

BOARD OF TRUSTEES MEETING
Thursday, August 19, 2021 / The Lodge
4:00-6:00pm The Lodge at Hocking College Open House
Regular Meeting 6:00pm / Virtual Hybrid Meeting

- **Call to Order (5 min)** Chairman Mitchell
- **Roll Call** Mr. Daubenmire
- **Approve Minutes from June 24, 2021, Meeting** Chairman Mitchell
- **Executive Session (15 min)** Chairman Mitchell
- **President's Report (15 min)** Dr. Young
 - President's Report
 - Oath of Office
 - Motion for Board Policy on Meeting Attendance
 - Motion for Phase I Canal Street Building Renovation
 - Motion to Approve President to Negotiate for Property for the Expansion of the Fire Science Program and Fermentation Science Program
 - Motion to Approve Acceptable Use Policy
 - Motion to Approve Campground
- **Academic Affairs Report (10 min)** Trustees Ben Mitchell / Blaine Davidson / Ms. Hagerott
 - Update from Vice President
 - HLC / ODHE Update on Progress
- **Community Relations and Student Experience Report (5 min)** Trustees Stuart Brooks / Leon Forte' / Ms. Hagerott
 - Update from Vice President
 - Motion for Hazing Policy
 - Motion for Name, Image & Likeness Policy
- **Finance and Personnel Report (5 min)** Trustees Mike Brooks / Jeanie Addington / Mark Fuller
 - Update from Executive Director Finance / Treasurer
 - Motion for Roth 457(b) Retirement Plan
 - Financial Update
- **Facilities Committee Report (5 min)** Trustees Mike Budzik / Mark Dean / Gerry Bird / Mr. Daubenmire
 - Update on Projects
- **Chairman's Report (10 min)** Chairman Mitchell
- **New Business (5 min)** Chairman Mitchell
- **Adjournment** Chairman Mitchell
 - **Event Schedule**
 - Next Meeting – October 21, 2021
 - 2:00-5:00pm Board Retreat
 - 5:30 pm Committee Meetings
 - 6:00 pm Board Meeting

Our Mission

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

Date: June 24, 2021

The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, June 24, 2021. Members either signed in on the provided link, or attended in person at The Lodge.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Ms. Jacqueline Hagerott, Vice President of Student Affairs and Campus Relations/Ombudsman/Title IX; 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 6:07 pm

ROLL CALL

Jeff Daubenmire, Board Secretary, called the roll:

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

Board members absent: Trustees Blaine Davidson and Mark Dean.

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Ben Mitchell asked if there were any changes to the minutes from the April 15, 2021 regular meeting. A motion was made by Trustee Mike Brooks and seconded by Trustee Gerry Bird to approve the April 15, 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; 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 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, Leon Forte', Ben Mitchell.

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

RETURN TO REGULAR SESSION

Ben Mitchell announced the return to regular session at 6:41pm.

PRESIDENT'S REPORT

Dr. Young gave the following report:

Project Updates: A slideshow of current projects across campus was presented. These projects include updates on the Equine Center, Shaw Music Lab, and Nursing Simulation Lab.

Athletic Complex: The college will be partnering with Local 18, as construction on field's for Softball and Baseball will begin this Summer. The location of these fields adjacent to Robbins Crossing. Plans include moving two cabins in the historic village to a different location in the village.

Strategic Planning: Planning and input for the new plan will include conducting surveys, campus fireside chats, and a Board retreat. The 2022-2028 Strategic Plan will go into effect next year.

Enrollment: The college has budgeted for decline in enrollment for Fall by 4% due to Covid impact on recruitment.

Covid-19 Fall Plans: The college is not expected to have a vaccine mandate, but strongly recommend vaccination for everyone. Covid plans may change as the situation changes.

Dr. Young seeked approval for the following:

SUBJECT: Purchase of Property

BACKGROUND: The College seeks to provide adequate housing for the anticipated growth of international student populations due to partnerships established with international partners.

RECOMMENDATION: It is recommended the Trustees authorize the President to negotiate for the acquisition of property for international student housing.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Provide a property to be used by The College as a future site for international student housing to support program enrollment for programming that serves this population.

FISCAL IMPACT: Budget to be determined. Funded through strategic reserves.

Motion:

A motion was made by Trustee Mike Budzik and seconded by Trustee Mike Brooks to approve purchase of property. The motion was unanimously approved.

SUBJECT: Construction of Athletic Fields

BACKGROUND: The College's athletic programs continue to be a strong source of enrollment, with student athlete enrollment targeted at 287 for Fall 2021 semester. The College believes that it is prudent to dedicate resources to ensure continued growth and development of its athletic programs. It is proposed that the College construct three fields during FY 2022 – a softball field, a baseball field, and a dual-purpose soccer/football field and practice field. The aggregate cost for the construction of these fields is estimated at \$450,000.

RECOMMENDATION: It is recommended the Trustees approve the College to proceed with the construction of a softball field, a baseball field, and a dual-purpose soccer/football field and practice field.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: The construction of these fields will help ensure the continued growth and development of its athletic programs.

FISCAL IMPACT: This project will be funded through strategic reserves approximately \$450,000. The college will undergo fund raising efforts to offset costs and provide field naming rights to engage our community.

Motion:

A motion was made by Trustee Mike Brooks and seconded by Trustee Gerry Bird to approve construction of athletics fields. The motion was unanimously approved.

SUBJECT: Purchase of Nursing Simulation Equipment

BACKGROUND: COVID-19 has made providing Nursing students with the field experience necessary to complete their degree difficult. The College desires to purchase a simulation lab which will be able to provide students with the experience that they need to successfully complete their degree and succeed in their careers upon graduation. The College has identified equipment and related subscription services from Laerdal Medical Corporation to meet this need. The total amount of the equipment and related subscription services is \$619,000.

RECOMMENDATION: It is recommended the Trustees approve the College to proceed with the purchase of medical simulation equipment and related subscription services from Laerdal Medical Corporation.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: This purchase will help the College be able to provide nursing students with the experience that they need to successfully complete their degree and succeed in their careers upon graduation.

FISCAL IMPACT: This project will be funded by federal funding received through the Higher Education Emergency Relief Fund (HEERF).

Motion:

A motion was made by Trustee Mike Brooks and seconded by Trustee Leon Forte' to approve purchase of Nursing Simulation Equipment. The motion was unanimously approved.

ACADEMIC AFFAIRS REPORT

Jacqueline Hagerott provided the following update:

4 degrees have been approved by the Ohio Department of Higher Education, and are currently pending HLC approval. These degrees include Theater, Social Work, Environmental Science, and Cabinet Marking & Architectural Millwork.

FINANCE AND PERSONNEL REPORT

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

SUBJECT:

Debt Forgiveness Program

BACKGROUND:

This Policy will allow the College to implement a Debt Forgiveness Program. The Debt Forgiveness Program will allow for students meeting certain criteria and who have stopped out to re-enroll at Hocking. Students who complete the program successfully will have applicable balances forgiven and be reinstated as a student in good standing with Hocking College.

RECOMMENDATION:

The Board of Trustees pass a motion to approve the Debt Forgiveness Program Policy.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

This Policy will allow the College to implement a Debt Forgiveness Program, providing students with a second chance to complete their degree.

FISCAL IMPACT

The College will receive SSI Funding for students in compliance with the Debt Forgiveness Program, in addition to tuition and fees for current semester courses (seat ready requirements for current semesters will apply). The College will recognize a non-cash expense on balances forgiven for students successfully completing the Debt Forgiveness Program.

Motion:

A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks to approve Debt Forgiveness Policy. The motion was unanimously approved.

SUBJECT:

Dissolve Hocking Valley Motor Lodge

BACKGROUND:

Hocking Valley Motor Lodge was formed in 1975 as a 501c3 for the purpose of supporting instructional programs at Hocking College. The Hocking Valley Motor Lodge's last asset, the Liquor License for Rhapsody Restaurant, has been transferred to Hocking College. No assets are currently held by Hocking Valley Motor Lodge.

RECOMMENDATION:

The Board of Trustees approve the motion to dissolve Hocking Valley Motor Lodge as the entity is no longer needed to support the College.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The motion will allow Hocking College to cease annual reporting requirements, including the Filing of IRS Form 990.

FISCAL IMPACT

No direct monetary impact.

Motion:

A motion was made by Trustee Stuart Brooks and seconded by Trustee Leon Forte' to approve Hocking Valley Motor Lodge dissolve. The motion was unanimously approved.

SUBJECT:

Operating, Auxiliary, and Capital Budgets for Fiscal Year 2022

BACKGROUND:

Operating and auxiliary budgets have been set based on projected revenue. Expenses have been set for spending not to exceed revenues.

RECOMMENDATION:

Approve the Fiscal Year 2022 Budget as recommended by the President and Chief Financial Officer of Hocking College.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

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

FISCAL IMPACT

The College proposes a balanced budget. The Budget includes over \$1.5 million in reserve contributions planned for FY2022. These planned contributions will continue to move the College toward a model where long-term capital expenditures can be funded through reserves as needs arise. Budgeted reserve contributions for FY2022 are as follows:

- Strategic Reserves - \$1,000,000
- Program Reserves - \$400,000
- Replacement Reserves – Dorms - \$100,000
- Replacement Reserves – Lodge - \$50,000

Motion:

A motion was made by Trustee Mike Brooks and seconded by Trustee Stuart Brooks to approve Fiscal Year 2022 Budget. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT –

No report.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

No report.

CHAIRMAN'S REPORT

No report.

NEW BUSINESS

None

NEXT MEETING – The next meeting of the Board of Trustees is scheduled for August 19, 2021. Open house for the Lodge is 4:00 to 6:00 with the Board meeting starting at 6:00pm.

ADJOURNMENT


There being no further business to conduct, a motion was made to adjourn by Trustee Mike Brooks and seconded by Trustee Stuart Brooks. The motion was approved. The Board adjourned at 7:45 pm.


Ben Mitchell, Chair


Jeff Daubenmire, Board Secretary


OATH OF OFFICE

I, Gerry Bird, swear or affirm, that I will honestly, faithfully, and impartially perform my duties as a Trustee of Hocking College. I hereby promise to abide by the Rules and Regulations/Bylaws as established by the Hocking College Board of Trustees and to support Hocking College in its growth and development as an institution of higher education.



Trustee Signature

As witnessed and given by:



Betty Young, Notary
Hocking College Board of Trustees

8/19/2021

Date



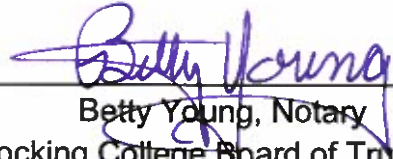
BETTY KAY YOUNG
Attorney at Law
Notary Public, State of Ohio
My Commission Has No Expiration
Section 147.03 R.C.

OATH OF OFFICE

I, Jeanie Addington, swear or affirm, that I will honestly, faithfully, and impartially perform my duties as a Trustee of Hocking College. I hereby promise to abide by the Rules and Regulations/Bylaws as established by the Hocking College Board of Trustees and to support Hocking College in its growth and development as an institution of higher education.


Trustee Signature

As witnessed and given by:


Betty Young, Notary
Hocking College Board of Trustees

8/19/2021

Date



BETTY KAY YOUNG
Attorney at Law
Notary Public, State of Ohio
My Commission Has No Expiration
Section 147.03 R.C.



**Hocking College
Board of Trustees Action**

Date: August 19, 2021

Submitted by: Dr. Betty Young

SUBJECT:

Virtual Board Meeting Attendance Policy

BACKGROUND:

The State of Ohio has established ORC 3345.82 which allows for public board meetings to include virtual attendance of board members, subject to certain parameters. This policy will establish a written policy to allow Trustees to attend Board Meetings virtually in accordance with ORC 3345.82.

RECOMMENDATION:

The Board of Trustees pass a motion to approve the Virtual Board Meeting Attendance Policy.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The policy will allow Hocking College's Trustees to attend Board Meetings virtually, within certain parameters.

FISCAL IMPACT

None.



Motion to pass Virtual Board Meeting Attendance Policy.

Adopted: 8/19/2021

Approved: *Ben Mitchell*



Policy Category: College Policies
Policy Number: TBD
Policy Issued: 8/19/2021
Policy Revised: 8/19/2021
Policy Reviewed: 8/19/2021
Policy Title: Virtual Board Meeting Attendance
Policy Approved: 8/19/2021
Resolution #:
Pages:

Purpose

To establish a written policy to allow Trustees to attend Board Meetings virtually in accordance with ORC 3345.82.

Attendance Requirements

Trustees will be permitted to attend Board Meetings virtually subject to the following restrictions:

- At least one third of the trustees must attend the meeting in-person and in a location that is open and accessible to the public.
- A trustee must be present in-person for no less than one-half of the regular meetings of the board annually.
- A trustee who intends to attend a meeting virtually must notify the chairperson no less than 48 hours before the meeting, except in the case of a declared emergency.

Restrictions on Remote Locations

Board Members attending a Board Meeting virtually must be at a location subject to the following restrictions:

- A trustee remotely attending a board meeting must be at a location farther than can be reasonably commuted in 20 minutes.
- No more than one trustee remotely attending a board meeting by teleconference is permitted to be physically present at the same remote location. (Note: This restriction does not apply to trustees attending via interactive video conference.)



Board Meeting Materials

The following conditions must apply related to Board materials:

- All trustees must have the capability to receive meeting-related materials that are distributed during the board meeting.
- Meeting-related materials that are available before the meeting are sent via electronic mail, facsimile, hand-delivery, or US Postal Service to each board member
- The College will ensure proper circulation of materials to board members, the public, and the media in advance of or during a meeting at which board members are permitted to attend by interactive video conference or teleconference

Board Meeting Protocols

The following protocols apply:

- The minutes of the board meeting must identify which board members remotely attended the meeting by interactive video conference or teleconference.
- All votes with any Board Member(s) attending via electronic means will be taken by roll call voice vote.
- In the case of an interactive video conference, the board causes a clear video and audio connection to be established that enables all meeting participants at the primary meeting location to see and hear each board member
- In the case of a teleconference, the board causes a clear audio connection to be established that enables all meeting participants at the primary location to hear each board member.
- Board members attending by teleconference must be able to reasonably identify themselves by providing their name and personally identifiable information to the satisfaction of the Chairman.
- Interactive video conferencing will be used as the preferred method to connect board members virtually, however teleconferencing may be used when interactive video conferencing is not available or practical.

Cross References: ORC 121.22, ORC 3345.82



**Hocking College
Board of Trustees Action**

Date: August 19, 2021

Submitted by: Dr. Betty Young

SUBJECT:

Phase I Canal Street Building Renovation

BACKGROUND:

Hocking College proposes renovations to the building located at 185 W Canal Street, Nelsonville.

The overall project is anticipated to be completed in two phases, with funding for Phase II to be sought from State of Ohio Capital Appropriations.

Phase I includes the following: roofing replacement, bathroom install, HVAC, electrical, fire suppression, doors, windows, ceiling, technology upgrades, parking lot striping, and furnishings.

The total anticipated cost to complete Phase I is \$1.5 million. The Board has given previous authorization for \$600,000 to begin renovations.

RECOMMENDATION:

The Board of Trustees pass a motion to authorize Hocking College to proceed with Phase I of Canal Street Building Renovation for up to an additional \$900,000, making the total amount authorized for the project up to \$1,500,000.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

The renovation will allow Hocking College to develop 185 W Canal Street into vital, functional educational space.

FISCAL IMPACT

Phase I of this project will be funded through Strategic Reserves.



Motion to authorize Hocking College to proceed with Phase I of Canal Street Building Renovation for up to an additional \$900,000, making the total amount authorized for the project up to \$1,500,000.

Adopted: 8/19/2021

Approved: *[Handwritten Signature]*



**Hocking College
Board of Trustees Action**

Date: August 19, 2021
Submitted by: Dr. Betty Young

SUBJECT:

Expansion of Fire and Fermentation Science

BACKGROUND:

The Fire Science program has been a long standing presence at Hocking College training fire fighters. The fermentation science program has experienced significant demand in the production of Hocking College products and growth of those products.

RECOMMENDATION:

It is recommended the Board of Trustees authorize the President to negotiate for the purchase of property to support these two programs and ventures related to the programs.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Purchase of property will provide opportunity to maintain, grow, and sustain these programs into the future.

FISCAL IMPACT:

Proposed cost of acquisitions is up to \$1,000,000, to be paid from strategic reserves.

COMMENTS:



Motion to approve acquisition of property to support Expansion of Fire and Fermentation Science programs.

Adopted: 8/19/2021

Approved: *Ben Mitchell*
Ben Mitchell, Chairman



**Hocking College
Board of Trustees Action**

Date: August 19, 2021
Submitted by: Susan Askew, Interim CIO

SUBJECT:

Wireless Network Acceptable Use Policy

BACKGROUND:

The College does not currently impose any use restrictions or security protocols for individuals accessing College resources via the wireless network. The recent upgrade of the wireless network infrastructure has given us improved ability to manage and control access to the wireless network, including the ability to require the agreement to abide by an Acceptable Use Policy, require authentication, regulate the available bandwidth, and has added encryption and other security protocols.

We are proposing that anyone connecting a device to the College wireless network be required to agree to abide by the terms of the Wireless Network Acceptable Use Policy.

RECOMMENDATION:

The Board of Trustees pass a motion to approve the requirement that individuals connecting to the College wireless network agree to the Wireless Network Acceptable Use Policy.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

This policy will bring requirements for accessing College resources via the wireless network into explicit alignment with the broader IT Acceptable Use Policy.

FISCAL IMPACT:

No impact.

COMMENTS:



Motion to approve Wireless Network Acceptable Use Policy.

Adopted: 8/19/2021

Approved: 
Ben Mitchell, Chairman



Policy Category: College Policies
Policy Number: 2.29
Policy Issued: 8/19/2021
Policy Revised: 8/19/2021
Policy Reviewed: 8/19/2021
Policy Title: Wireless Network Acceptable Use

Policy Board Approved:

Purpose

To require that anyone accessing the Hocking College wireless network agree to the Wireless Network Acceptable Use Policy, whether authenticating using their Hocking College credentials or connecting as a Guest, before being able to access College resources.

Wireless Network Acceptable Use Policy

Use of Hocking College wireless network services is a privilege and it is the responsibility of each user to utilize these services appropriately. Hocking College Office of Information Technology provides network connection services to staff, faculty, residence hall rooms, and other college-owned housing and facilities. By connecting a host/computer to any of the Hocking College Wi-Fi networks, users are bound to and required to adhere to all aspects of the Hocking College OIT Policy on Responsible Use of College Computing Resources as well as any and all college, city, county, state and federal regulations. In addition, users of Wi-Fi and internet are required to adhere to the following terms of acceptable use.

- Users will refrain from abuse and excessive use of the finite resources and hosts connected to Hocking College network. Users will also refrain from abuse and excessive use of hosts and services outside of the Hocking College network and internet service.
- Users must not illegally download or share copyrighted material including: movies, music, software, or games.
- The intent of Hocking College's Internet service is to provide users with access to outside services, users will not attempt to run any unauthorized services.
- Users will not attempt to circumvent the College firewall or any other established network services.
- Users will not modify or tamper with any Hocking College network wiring, hardware, or jacks.



- Users are responsible for all network traffic originating from their host/computer.
- Users are prohibited from installing personal routers (wired or wireless) to the network. Routers may disrupt the network and introduce unnecessary security risks for other including residence hall students.

Any actions that are deemed a violation of these policies may result in termination of services. Users are subject to Hocking College and/or criminal sanctions and procedures. For more information or to report abuse, please contact the Help Desk at helpdesk@hocking.edu. By using this network you hereby consent to abide by the Hocking College acceptable use policy



**Hocking College
Board of Trustees Action**

Date: August 19, 2021

Submitted by: Dr. Betty Young

SUBJECT:

Hocking College Campground Project

BACKGROUND:

Hocking College requested bids for a site contractor, water contractor, and electrical contractor for the Campground Project.

The College has received three bids for site contractor, two bids for water contractor, six bids for electrical contractor, and five combination bids.

RECOMMENDATION:

The Board of Trustees pass a motion to authorize Hocking College to accept the combination bid for site and water contractor from WAI Construction and accept the electrical contractor bid from Claypool Electric. These bids represent the lowest and best bids received for the project.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Accepting the bids will allow the College to proceed with the Campground Project.

FISCAL IMPACT

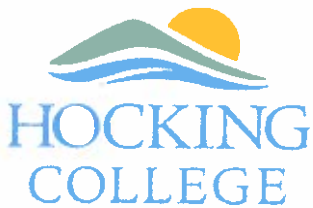
This project will be funded through strategic reserves. The FY2022 budget included \$600,000 for purposes of this project. The bids from WAI Construction and Claypool Electric total \$693,000.



Motion to authorize Hocking College to proceed with the Campground Project by accepting the combination bid for site and water contractor from WAI Construction and accepting the electrical contractor bid from Claypool Electric. A total of \$693,000 budget from strategic reserves.

Adopted: 8/19/2021

Approved: 
Ben Mitchell, Chairman



**Hocking College
Board of Trustees Action**

Date: August 19, 2021
Submitted by: Jacqueline Hagerott

SUBJECT:

Hazing Policy

BACKGROUND:

At Hocking College, members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct and all other published rules, regulations and policies.

These standards are embodied by a set of core values that include Respect, Community, Integrity, and Responsibility. All members of the campus community bear responsibility for their conduct. Hocking College is committed to the academic success of students and recognizes that participation in extracurricular activities may significantly enhance the learning and growth experiences of students. In accordance with state and federal laws, Hocking College shall prohibit any form of hazing associated with these activities. All student activities, including, but not limited to, student organization membership orientation and initiation, shall be expected to be lawful in their purpose and intention. Further, these activities shall support attainment of all purposes stated in the respective student organizations' constitutions.

RECOMMENDATION:

The Board of Trustees pass a motion to approve the Hazing policy.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

In accordance with state and federal laws, Hocking College shall prohibit any form of hazing associated with these activities

FISCAL IMPACT:

No impact.

COMMENTS:



Motion to approve Hazing Policy.

Adopted: 8/19/2021

Approved: *Ben Mitchell*
Ben Mitchell, Chairman



Policy

Hazing

Number:

Policy Number (if applicable):

Office of Primary Responsibility: Vice President, Student Affairs & Campus Relations
Jacqueline C. Hagerott, hagerottj@hocking.edu

Effective Date: August 16, 2021

Purpose

At Hocking College, members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct and all other published rules, regulations and policies.

These standards are embodied by a set of core values that include *Respect, Community, Integrity, and Responsibility*. All members of the campus community bear responsibility for their conduct. Hocking College is committed to the academic success of students and recognizes that participation in extracurricular activities may significantly enhance the learning and growth experiences of students. In accordance with state and federal laws, Hocking College shall prohibit any form of hazing associated with these activities. All student activities, including, but not limited to, student organization membership orientation and initiation, shall be expected to be lawful in their purpose and intention. Further, these activities shall support attainment of all purposes stated in the respective student organizations' constitutions.

Definitions

Hazing: As set forth in Ohio Revised Code section 2903.31, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. [Effective through Oct. 6, 2021].

Hazing [Effective as of Oct. 7, 2021]: As set forth in Ohio Revised Code section 2903.31, as amended, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

Procedure: The procedures for members of the Hocking College Community to report suspected incidents of hazing, and for the investigation of suspected incidents of hazing, are found in Procedure No. SS-415 on the Hocking College website.



**Hocking College
Board of Trustees Action**

Date: August 19, 2021
Submitted by: Jacqueline Hagerott

SUBJECT:

Name, Image, or Likeness Policy

BACKGROUND:

At Hocking College, members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct and all other published rules, regulations and policies.

These standards are embodied by a set of core values that include Respect, Community, Integrity, and Responsibility. All members of the campus community bear responsibility for their conduct. Hocking College is committed to the academic success of students and recognizes that entering into contracts to earn compensation as a result of the student's name, image or likeness is beneficial to the financial stability and growth experiences of students.

As a result of recently passed legislation, students currently enrolled at Hocking College shall be prohibited from entering into a contract for compensation as a result of the use of the student's name, image, or likeness that is conflict with the mission of the College or has a negative impact on the reputation of the College including, but not limited to, pornography, alcohol, marijuana/cbd, tobacco companies, etc.

RECOMMENDATION:

The Board of Trustees pass a motion to approve the Name, Image, or Likeness policy.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

In accordance with state/federal laws and Hocking College policy, Hocking College shall permit students to enter into a contract(s) for compensation as a result of the use of the student's name, image, or likeness to provide direct benefit to the financial stability and growth experiences of students.

FISCAL IMPACT:

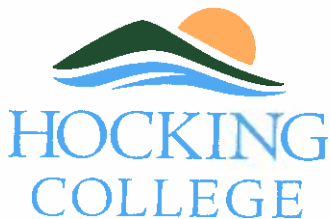
No impact.



Motion to approve Name, Image, or Likeness Policy.

Adopted: 8/19/2021

Approved: 
Ben Mitchell, Chairman



Policy

Name, Image, or Likeness

Number:

Policy Number (if applicable):

Office of Primary Responsibility: Vice President, Student Affairs & Campus Relations
Jacqueline C. Hagerott, hagerottj@hocking.edu

Effective Date: August 19, 2021

Purpose

At Hocking College (College), members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct and all other published rules, regulations and policies. These standards are embodied by a set of core values that include *Respect, Community, Integrity, and Responsibility*. All members of the campus community bear responsibility for their conduct. The College is committed to the academic success of students and recognizes that entering into contracts to earn compensation as a result of the student's name, image, or likeness is beneficial to the financial stability and growth experiences of students.

Scope

A student may enter into a contract to earn compensation as a result of the use of the student's name, image, or likeness provided the activity is in accordance with federal/state laws and school policy when the student is not engaged in College activities or official team activities.

A student is prohibited from entering into a contract providing compensation to the student for use of the student's name, image, or likeness if, under the contract the student's name, image, or likeness, it violates any of the following:

- 1) Is in conflict with the mission or community standards of conduct of the College or has a negative impact on the reputation of the College, as determined by the College during the contract pre-approval process.
- 2) Requires the student to display a sponsor's product, or otherwise advertise for a sponsor, during College activities, official team activities, or any other time if that requirement is in conflict with a provision of a contract to which the College is a party.
- 3) Is associated with:
 - A. Any company that manufactures, markets, or sells, or brand that is associated with, a controlled substance, marijuana product, medical marijuana product, alcoholic product, tobacco product, electronic smoking device, vapor product, or product or device that consists of or contains nicotine that can be ingested into the body;
 - B. Any medical marijuana cultivator, processor, laboratory, or retail dispensary licensed under Chapter 3796.

- C. Any business engaged in the sale, rental, or exhibition for any form of consideration of adult entertainment that is characterized by an emphasis on the exposure or display of sexual activity;
- D. Any casino or entity that sponsors or promotes gambling activities;
- E. Any other category of companies, brands, or types of contracts that are similar to those described in divisions (A) to (D) of this section.

A scholarship from the College for a currently enrolled student does not constitute compensation for use of the student's name, image or likeness. Students may not use the College logo or any intellectual property of the College without pre-approval by Executive Director of Marketing and the President of the College.

Athletics

The College shall not prevent a student from participating in athletics or otherwise punishing them as a result of earning this compensation. Student athletes shall not receive compensation for playing/participating in any sport offered by the College.

Mandatory Disclosure / Contract Pre-Approval Process

A student who intends to enter into a verbal or written contract providing compensation to the student for use of the student's name, image, or likeness shall disclose the proposed contract to Vice President of Student Affairs, or designee, for review and pre-approval by the College.

If the Vice President of Student Affairs, or designee, identifies a conflict between the proposed verbal or written contract and any existing provisions of a contract to which the College is a party, the College shall communicate to the student the relevant contract provision that is in conflict. The student shall not enter into the proposed contract, but the student may negotiate a revision to the proposed contract to avoid the conflict. The revised proposed contract is subject to review by the College to ensure compliance with this policy.

Failure to disclose and participate in the contract pre-approval process is a violation of the Student Code of Conduct and may result in disciplinary action, up to and including suspension.

Definitions

“College Activities” include any activities sanctioned by the College regardless of whether the activity takes place on or off a Hocking College Campus.

“Hocking College Campus” means all property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

“Official Team Activities” as set forth in Ohio Revised Code 3376.06, means all games, practices, exhibitions, scrimmages, team appearances, team photograph sessions, sports camps sponsored by the institution or college, and other team-organized activities, regardless of whether the activity takes place on or off campus, including individual House photograph sessions and news media interviews.

“Student” means an individual currently enrolled at the College.



**Hocking College
Board of Trustees Action**

Date: August 19, 2021

Submitted by: Mark Fuller

SUBJECT:

Roth 457(b) Retirement Plan

BACKGROUND:

Hocking College currently participates with Ohio Deferred Compensation to offer employees a Traditional 457(b) plan. Ohio Deferred Compensation recently added a Roth Option for employers who wish to adopt.

RECOMMENDATION:

Hocking College would like to offer both Traditional and Roth Options to its employees and recommend that the Board of Trustees enter into an Adoption Agreement which will allow it to modify the terms of its 457(b) to include a Roth option.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Adoption will provide Hocking College employees with an additional retirement savings option, helping ensure that the College is offering its employees competitive benefits.

FISCAL IMPACT

None.



Motion to adopt Roth 457(b) retirement plan option.

Adopted: 8/19/2021

Approved: 



OHIO DEFERRED COMPENSATION

ROTH 457 OPTION EMPLOYER ADOPTION

- ✓ Employers who choose to offer the Roth 457 option must execute an Adoption Agreement, Exhibit B, Payroll/Administrative Procedures.
 - Return the completed and executed form.
 - Email: Ohio457@Nationwide.com
 - Fax: 614-222-9457
 - Mail: 257 East Town Street, Suite 400, Columbus, Ohio 43215-4626
 - An acknowledgment email and additional information will be sent to the employer upon receipt of an executed Exhibit B.

- ✓ Employers will need to set-up a separate post-tax payroll deduction for Roth contributions.

- ✓ Pre-tax deferrals and Roth contributions will be billed separately. Ohio DC will create a new bill code assigned to Roth contributions.

- ✓ Pre-tax deferral and Roth contribution billings can be obtained and filed on the Ohio Business Gateway at Ohiobusinessgateway.ohio.gov.

Comparison of the traditional pre-tax option and the Roth post-tax option:

Feature	Traditional 457(b)	Roth 457(b)
Payroll Deductions	Yes	Yes
Contributions	Pre-tax dollars	Post-tax dollars
2021 Annual Limits	\$19,500 (\$26,000 if age 50+, \$39,000 for Special Catch-Up) Combined contributions to Traditional (pre-tax) and Roth options must remain within the annual limits.	
Investment Growth	Accumulates tax-deferred	Accumulates tax-free
Federal Tax on Distributions	Taxable income	Tax free if certain criteria are met

EXHIBIT B
PAYROLL/ADMINISTRATIVE PROCEDURES

An Employer that establishes the Plan shall determine whether its employees will be permitted to make (i) pre-tax deferrals only or (ii) pre-tax deferrals and Roth contributions.

Hocking Technical College elects to offer eligible employees one of the following options:

_____ Pre-tax deferrals only

OR

Pre-tax deferrals and Roth contributions

The effective date shall be a date no sooner than 30-days after Ohio DC receives the executed Exhibit B and the Employer receives their first pre-billing invoice for pre-tax deferrals and/or Roth contributions.

Deductions

A. **Pre-tax Deferrals.** The Employer will ensure that federal and state income taxes for each participating employee are calculated after excluding the amount being deferred under the Plan. Please note that pre-tax deferrals are not excluded from local income tax calculations.

B. **Roth Contributions.** The Employer will ensure that Roth contributions are after-tax contributions. This means the Employer includes the amount of the Roth contributions in the employee's gross income at the time the employee would have otherwise received the amount in cash if the employee had not made the election. Roth contributions are subject to all applicable wage-withholding requirements.

The Internal Revenue Code requires that participant deferral/contribution agreements be entered into in the month before they begin. The Program will monitor this regulation and notify Employers of new enrollments and valid changes. The Employer may not make any such contractual changes until the effective date specified on the Payroll Reduction Change Report, except to prevent deferrals/contributions from exceeding the maximum annual limits.

Reporting

The Employer may utilize one of the following methods for reporting deferral/contribution amounts.

A. **A pre-billing invoice.** The Program will create an invoice(s) for the Employer at least ten (10) days before each pay date, listing the name, last four digits of the employee's social security number, and dollar amount of the deferral/contribution expected from each employee. Pre-tax deferrals and Roth contributions will be invoiced separately. The employer can obtain these invoices from the Ohio Business Gateway website. The Employer will note any changes on the invoices before reporting these amounts.

- B. **A computer file.** The use of computer files is recommended for all Employers who will have more than 100 participants in the Plan. Pre-tax deferrals and Roth contributions must be in separate files. This confidential data must be transmitted using the secure express upload feature of the Ohio Business Gateway at business.ohio.gov. Computer files must be formatted as indicated below.

<u>Field Name</u>	<u>Data Type</u>	<u>Start/End Pos.</u>		<u>Contents</u>
Transaction Type	X(3)	1	3	'114'
Employer ID	X(6)	4	9	Ohio DC will assign this number
Pay Date*	9(8)	10	17	Your payroll date
Social Security5	9(5)	18	22	First 5 digits of social security number
Social Security4	9(4)	23	26	Last 4 digits of social security number
Termination Code	X(2)	27	28	Does participant still work for you? Yes = SPACES No = 'TT'
Filler	X(8)	29	36	Spaces
Termination Date*	9(8)	37	44	Date employee was terminated or zeros for current employees
Transaction Amount**	9(7)	45	51	Deferral/contribution amount 9999999
Name	X(25)	52	76	Participant name
Filler	X(4)	77	80	Spaces

* All dates must use CCYYMMDD format (20190101)

** The transaction amount must not include the decimal point. Example, a \$125.00 deferral amount would be sent as 0012500.

Fields are **NOT** packed.

For regular deferrals (pre-tax), the file must be named **defcomp.txt**.

For Roth contributions (post-tax), the file must be named **roth_defcomp.txt**

Please note that regular deferrals and Roth contributions are on separate bills and cannot be combined in the same file

If you need further assistance, please call 614-466-7245.

- C. **An acceptable Employer generated listing.** The Employer may generate their own listing which will identify the name, last four digits of the employee's social security number, and dollar amount of the individual deferrals/contributions. The format must be (by pay frequency) in ascending alphabetic or social security number order with totals for each frequency. Pre-tax deferrals and Roth contributions must be reported separately. The list must contain Employer name, Employer number, and pay date. Do not list reductions by department or full social security numbers.

Changes

Ohio DC will create a Payroll Change Report(s) showing all employees who are newly enrolled or changing the amount of their deferrals/contributions. This report will be available to the Employer at least ten (10) days before the effective pay date on the Ohio Deferred

Compensation secure section of the Ohio Business Gateway website, business.ohio.gov. Separate Payroll Change Reports will be produced for pre-tax deferrals and Roth contributions.

Terminating Employees

For any participants who have terminated employment, the Employer will note on each invoice, file, or listing, the date of termination, last four digits of the social security number, and name of the employee(s).

Remittance

For each pay date, the Employer will forward payment for the gross amount of deferrals/contributions with supporting documentation. The Employer is responsible for the correct and timely remittance of deferrals/contributions. The Employer may use one of the following methods for remittance:

ACH debit: Use the Ohio Business Gateway at business.ohio.gov. (*preferred method*)

ACH credit: The Program will provide banking information to Employers using this method.

Check mailed to:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

The payment amount must be exactly equal to the total amount of deferrals/contributions on the detailed report.

Refunds

If deferrals/contributions are erroneously made on behalf of a participant and the money must be returned to that participant, the Employer may not use amounts to be refunded to the participant as an offset or credit against the gross amount of deferrals/contributions for the next pay period. The Employer must notify the Program in writing of such errors and the Board will return the money to the Employer. For pre-tax deferrals the Employer must then refund the money to the employee after withholding all appropriate taxes, etc., since the refund will not have been previously included as taxable income to that employee.

Annual Limits

Consistent with IRS regulations, the Employer is responsible for ensuring that any combination of the participant's annual pre-tax deferrals and Roth contributions do not exceed the lesser of (i) the limits allowed by the Internal Revenue Code or (ii) 100% of includible compensation. Participants age 50 and older or in their three years prior to Normal Retirement Age may be eligible for higher annual limits. The Program will annually provide notice to the Employer regarding such limits. The Program will be careful to enroll the participant for deferral/contributions amounts that will not exceed the IRS's maximum limits. If events occur (requested changes to deferral/contribution amounts are not made timely, a year with 27 bi-weekly pay periods, etc.) whereby those limits could be exceeded, the Program will work with the participant and Employer to adjust deferral/contribution amounts accordingly.

Form W-2

The Employer will be responsible for issuing a correct Form W-2 at year-end, which will identify the gross amount of wages subject to federal and state taxes and the gross amount of wages subject to local taxes. The Employer will list on the participant's Form W-2 the amount of pre-tax deferrals or Roth contributions for the year, as required by the IRS.

Program Withdrawals

The Program will be responsible for overseeing the disbursement of all withdrawals from the Program to the participant or beneficiary(ies) and to discharge on behalf of the Employer all reporting and withholding responsibilities required by Federal and State Regulatory Authorities.

Employer Statements

The Program will provide the Employer with a quarterly statement that will include the total amount received during the quarter and the total value of accounts held on behalf of the employees or beneficiaries.

Note: The Program statements will reflect deferral/contribution activity based on the date received and invested, which may not always coincide or agree with the Employer's records, due to timing of deposits and transfers into and out of individual accounts at the beginning or ending of the statement period.

Confidentiality

The Employer shall maintain the confidentiality of individual participants and related account information.

It is the Program's policy to limit the display of social security numbers. Billing and change reports will only display the last four digits of each participant's social security number, unless you provide the Program with a signed release on your Employer letterhead accepting all responsibility for transmitting this sensitive data. If the Employer generates their own listing, the Employer will be responsible for this confidential information while in transit. It is important that the display of social security numbers is limited to the last four digits.

Other Deferred Compensation Plans

If the Employer offers deferred compensation programs in addition to the Program as permitted under Section 148.06 of the Ohio Revised Code, then the Employer is responsible for assuring that participants do not exceed the maximum annual limits under IRC Section 457(b).

Execution

The duly authorized responsible official has executed this document for the Eligible Employer, and the Board (by its representative) has accepted as of the date so noted below.

Hocking Technical College

Eligible Employer

Responsible Official (printed name)

Responsible Official Signature

Title

Date

OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION BOARD

Accepted for the Program

Date

Employer Services for You

The Board Office is responsible for administration of the Program, which includes maintaining employer and employee account records, investing payroll deferrals/contributions, processing withdrawal requests and generating employer and employee account statements.

Employers with questions or needing assistance should contact the finance department of the Board Office.

Board Office:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

Phone: 614-466-7245

Phone Hours: The Board Office staff is available to assist employers Monday-Friday from 7:30 a.m.-4 p.m.

Fax: 614-728-2601

Email: finance@OhioDC.org.

**Hocking College Financial Update
FY2021 Through 6/30/2021**

PRELIMINARY, UNAUDITED

BUDGET TO ACTUAL COMPARISON

	BUDGET (000'S)	ACTUALS (000'S)	STATUS
REVENUE	\$ 32,379	\$ 33,171 *	Preliminary, unaudited
EXPENSE	\$ 32,379	\$ 32,612	Preliminary, unaudited
NET	\$ 0	\$ 559	

*Revenues include COVID related tuition revenue replacement funding of \$2.1 million.

LIQUIDITY AND CAPITAL FIGURES

	JUNE 2021 (000'S)	JUNE 2020 (000'S)	YTD NET CHANGE
OPERATING CASH	\$ 6,510	\$ 6,104	\$ 406
RESERVES & ENDOWMENTS	\$ 6,981	\$ 6,392	\$ 589
CAPITAL FUNDS AVAILABLE	\$ 4,783	\$ 3,605	\$ 1,178
COVID RELIEF FUNDS AVAILABLE	\$ 9,121	\$ 1,141	\$ 7,980

Budget to Actuals Detail

College operating and auxiliary revenues ended the year at \$33.2 million or at 102% of the budgeted level. The improvement over budget can be attributed to \$2.1 million in tuition revenue replacement (funded by COVID relief funds) and \$1.0 million better than budgeted SSI receipts, being partially offset by declines in tuition revenues.

Expenses ended the year at \$32.6 million, which includes in excess of \$2.0 million in capital asset expenditures funded through the operating budget, most notably for the lodge project. Excepting capital related expenditures funded through operations, the college ended the year at 96% of budgeted expense levels.

Without considerations and subsequent adjustments made as part of the \$2.1 million revenue replacement, the College would have ended the year with approximately a \$72 thousand net surplus.

Liquidity Detail

The College has a current operating cash balance of \$6.5 million or approximately 73 days of cash on hand. This is an improvement of \$406 thousand from the prior year.

Strategic reserves total \$5.3 million and student fee reserves total \$0.5 million for a total of \$5.8 million in reserves. College Endowments total \$1.1 million, making the amount of reserves and endowments total just under \$7.0 million. Total reserves and endowments are ending the year \$589 thousand better than the prior year.

COVID-19 related federal relief funds remaining totals \$9.1 million, of which \$5.1 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.

Student Receivable

The College implemented a seat ready strategy starting in FY2020, which has yielded significant improvements in student account collection. During the first year (FY 2020) of implementation, the College's uncollected current year receivables improved by 44%. During the second year (FY 2021), the College's uncollected current year receivables improved by an additional 31%.

The College's 2022 Autumn uncollected receivables are currently on track for an additional 64% year-over-year improvement.