings	Ongoing
2.6 Create and maintain intervention strategies for high-risk events including failure to meet SAP	2.6a Implement Faculty and Advisor training on financial aid	Vice President of Academics and Workforce Development	Academic Leadership Team I.T.	Reduction in overall number of students receiving SAP warnings Reduction in overall number of students being placed on Academic Probation	As all faculty and advisors consistently use the Advise software, reporting will be able to accurately show student progress and help identify additional opportunities for improvement.	Ongoing

expectations, drug and alcohol use on campus, and financial aid loss, safety on campus.

2.6b Implement Faculty and Advisor Early Alert intervention plan and action steps for red-flag items such as student attendance issues, missed work-study shifts, failing grades on week-one assignments, or other triggers

2.6c Drug and Alcohol use prevention training and resources

2.6d Implement Faculty and Advisor training on tutoring resources and other academic support services

2.6e Continue installation of security cameras on campus

Reduction in number of students being administratively dropped from courses due to non-attendance

Reduction in number of drug and alcohol-related offences in dorms

Reduction in number of students incurring balances due upon graduation

Academic Advising Checklists will be used to help advisors track their advising activities each semester

Critical Care Intervention forms will be used to guide Advising of at-risk students

Student Advising Teams comprised of primary advisors, coaches, club advisors, secondary advisors, residence hall directors, etc., will be connected using Advise software in order to more-efficiently communicate alerts through the Alert Portal

Increase the number of security cameras on campus

Challenge Two: Student Persistence and Completion (cont'd)

Focus	Action Steps	Leadership	Constituents	Outcomes	Measures	Timeline
What are the improvement objectives?	What will we do differently?	Who will lead?	Who will implement change?	What will be our outcome indicator of success? (benefit intended)	How will we measure success?	What is our timetable?
2.7 Review and update modes of communication between College and students	<p>2.7a Share relevant updates from Communication Meetings via email to all staff in order to ensure consistent language regarding policies across campus</p> <p>2.7b Maintain the Student Activities Calendar on the app.</p> <p>2.7c Upgrade WiFi in dorms and surrounding campus areas</p> <p>2.7d Create and maintain a list of student resources such as study rooms and work spaces</p>		<p>Marketing</p> <p>Student Life</p> <p>I.T.</p>	<p>Increased knowledge and better understanding of campus policies and resources available to students</p> <p>Increased awareness of campus events and activities</p> <p>Increased accessibility amongst student population using the internet as their main mode of communication for curricular and general communication</p>	<p>Increased adherence to policies, fewer infractions reported</p> <p>Increase in participation in clubs, athletics and co-curriculars</p> <p>Student engagement with app, LMS, email, website and online forms</p> <p>Increase in requests for reserved spaces such as study rooms</p>	Ongoing

Appendix - Academic Advising Checklist



Academic Advising Checklist

Name of Student: _____ I.D#: _____

Academic Advisor: _____ Semester/Year: _____

Advisors, please date item when completed

Semester Start

_____ Reach out to advisee via email, phone, or face-to-face for introduction, provided Advising Syllabus

Financial Aid

_____ FAFSA submitted for current academic year

_____ FAFSA submitted for next academic year

_____ Seat-Ready: Balance is cleared for current semester

_____ If there are additional financial needs:

_____ Send TRIO application and encouraged to submit

_____ See Financial Aid Office. Last Names A-L: Debra Canter (canterd@hocking.edu); M-Z Jodie Lewis (coonj8@hocking.edu)

_____ Contact Bob Bowser to discuss employment options (bowserr@hocking.edu)

_____ Refer student to the Foundation's office for possible funding

_____ Refer student to the scholarship committee (Mark Fuller, fullerm@hocking.edu)

Academic

_____ For students on track to graduate this semester:

_____ Graduation application deadline reminder

_____ Student submitted application

_____ Verify student is on track pending completing current classes

_____ Career or transfer counseling

_____ Midterm 1st eight weeks courses check

Passing all courses

Failing course(s) - List courses below and document intervention on Critical Care Intervention sheet

_____ Meeting for degree/goals progress check and academic planning

_____ Midterm 16 weeks courses check

Passing all courses

Failing course(s) - List courses below and document intervention on critical care intervention sheet

_____ All Hocking Learning Day information notification

_____ Reminder to check schedule for 2nd 8 week courses beginning

_____ Career Fair information notification

_____ Midterm 2nd 8 weeks courses check

Passing all courses

Failing course(s) - List courses below and document intervention on critical care intervention sheet

_____ Student is registered for the following semester



Critical Care Intervention

Name of Student: _____ I.D#: _____

Academic Advisor: _____ Semester/Year: _____

Advisors, please date item when completed

Student failed a course in the previous semester

Course(s) failed:

Meeting with student to provide academic support resources. Notes below:

Finances are not in place and student is not seat ready

_____ Send TRIO application and encouraged to submit

_____ See Financial Aid Office. Last Names A-L: Debra Canter (canterd@hocking.edu); M-Z Jodie Lewis (coonj8@hocking.edu)

_____ Contact Bob Bowser to discuss employment options (bowserr@hocking.edu)

_____ Refer student to the Foundation's office for possible funding

_____ Refer student to the scholarship committee (Mark Fuller, fullerm@hocking.edu)

Attendance

_____ Student has 1 unexcused absence

Course(s) absent:

Intervention steps taken:

_____ Student has 2 unexcused absences

Course(s) absent:

Intervention steps taken:

Student is on Academic Probation

_____ Meeting with student to discuss Academic Probation expectations

_____ Fill out Academic Probation form and upload to Advise

Academic Performance

_____ Student is not submitting assignments/quizzes

Course(s) involved:

Meeting with student to provide academic support resources. Notes below:

_____ Student received a failing midterm grade

Course(s) failed:

Meeting with student to provide academic support resources. Notes below:

**Hocking College Financial Update
FY2021 Through 1/31/2021**

BUDGET TO ACTUAL COMPARISON

	BUDGET (000'S)	ACTUALS (000'S)	STATUS
REVENUE	\$ 32,379	\$ 24,524	On track
EXPENSE	\$ 32,379	\$ 16,080	On track
NET	\$ 0	\$ 8,443	

LIQUIDITY AND CAPITAL FIGURES

	JAN 2021 (000'S)	JUNE 2020 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 7,471	\$ 6,104	\$ 1,367
RESERVES & ENDOWMENTS	\$ 5,195	\$ 6,392	\$(1,197) *
CAPITAL FUNDS AVAILABLE	\$ 5,843	\$ 3,605	\$ 2,238
COVID RELIEF FUNDS AVAILABLE	\$ 5,216	\$ 1,141	\$ 4,075

*Decrease driven by \$1.8 million of reserves expended on capital projects, most notably the Lodge.

Revenue Detail

Operating revenues for the first seven months of the fiscal year are at \$20.1 million. Revenues are driven by Tuition & Fees which total \$13.9 million or 85% of the \$16.4 million amount budgeted for the year. Tuition & Fees includes registrations for Autumn 2020 and Spring 2021 semester.

SSI revenue of \$6.0 million for the first seven months of the fiscal year represents an annualized improvement over budget. The State of Ohio recently announced a reversal of the 4.57% reduction in SSI initially announced and implemented in April 2020. Barring further adjustments from the State, the College's SSI revenue will exceed budget by \$1.0 million for FY2021.

Auxiliary revenue so far for the year is at \$4.4 million or 86% of the \$5.1 million budgeted. Auxiliary revenues include dorm and meal plan charges through Spring 2021 semester.

Expense Detail

Expenses are in line with budget. Through the first seven months, Hocking College has made \$583 thousand of strategic reserve transfers, on pace for \$1.0 million for the year.

Operating expenses are at \$13.0 million or 49% of the \$26.6 million budget. Auxiliary expenses are at \$2.5 million or 48% of the \$5.1 million budget.

Liquidity Detail

The College has a current operating cash balance of \$7.5 million or approximately 84 days of cash on hand.

Strategic reserves total \$3.3 million and student fee reserves total \$0.8 million for a total of \$4.1 million in reserves. College Endowments total \$1.1 million, making the amount of reserves and endowments total \$5.2 million. YTD the College has expended \$1.8 million in reserves on capital projects, most notably toward the Lodge.

COVID-19 related federal relief funds remaining availability totals \$5.2 million, of which \$1.5 million is designated as student financial aid support. These funds include \$4.4 million in CRRSAA funding approved as part of a federal COVID-19 relief package last month.

The State of Ohio has recently appropriated \$3.1 million to support the College's Capital projects, bringing the amount of Capital Appropriations available for release to \$5.8 million.



**Hocking College
Board of Trustees Action**

Date: February 18, 2021

Submitted by: Dr. Betty Young

SUBJECT:

Administrative Policies

BACKGROUND:

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

Administrative policies are presented for the Board's consideration.

RECOMMENDATION:

Recommend approval of the following policies:

- Military Tuition Assistance Refunds

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Bring institutional policies current with Military requirements and policies.

FISCAL IMPACT:

No direct fiscal impact.

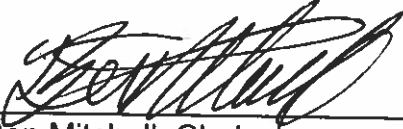
COMMENTS:



Motion to approve the following Administrative policies: FIN - 236

- Military Tuition Assistance Refunds

Adopted: 02/18/2021

Approved: 
Ben Mitchell, Chairman



Policy Category:

Policy Number: FIN-236 - Military Tuition Assistance Refunds

Policy Issued:

Policy Revised: 02/18/2021

Policy Reviewed: 02/18/2021

Policy Title: Military Tuition Assistance Refunds

Policy Approved:

Resolution #:

Pages: 1

This policy serves to ensure the College complies with the Department of Defense (DOD) Memorandum of Understanding Return Policy for Military Tuition Assistance funds rules and align with the return of unearned student aid rules applicable to the Federal Student Aid as required under section 484B of the Department of Education Title IV of the Higher Education Act of 1965.

This policy applies only to students receiving Military Tuition Assistance (TA). TA is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with Department of Defense (DOD) policy, Hocking College will return any unearned TA funds on a prorated basis through at least 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period. Any unearned TA funds – based upon when a student stops attending - will be returned directly to the military service from which the funds were provided, not to the service member.



In instances when a service member stops attending due to a military service obligation, Hocking will work with the affected service member to identify solutions that will not result in a student debt for the returned TA funds in compliance with the DOD policy.



**Hocking College
Board of Trustees Action**

Date: February 18, 2021
Submitted by: Dr. Betty Young

SUBJECT:

Administrative Policies

BACKGROUND:

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

Administrative policies are presented for the Board's consideration.

RECOMMENDATION:

Recommend approval of the following policies:

- Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Bring institutional policies current with Military requirements and policies.

FISCAL IMPACT:

No direct fiscal impact.

COMMENTS:



Motion to approve the following Administrative policies: BO - 296

- Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics

Adopted: 02/18/2021

Approved: 
Ben Mitchell, Chairman



Policy Category:

Policy Number: BO - 296 Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics

Policy Issued:

Policy Revised: 02/18/2021

Policy Reviewed: 02/18/2021

Policy Title: Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics

Policy Approved:

Resolution #:

Pages: 2

Hocking College will abide by DOD guidelines banning certain inducements, commissions and high-pressure recruitment tactics intended to secure the enrollment of military service members.

Hocking College will not provide any inducements to any individual or entity to secure the enrollment of military service members or obtain military provided tuition assistance. Inducements include any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount.



The College must also refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

Lastly, Hocking College will prohibit the use high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing military service member enrollments.

Any violation of these guidelines or procedures by College staff or faculty could lead to the College taking disciplinary action up to and including termination.

References

34 CFR § 668.71 - 668.74

Department of Defense Instruction 1322.25



**Hocking College
Board of Trustees Action**

Date: February 18, 2021
Submitted by: Jeff Daubenmire

SUBJECT:

Equine Arena

BACKGROUND:

The college seeks to complete the Hocking College Equine arena as home to the equine program events, and other regional, state, and national events that are anticipated to be held in this facility.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the following contracts for work on the equine center.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Claypool Electric: \$265,900

Accurate Mechanical: \$271,250.

FISCAL IMPACT:

This project is funded by the state of Ohio Capital Improvement Funds

COMMENTS:



Motion to approve electrical and HVAC packages for the Equine Center.

Claypool Electric: \$265,900

Accurate Mechanical: \$271,250

Adopted: 02/18/2021

Approved: 
Ben Mitchell, Chairman