
February 18, 2021

The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, February 18, 2021. Members either signed in on the provided link, or attended in person at John Light 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 LaRita Brewster, CIO.

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

CALL TO ORDER

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

ROLL CALL

Jeff Daubenmire, Board Secretary, called the roll:

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

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 December 10, 2020 regular meeting. A motion was made by Trustee Mike Budzik and seconded by Trustee Mike Brooks to approve the December 10, 2020, 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; 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

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

On a roll call vote:

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

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

RETURN TO REGULAR SESSION

Ben Mitchell announced the return to regular session at 6:31 pm.

PRESIDENT'S REPORT

Dr. Young gave the following report:

Welcome- Congratulations to Blaine Davidson as the newest Board of Trustees member to join Hocking College. Mr. Davidson was recently appointed by Governor Mike Dewine, and has a long standing family history with Hocking College.

Snow Removal- Kudos was given to Bryan Lutz and the team who did snow removal this Winter for Hocking College.

Introduction- LaRita Brewster was introduced as the new CIO for Hocking College.

Capital Budget- The College received 100% reallocation from the prior capital budget. The new budget for the 2020 / 2021 school year includes:

Fish Hatchery: \$300,000.00

JL Boiler: \$70,000.00

Fire Tower: \$252,000.00

McClenaghan Center: \$1,479,171.00

Public Safety/NR Lab: \$1,000,000.00 + \$1,200,000.00 = \$2,200,000.00

Current Projects- The College has 6 current projects in process with three of those projects being capital funded. The capital funded projects include Shaw Building, (relocation of the Music Department), Equine Center, and Analytical Lab. The Nursing Simulation and A/P lab is being funded through Cares Act. The exercise equipment that is outdoors along the bike path is grant funded.

Petland- The College has had two visits with the Petland Corporate Partner and have found a need for area groomers, trainers, producers. This partnership would help programs such as Animal Assisted Therapy and Agro Ecology.

News Article- The College distillery and brewery has formed a partnership with Black Diamond Tavern of Shawnee. A craft brew is being produced and distributed through this partnership at the new tavern in Shawnee.

• **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:

A motion was made by Gerry Bird and seconded by Trustee Mike Brooks to approve Fiscal Year 2021 Non-Bargaining Unit (NBU) Raise. The motion was unanimously approved.

• **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.

MOTION:

A motion was made by Mike Brooks and seconded by Trustee Mike Budzik to approve Property Disposal. The motion was unanimously approved.

• **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.

MOTION:

A motion was made by Stuart Brooks and seconded by Trustee Gerry Bird to approve Allocation of Resources for New College Projects. The motion was unanimously approved.

• **SUBJECT:** Resolution supporting application to the Department of Natural Resources Waterways Safety Fund for the Paddling Enhancement Grant Program

BACKGROUND:

The Hocking College Department of Natural Resources is seeking funding to support grant activities to enhance Lake Snowden public access.

RECOMMENDATION:

It is the recommendation that the board approve the signing of the resolution per attachment.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

The impact will allow completion of grant activities associated with the application and program.

FISCAL IMPACT:

Fiscal Impact will be supporting the administration of the grant and providing documentation to support matching funds.

MOTION:

A motion was made by Mike Brooks and seconded by Trustee Gerry Bird to approve Resolution supporting application to the Department of Natural Resources Waterways Safety Fund for the Paddling Enhancement Grant Program. The motion was unanimously approved. Mr. Budzik abstains.

• **SUBJECT:** Resolution supporting application to the Department of Natural Resources Waterways Safety Fund for the Cooperative Boating Facility Grant Program

BACKGROUND:

The Hocking College Department of Natural Resources is seeking funding to support grant activities to enhance Lake Snowden public access. Total funding request of between \$200,000 and \$400,000 will be reimbursed up to 100%. Funding will improve infrastructure for providing motorized boating access at the site.

RECOMMENDATION:

It is the recommendation that the board approve the signing of the resolution per attachment – Appendix A.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

The impact will allow completion of grant activities associated with the application and program. The facilities must be operated and maintained for a minimum of 25 years. Grant recipients in good standing may be eligible for funding in subsequent years. All funded projects must be open and accessible to the recreational boating public.

FISCAL IMPACT:

Fiscal Impact will be supporting the administration and reporting of the grant. This is a reimbursement grant.

MOTION:

A motion was made by Blaine Davidson and seconded by Trustee Stuart Brooks to approve Resolution supporting application to the Department of Natural Resources Waterways Safety Fund for the Cooperative Boating Facility Grant Program. The motion was unanimously approved. Mr. Budzik abstains.

• **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 policy:
Full Time Student with a Reduced Course Load

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Bring institutional policies current with the Americans with Disabilities Act Amendment Act (ADAAA) of 2008 and Section "504" of the Rehabilitation Act of 1973.

FISCAL IMPACT:

None

MOTION:

A motion was made by Mike Brooks and seconded by Trustee Stuart Brooks to approve Administrative Policies. The motion was unanimously approved.

ACADEMIC AFFAIRS REPORT

Dr. Davis and Jacqueline Hagerott presented the College Completion Plan seeking approval:

• **SUBJECT: Completion Plan 2021-2023**

BACKGROUND:

According to the Ohio Department of Higher Education, each public college and university was required to submit a campus completion plan that was approved by its board of trustees to the Chancellor by June 30, 2018. Completion plans are intended to help institutions to identify and implement strategies designed to increase the number and percentage of students earning meaningful postsecondary credentials.

RECOMMENDATION:

The Hocking College Board of Trustees pass a resolution to accept the Completion Plan 2021-2023 as presented.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Hocking College will use the Completion Plan as a roadmap for implementing strategies to increase student completion and retention. In collaboration with the Student Experience Committee, Academic Affairs Committee and Student Success Leadership Institute (SSLI) the completion plan has been developed with measureable outcomes for each initiative. The two main institutional goals the plan focuses on are listed below:

Challenge One: Connecting and Engaging New Students

Institutional Goal:

Our goal is to increasing engagement and quality of supports for differentiated groups of students to increase their ability to enroll and persist and/or transfer by specifically targeting the different specific student needs of high school graduates, CCP students, 25+ in workforce development population, centralized pathway for students to move on to their bachelorette degree.

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.

FISCAL IMPACT:

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

Every 1% increase in retention = \$196,00

MOTION:

A motion was made by Gerry Bird and seconded by Trustee Mike Budzik to approve the Completion Plan 2021-2023. The motion was unanimously approved.

FINANCE AND PERSONNEL REPORT

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

FY2021 Update:

Revenues and expenses remain on track for FY2021. A couple areas of good news for the for the College over the past few months:

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. Senate Bill 310 has been approved which includes \$3.1 million in additional capital appropriations for Hocking College. These appropriations were initially considered in June 2020 but deferred due to uncertainty regarding the pandemic. Hocking College received \$4.4 million in CRRSAA funds, which is another round of Federal COVID-19 relief. Of these funds \$1.2 million are designated as student relief and \$3.2 million are designated as institutional relief. Combined with other funds received not yet utilized, Hocking College has \$5.2 million in remaining relief funds from COVID-19 relief funds.

Reserves and Endowments currently at \$5.2 million. College continues to make monthly contributions toward reserves, on pace for \$1.0 million contribution this FY.

Cash position is solid. Student receivables have been well collected, aiding our improvement in cash position since the beginning of the year. Current operating cash sitting at 84 days cash on hand.

• 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.

MOTION:

A motion was made by Mike Brooks and seconded by Trustee Stuart Brooks to approve the Administrative Policy, Military Tuition Assistance Refunds. The motion was unanimously approved.

• **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.

MOTION:

A motion was made by Mike Budzik and seconded by Trustee Gerry Bird to approve the Administrative Policy, Prohibition Against Inducements, Commission and High-Pressure Recruitment Tactics. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT –

Trustee Budzik provided updates on current projects on campus.

• 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

MOTION:

A motion was made by Mike Budzik and seconded by Trustee Mike Brooks to approve the Equine Arena. The motion was unanimously approved.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

No report.

CHAIRMAN'S REPORT

Mr. Mitchell challenged all Trustees to purchase a brick to support the Nature Center.

NEW BUSINESS

None

NEXT MEETING – The next meeting of the Board of Trustees is scheduled for April 15, 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 Mike Brooks and seconded by Trustee Gerry Bird. The motion was approved. The Board adjourned at 7:16 pm.


Ben Mitchell, Chair


Jeffrey Daubenmire, Board Secretary



**Hocking College
Board of Trustees Action**

Date: April 15, 2021
Submitted by: Jeff Daubenmire

SUBJECT:

Canal Street Building Roof replacement

BACKGROUND:

Hocking College requested bids for the Canal street building replacement. College received three bids. The lowest was \$287,000 from Advanced Concepts.

RECOMMENDATION:

Hocking College accept the bid from Advanced Concepts for \$287,000.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Allow Hocking College to continue its renovations to Canal street building.

FISCAL IMPACT:

The accepted bid amount is \$287,000.

COMMENTS:



Motion to approve Advanced Concepts bid of \$287,000 for the Canal street building roof replacement.

Adopted: 4/15/2021

Approved: 
Ben Mitchell, Chairman



**Hocking College
Board of Trustees Action**

Date: April 15, 2021
Submitted by: Dr. Myriah Davis

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.

RECOMMENDATION:

Recommend the approval of the following policy:

- Fresh Start Policy

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Academic policy which allows students to have past grades forgiven, enabling students to be more successful in their future academic endeavors.

FISCAL IMPACT:

N/A

COMMENTS:



Motion to approve Fresh Start Policy.

Adopted: 4/15/2021

Approved: 
Ben Mitchell, Chairman



Fresh Start Policy

Policy Department: Academic Affairs

Policy Number: 54.003

Issue Date: 02/22/2017

Revised Dates:

Board Resolution:

Policy Document(s):

Policy Statement:

Any student who has attended Hocking College but has been out of school for a minimum of six consecutive semesters, including summer, may be eligible to petition the Registrar to have certain grades disregarded. To “disregard” means that the designated grades and credits earned will be omitted from the student’s GPA calculation. The courses will, however, remain on the transcript and will be designated by a symbol (#) to indicate that they have been disregarded.

The student will indicate, in writing, the courses to be disregarded. However, if a course has been disregarded through this policy and is a prerequisite for another course or is a course that is required for the major, the student must repeat the course.

The student will be permitted to use the Fresh Start Program only once. The new GPA will be used for determining eligibility for acceptance into a program, a change of probationary status, or scholarship eligibility.

Eligibility and Implementation:

1. The student must be currently enrolled at Hocking College.
2. The student must have completed a minimum of 12 semester credit hours of coursework toward a declared major since returning to the College and must be in good standing with a minimum GPA of 2.5 GPA for the completed 12 semester credit hours.
3. This policy is applicable only for credit earned at Hocking College.
4. A course in which a student has received a failing grade because of an act of academic dishonesty is not eligible for forgiveness.
5. Disregarded courses will be so noted on the student’s official transcript.



**Hocking College
Board of Trustees Action**

Date: April 15, 2021
Submitted by: Dr. Myriah Davis

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.

RECOMMENDATION:

Recommend the approval of the following policy:

- Transfer and Articulation Policy

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Bring Hocking College transfer policy up to date with guidelines of the Transfer and Articulation policy

FISCAL IMPACT:

N/A

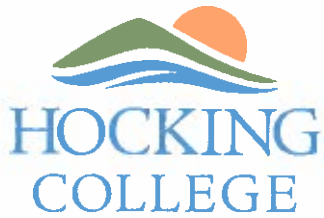
COMMENTS:



Motion to approved Transfer and Articulation Policy.

Adopted: 4/15/2021

Approved: 
Ben Mitchell, Chairman



Transfer and Articulation Policy

Policy Department: Academic Affairs

Policy Number: 54.002

Issue Date: Revision

Revised Dates: 02/18/2021

Board Resolution:

Policy Document(s):

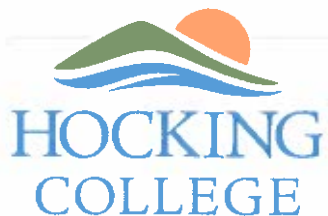
Policy Statement:

Hocking College transfer policy is consistent with the Transfer and Articulation Policy of the Ohio Department of Higher Education. The statewide policy facilitates the transfer of credits from one college/university to another, assuring maximum utilization of prior learning.

Hocking College collaborates with other institutions of higher education, high schools and career centers to facilitate students' smooth passage between institutions. The transfer module, associate of individualized studies, applied associate degrees, and transfer agreements with other institutions of higher education facilitate the transfer of courses.

Hocking College is committed to recognizing the training and experiences of our Military students. Utilizing official documentation (such as Military Joint Services Transcript, or Community College of the Air Force transcript) to grant credit based upon American College of Education (ACE) credit recommendations. A student may be asked to provide additional documentation for clarification of prior learning.

Hocking College will recognize College-Level Examination Program (CLEP) and Advanced Placement (AP) scores pursuant the Ohio Articulation and Transfer Policy. College credit is guaranteed for students who achieve an established CLEP or AP test scores for exams that have been endorsed statewide as college level. Statewide faculty panels aligned CLEP exams and AP exams to equivalent Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) courses, as appropriate.



Transfer and Articulation Policy

Hocking College works in collaboration with the Ohio Department of Higher Education to align transfer opportunities to graduates Ohio Career and Technical Centers and Ohio's Adult Career Center. These credits are Career-Technical Assurance Guide (CTAGs).

Hocking College requires students to earn a minimum of 20 semester credit hours from Hocking College in addition to credits awarded by any special credit method, military credits and/or credit transferred from other colleges.

Hocking College will maintain a current transfer and articulation guide for student wishing to continue their education post associate degree.

**Hocking College Financial Update
FY2021 Through 3/31/2021**

BUDGET TO ACTUAL COMPARISON

	BUDGET (000'S)	ACTUALS (000'S)	STATUS
REVENUE	\$ 32,379	\$ 26,823	On track
EXPENSE	\$ 32,379	\$ 22,925	On track
NET	\$ 0	\$ 3,898	

LIQUIDITY AND CAPITAL FIGURES

	MAR 2021 (000'S)	JUNE 2020 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 7,103	\$ 6,104	\$ 999
RESERVES & ENDOWMENTS	\$ 5,411	\$ 6,392	\$ (981) *
CAPITAL FUNDS AVAILABLE	\$ 5,062	\$ 3,605	\$ 1,457
COVID RELIEF FUNDS AVAILABLE	\$ 4,941	\$ 1,141	\$ 3,800

*Decrease driven by \$2.0 million of reserves expended on capital projects, most notably the Lodge.

Revenue Detail

Operating revenues for the first nine months of the fiscal year are at \$22.5 million. Revenues are driven by Tuition & Fees which total \$14.3 million or 87% of the \$16.4 million amount budgeted for the year. Tuition & Fees includes registrations for Autumn 2020 and Spring 2021 semester.

SSI revenue of \$7.9 million for the first nine months of the fiscal year represents an annualized improvement over budget. 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 nine months, Hocking College has made \$750 thousand of strategic reserve transfers, on pace for \$1.0 million for the year.

Operating expenses are at \$19.4 million or 72% of the \$26.6 million budget. Auxiliary expenses are at \$3.5 million or 69% of the \$5.1 million budget.

Liquidity Detail

The College has a current operating cash balance of \$7.1 million or approximately 80 days of cash on hand.

Strategic reserves total \$3.5 million and student fee reserves total \$0.8 million for a total of \$4.3 million in reserves. College Endowments total \$1.1 million, making the amount of reserves and endowments total \$5.4 million. YTD the College has expended \$2.0 million in reserves on capital projects, most notably toward the Lodge.

COVID-19 related federal relief funds remaining availability totals \$4.9 million, of which \$1.3 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 at the end of 2020.

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 \$5.1 million.



**Hocking College
Board of Trustees Action**

Date: April 15, 2021

Submitted by: Dr. Myriah Davis

SUBJECT:

New academic program approval

BACKGROUND:

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

The proposed new degree in Social Work is an Ohio Guaranteed Transfer Pathway (OGTP) approved curriculum. Ohio Guaranteed Transfer Pathway (OGTP) enables students to streamline credit transfer among the state's public institutions of higher education to find the best pathways to degree completion and launch successful careers.

With the Board of Trustees approval, the College may submit formal proposals for the following programs as developed to the Ohio Department of Higher Education for consideration.

Social Work

RECOMMENDATION:

The Hocking College Board of Trustees approve new degree/certificate programs in:

Associate of Arts in Social Work, part of the Ohio Guaranteed Transfer Pathway

The launch of new programs is intended for Autumn 2021 as the replacement for the current Addiction Studies degree program.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Upon approval, the current Addiction Studies program will be replaced by the Social Work degree. There is no administrative impact as the current Program Manager for Addiction Studies is qualified to lead the new Social Work program.

FISCAL IMPACT

Based on Advisory Committee input, the college anticipates increased enrollment and retention with this new model. The launch of new programs will occur Autumn 2021 pending BOT, ODHE and HLC approvals.

**Hocking College
New Academic / Workforce Program**

RESOLUTION

WHEREAS, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage the day to day operations of the College, and

WHEREAS, The Hocking College Board of Trustees is authorized to approve all new degree programs proposed by the Administration.

NOW THEREFORE BE IT RESOLVED that the Hocking College Board of Trustees has reviewed the proposed new degree / workforce programs in:

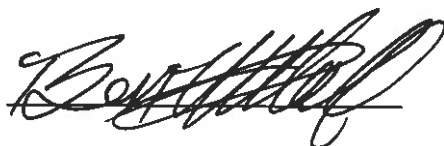
Social Work

BE IT FURTHER RESOLVED, that the Hocking College Board of Trustees, hereby approves and accepts the proposed new degree / workforce programs in:

Social Work

Adopted: 4/15/2021

Approved:

A handwritten signature in black ink, appearing to be "D. Bennett", written over a horizontal line.



**Hocking College
Board of Trustees Action**

Date: April 15, 2021

Submitted by: Dr. Myriah Davis

SUBJECT: Additional Location, Logan High School

BACKGROUND:

In 2020, administrators at Logan High School approached Hocking College about expanding concurrent enrollment program offerings to include a career pathway in Business and Entrepreneurship and Associate of Technical Studies and Associate of Individualized Studies degrees. This request will require additional courses to be offered at the Logan High School campus, or more than 50% of the degrees identified above. In order to facilitate this request and in the spirit of partnership between two secondary and post-secondary education institutions, Logan High School requests to be considered an additional site location of Hocking College. Logan High School is located 12 miles outside of Hocking College.

This new site will allow Hocking College to build upon existing community relationships and create opportunities for new ones. It will provide opportunities for more high school students to engage in a rigorous high school curriculum, increasing early engagement opportunities in specific education pathways, and reducing the cost and time of completion for secondary education degrees.

This vision is aligned with Ohio's Strategic Plan for Education, *Each Child Our Future*, ensuring all students are challenged, prepared, and empowered for his or her future.

RECOMMENDATION:

The College recommends the Board of Trustees pass a motion to open an additional location in at Logan High School to serve the above mentioned secondary education training needs.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Logan-Hocking Schools will assign an administrator to work in partnership with Hocking College and assist in overseeing the day-to-day operations of college-credit programs at the Logan High School site. This administrator will facilitate meetings with the high school instructor and their faculty liaison, schedule classroom observations, and attend professional development workshops.

FISCAL IMPACT:

The College Credit Plus program default funding structure is established by Ohio Revised Code 3365.07. The CCP default amounts are based on the Per Pupil Foundation amount determined by Ohio's General Assembly during the biennial budget process. These rates may change on an annual basis. Courses taught at the high school campus with a credentialed teacher are charged the floor rate as established by the State of Ohio.

Teacher salary is paid through the Logan Hocking school district. If a teacher chooses and is credentialed to teach a CCP course they do not receive any additional pay from Hocking College or the school district.

Currently there are 120 Logan High School students actively participating in CCP courses. The college anticipates enrollment growth with the offering of additional courses/programs.

Motion to Approve

The Hocking College Board of Trustees adopts a motion in support of opening a new education site at Logan High School, a Hocking College CCP partner school.

Adopted: 4/15/2021

Approved: 
Ben Mitchell, Chairman



**Hocking College
Board of Trustees Action**

Date: April 15, 2021

Submitted by: Mark Fuller

SUBJECT:

Cash and Investments Policy

BACKGROUND:

Hocking College has revised its Cash & Investments Policy to allow for Investment of its long term funds according to a defined target asset allocation. The Policy establishes an Investment Committee which will meet no less than quarterly. The Policy authorizes the College to retain the services of an investment advisor.

RECOMMENDATION:

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

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The policy will allow Hocking College to form an Investments Committee, retain the services of an investment advisor, and invest long term funds such as endowments and reserves according to a defined target asset allocation.

FISCAL IMPACT

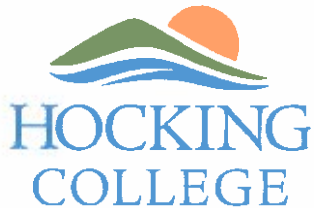
The College currently has more than \$5 million in reserves and endowments which would qualify for investment.



Motion to pass Cash and Investments Policy.

Adopted: 4/15/2021

Approved: 



Policy Category: Fiscal Operations
Policy Number: 8.001
Policy Issued: 8/3/2011
Policy Revised: 4/15/2021
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Policy Title: Cash and Investments

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Purpose

To provide a framework for the 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.

Duties of the Treasurer:

The Board of Trustees shall elect a treasurer, who is not a member of the Board, to serve at its pleasure. The Treasurer shall be the fiscal officer of the district and shall receive and disburse all funds of the district under the direction of the board. Only the Treasurer may open or close a Bank or Investment Account. Only the Treasurer or designee agent of the Treasurer may conduct the purchase and sale of investments. The Treasurer will serve the Board according to ORC Section 3357.10 and adhere to ORC Sections 3357.10 and 3345.05.

Safeguarding Cash:

All College funds will be directly received by the Fiscal Department or a designated cash collection point. The Fiscal Department and all designated cash collection points must follow procedures established by the College to ensure safe and timely deposits of currency and checks to the Bank according to ORC Section 9.38.

Investments:

The Board of Trustees authorizes the Treasurer to establish and fund an Investment Account.

Such investments shall be made pursuant to this policy. All fiduciaries must discharge their duties with the care, skill, prudence, and diligence under the circumstances then prevailing that a



prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

Investment of at least twenty-five per cent of the average amount of the investment portfolio over the course of the previous fiscal year must be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve. (This asset class will be described as "cash equivalents" in the Target Investment Allocation.)

Eligible funds above those that meet the conditions of the preceding paragraph may be pooled with other institutional funds and invested in accordance with ORC Section 1715.52.

The College must establish and maintain an investment committee. The investment committee will include the President, CFO, Treasurer, and other Hocking College employees as stated in the College's written procedures.

The investment committee shall meet at least quarterly. The committee shall review and recommend revisions to the board's investment policy and shall advise the board on its investments in an effort to assist it in meeting its obligations as a fiduciary. The committee shall be authorized to retain the services of an investment advisor who meets both of the following qualifications:

(1) The advisor is either:

- Licensed by the division of securities under section 1707.141 of the Revised Code;
- Registered with the securities and exchange commission.

(2) The advisor either:

- Has experience in the management of investments of public funds, especially in the investment of state-government investment portfolios;
- Is an eligible institution referenced in section 135.03 of the Revised Code.

Operating Cash & Long Term Funds

College's Investments and target allocation of assets applies to the College's Long Term Funds. Long Term Funds include the College's Reserves, Endowments, and other funds specifically designated for long term investment.

Operating Cash must be held as a cash or cash equivalent, including but not limited to funds held in non-interest bearing and interest bearing bank depository accounts.



Long Term Funds -- Target Investment Asset Allocation

Asset Type	Low	Target	High
Equities	40%	55%	70%
Fixed Income	5%	15%	30%
Alternatives	0%	2%	10%
Cash Equivalent	25%	28%	50%
Total	N/A	100%	N/A

Cross References: ORC 9.38, 135.03, 1707.141, 1715.52, 3345.05, 3357.10