



## BOARD OF TRUSTEES MEETING

Thursday, December 9, 2021

**Regular Meeting – 6:00 pm President's Conference Room**  
**5:30pm Davidson Hall High Fidelity Simulation Lab**  
**Ribbon Cutting & Tour of A&P Lab, Aspire & Testing Lab**

- **Call to Order (5 min)** Chairman Mitchell
- **Roll Call** Jeff Daubenmire
- **Approve Minutes from October 21, 2021** Chairman Mitchell
- **Executive Session (15 min)** Chairman Mitchell
- **President's Report (15 min)** Dr. Young
  - President's Report
  - Testing Operation
  - Motion to Review BOT Bylaws
  - Motion to Review Governance Policies
- **Academic Affairs Report (10 min)** Trustees Ben Mitchell / Blaine Davidson / Ms. Hagerott
  - Update from Vice President
- **Finance and Personnel Report (5 min)** Trustees Mike Brooks / Jeanie Addington / Mark Fuller
  - Update from Executive Director Finance / Treasurer
- **Facilities Committee Report (5 min)** Trustee Budzik / Trustee Dean / Mr. Daubenmire
  - Update on Projects
- **Community Relations and Student Experience Report (5 min)** Trustee Stuart Brooks / Leon Forte' / Gerry Bird / Ms. Hagerott
  - Update from Vice President
  - Motion to Approve Public Records
- **Chairman's Report (10 min)** Chairman Mitchell
- **New Business (5 min)** Chairman Mitchell
- **Adjournment** Chairman Mitchell
  - **Event Schedule**
  - Graduation December 11, 2021
  - Next Meeting – February 17, 2022
    - 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.

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**Date October 21, 2021**

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The hybrid virtual meeting of the Hocking College Board of Trustees was held Thursday, October 21, 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 (Virtual); Mark Fuller, Executive Director, Finance / Treasurer and Susan Askew, Interim CIO.

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

**CALL TO ORDER**

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

**ROLL CALL**

Jeff Daubenmire, Board Secretary, called the roll:

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

Board members absent: Trustees Stuart Brooks, Mike Budzik, Leon Forte'.

Members present constitute quorum.

**APPROVAL OF MINUTES**

Chairman Ben Mitchell asked if there were any changes to the minutes from the August 19, 2021 regular meeting. A motion was made by Trustee Gerry Bird and seconded by Trustee Mike Brooks to approve the August 19, 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) (2) to consider the purchase or sale or lease of real or personal property.

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

The Executive Session invitation may include:

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

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

On a roll call vote:

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

The Board adjourned to Executive Session at 6:03 pm.

#### **RETURN TO REGULAR SESSION**

Ben Mitchell announced the return to regular session at 6:07pm.

#### **PRESIDENT'S REPORT**

Dr. Young gave the following report:

Statewide Hazing- Jacqueline Hagerott recently wrote a policy for campus Hazing. This was submitted to the state, and Ms. Hagerott was asked to serve on the State-wide committee to create the model policy.

NACCE- The National Association of Community College Entrepreneurship (NACCE) honored Hocking College President Dr. Betty Young as President of the year. This conference was held in Bloomington, Minnesota, October 3-6.

ACCT Presentation- Association of Community College Trustees (ACCT) annual conference was held in San Diego, California. Trustee Chairman Ben Mitchell, and V.P. Jacqueline Hagerott presented at this conference with standing room only.

**SUBJECT:**

Officer Scott Dawley & Jeff Armes Tuition Scholarship

**BACKGROUND:**

Hocking College would like to honor Police Officer Scott Dawley & Fire Fighter Jeff Armes, First Responders of Nelsonville who lost their life in the line of duty in 2021 by offering tuition scholarships to their natural born children.

**RECOMMENDATION:**

The Board of Trustees approve the motion to authorize the scholarships.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Motion will allow Hocking College offer tuition scholarships to the natural born children of Scott Dawley and Jeff Armes.

**FISCAL IMPACT:**

The scholarships will be tuition only. Students will be responsible for all course fees, room & board, and/or any other charges incurred.

**MOTION:**

A Motion was made by Trustee Gerry Bird and seconded by Trustee Mike Brooks to approve Officer Scott Dawley & Jeff Armes Tuition Scholarship. The motion was unanimously approved.

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**SUBJECT:**

2022-2023 Academic Calendar  
2023-2024 Academic Calendar  
2024-2025 Academic Calendar

**BACKGROUND:**

The Academic Leadership team, Cabinet and Financial Services reviewed the calendar and provided feedback.

**RECOMMENDATION:**

The College recommends the Board of Trustees approve the motion to adopt the proposed 2022–2023, 2023-2024 & 2024-2025 Academic Calendar.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Publishing the proposed academic calendars better assists Hocking College students and creates opportunities for our student to plan their academic career through graduation. Additionally, the multi-year calendars allows the College to plan multi-year course offerings, recruitment events and other advanced planning activities.

Publishing a multi-year academic calendar aligns with Higher Learning Commission Criterion Five: Resources, Planning and Institutional Effectiveness, “the institution’s resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.”

**FISCAL IMPACT:**

Adds 1 Federal Holiday to the Calendar:  
Juneteenth, \$55,000.

**MOTION:**

A Motion was made by Trustee Mike Brooks and seconded by Trustee Gerry Bird to approve 2022-2023, 2023-2024 & 2024-2025 Academic Calendar. The motion was unanimously approved.

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**SUBJECT:**

Hocking College Equestrian Building

**BACKGROUND:**

Hocking College has utilized state appropriations to fund the construction of the Equestrian Building. Due to recent increases in building costs, the amount of remaining appropriations will not be sufficient to allow the College to buy bleachers, a video display, stables/stalls, parking lot, lighting, landscaping, and miscellaneous finishing touches.

**RECOMMENDATION:**

The Board of Trustees pass a motion authorizing the College to utilize strategic reserves to fund remaining items related to the completion and furnishing of the Equestrian Building.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Passing the motion will allow the College to fund remaining items related to the completion and furnishing of the Equestrian Building.

**FISCAL IMPACT:**

The College proposes authorizing up to \$500,000 from strategic reserves.

**MOTION:**

A Motion was made by Trustee Blaine Davidson and seconded by Trustee Gerry Bird to approve authorization of Hocking College to utilize up to \$500,000 of strategic reserves for purposes of completing and furnishing the Equestrian Building. The motion was unanimously approved.

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**SUBJECT:**

Fiscal Year 2023 – 2028 Capital Plan

**BACKGROUND:**

The Ohio Office of Budget and Management (OBM) has requested a long-term capital improvements plan covering the period from July 1, 2022 to June 30, 2028.

The purpose of the plan is to communicate capital needs to OBM and the Governor in anticipation of Budget Legislation for FY 2023 and 2024 to be submitted to and considered by the Ohio General Assembly.

**RECOMMENDATION:**

The Board of Trustees approve the motion to approve Hocking College's FY 2023 – 2028 Capital Plan.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Motion will allow Hocking College to submit a capital plan to OBM and to be considered for Capital Appropriations to fund items outlined in the capital improvements plan.

**FISCAL IMPACT:**

Capital Appropriations are a necessary source of funding for Hocking College to maintain and improve its campus.

**MOTION:**

A Motion was made by Trustee Mike Brooks and seconded by Trustee Blaine Davidson to approve the FY 2023-2028 Capital Plan. The motion was unanimously approved.

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**SUBJECT:**

Sale of property associated with the Fermentation Science Program

**BACKGROUND:**

The property has provided the College with a live learning space for its Fermentation Science Program. Hocking College wishes to relocate the operations and sell the real estate.

**RECOMMENDATION:**

The Board of Trustees approve the motion to authorize the President to negotiate the sale of property associated with the Fermentation Science Program.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

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

**FISCAL IMPACT:**

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

**MOTION:**

A Motion was made by Trustee Gerry Bird and seconded by Trustee Mike Brooks to authorize the President to negotiate the sale of property associated with the Fermentation Science Program and use the proceeds in the relocation of the learning lab. The motion was unanimously approved.

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**ACADEMIC AFFAIRS REPORT**

Ms. Hagerott provided the following update:

The Early Childhood Education program was approved to change its name to Early Childhood Teacher Education.

The following programs were approved by HLC:

- Social Work, Sports Management, and Theater.

The following site applications were approved by ODHE and pending HLC approval:

- Lancaster
- Logan High School

**FINANCE AND PERSONNEL REPORT**

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

Budget to Actuals Detail College operating and auxiliary revenues are at \$14.8 million or at 41% of the budgeted level for the full year. Based on current revenue levels and projected levels of revenue for the remainder of the year, the College should meet or exceed its FY 2022 budgeted revenue. The College's total revenues through September have increased \$0.5 million or 3% year-over-year. Operating and auxiliary expenditures total \$9.6 million through September, which equates to 27% of the budgeted level for the full year. Expenses are on pace to be at or below budgeted levels for the full year. The Colleges total expenses through September are \$1.1 million higher than at the same point last year— however, much of the increase is due to timing differences of payables, expenditures from the Lodge



(which has compensating revenues), and increases in food costs associated with Dining Services.

**Liquidity Detail** The College has a current operating cash balance of \$6.3 million or approximately 64 days of cash on hand. This is a decrease of \$0.5 million from the year prior. The reason for the decrease in operating cash is largely the result of the College taking a more conservative approach in disbursing financial aid funds to its students. The College's approach to financial aid has been to further spread out disbursements to students. By doing this, the College is able to incentivize students to stay in class and reduce the number of students who receive adjustments to their account for dropping classes or changing their schedule after aid is disbursed. Strategic reserves total \$4.8 million and student fee reserves total \$0.5 million for a total of \$5.3 million in reserves. College Endowments total \$1.1 million, making the amount of reserves and endowments total \$6.4 million. Total reserves and endowments are \$1.0 million better than the prior year. COVID-19 related federal relief funds remaining totals \$9.0 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.

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**SUBJECT:**

Fiscal Year 2021 Efficiency Report

**BACKGROUND:**

House Bill 49, section 381.550 requires that the Board of Trustees of each public institution of higher education approve the institution's efficiency report submitted to the Chancellor.

The College continuously works to improve efficiency on campus and compiles the report at the end of each fiscal year to report efficiencies gained throughout the year, stage of efficiencies not yet implemented, and future planning of efficiency gains.

**RECOMMENDATION:**

The Board of Trustees approve the motion to accept the Hocking College Fiscal Year 2021 Efficiency Report.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Motion will allow Hocking College to stay in compliance with its reporting requirements.

**FISCAL IMPACT:**

N/A

**MOTION:**

A Motion was made by Trustee Mike Brooks and seconded by Trustee Gerry Bird to approve the Fiscal Year 2021 Efficiency Report. The motion was unanimously approved.

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**SUBJECT:**

Medical Insurance Premium Increase for Calendar Year 2022

**BACKGROUND:**

Hocking College, through South Central Ohio Insurance Consortium (SCOIC), offers medical insurance benefits to eligible employees. Hocking College joined SCOIC in 2016 as part of an initiative to provide quality medical insurance benefits to its employees at a reasonable price.

The initiative has successfully allowed Hocking College to achieve minimal increases in premiums despite state and national trends in healthcare costs. Below is a summary of Hocking College's medical insurance premium increases compared to the state average according to the Ohio Employment Relations Board.

Hocking College State Average		Difference	
2020 Single Coverage	2.2%	4.8%	2.6%
2020 Family Coverage	2.2%	6.7%	4.5%
2021 Single Coverage	0.0%	4.6%	4.6%
2021 Family Coverage	0.0%	3.9%	3.9%

**RECOMMENDATION:**

The Board of Trustees approve a motion to increase Hocking College's Medical Insurance Premiums by 3.0% for Calendar Year 2022, in accordance with SCOIC's analysis.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Motion will allow Hocking College to continue to offer medical benefits at an affordable rate, while maintaining appropriate levels of funding for future claims.

**FISCAL IMPACT:**

The 3.0% increase equates to an estimated annual premium increase of \$65,000. The burden of this increase will be split between Hocking College (\$52,000) and participating employees (\$13,000).

The per-pay increase for single coverage employees will be \$2.37. The per-pay increase for family coverage employees will be \$7.03.

**MOTION:**

A Motion was made by Trustee Gerry Bird and seconded by Trustee Mike Brooks to approve the Medical Insurance Premium Increase for Calendar Year 2022. The motion was unanimously approved.

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**FACILITIES COMMITTEE REPORT –**

No report.

**COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT**

No report.

**SUBJECT:**

Free Speech and Harassment Policy

**BACKGROUND:**

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 Hocking College community derives great strength from bringing together people from different backgrounds and learning from their experiences. Hocking

College takes seriously its role in promoting and supporting public discourse. We are steadfastly committed to protecting the First Amendment right to free speech and expression on our campuses. Encouraging individuals to share their varying thoughts and perspectives enriches the university environment and can allow community members to experience new ideas.

As a result of recently passed legislation (Ohio Revised Code (ORC) Section 3345.0212) Hocking College shall “adopt a policy on harassment that is consistent with and adheres strictly to its definition in section 3345.0211 of the Revised Code.

**RECOMMENDATION:**

Adopt the Free Speech and Harassment Policy pursuant to ORC 3345.0212.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Hocking College is in compliance with the law.

**FISCAL IMPACT:**

None

**MOTION:**

A Motion was made by Trustee Mike Brooks and seconded by Trustee Blaine Davidson to approve the Free Speech and Harassment Policy. The motion was unanimously approved.

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**CHAIRMAN'S REPORT**

No report.

**NEW BUSINESS**

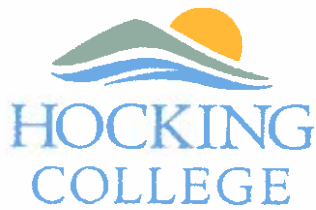
None

**NEXT MEETING** – The next meeting of the Board of Trustees is scheduled for December 9, 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 6:54 pm.

  
Ben Mitchell, Chair  
Jeff Daubenmire, Board Secretary



**Hocking College  
Board of Trustees Action**

**Date:** December 9, 2021

**Submitted by:** Dr. Betty Young

**SUBJECT:**

Update Bylaws governing the Hocking College Board of Trustees

**BACKGROUND:**

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

**RECOMMENDATION:**

Approve updated Bylaws:

**Membership:**

Each Trustee shall hold office from the date of appointment until the end of the appointed term; provided, however, that any Trustee shall continue in office subsequent to the expiration of his or her term until a successor takes office, or until a period of sixty (60) days has elapsed, whichever occurs first for caucus appointments and until a governors appoint is made.

**Meeting Attendance:**

Virtual meeting attendance is allowed in accordance with college Policy.

**Officers of the Board:**

Officers of the Board shall be a Chair, a Vice-Chair, a Secretary, and Treasurer. Each officer shall be elected to a one (1) year term by the Board of Trustees at its annual organizational meeting held at the regular October meeting of the Board or at its next occurring meeting thereafter. The Secretary of the Board may be a person other than a Trustee. The Treasurer is not a member of the Board.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

Align Board Bylaws with Board practices including Board Committee structure.

**FISCAL IMPACT:**

None

**COMMENTS**

None



Motion to approve the reviewed Hocking College Board of Trustees Bylaws.

Adopted: 12/9/2021

Approved:   
Ben Mitchell, Chairman





**BYLAWS  
OF  
THE BOARD OF TRUSTEES  
OF  
HOCKING TECHNICAL COLLEGE**

**Updated by Motion  
at the  
December 9, 2021 Regular Meeting**

**ARTICLE I**

**Legal Basis and Authority**

Hocking Technical College originally was chartered as Tri-County Technical Institute on September 19, 1969. Its name was changed from Tri-County Technical Institute to Hocking Technical College of February 18, 1972. The Charter gave ownership of Hocking Technical College to the Board of Trustees of the College (Ohio Revised Code Section 33.57.12).

**Definitions**

**Section 1. Definitions.** In the Bylaws, the terms listed below have the following meanings:

- a) "Board" or "Board of Trustees" means the Board of Trustees of Hocking Technical College.
- b) "President" means the person appointed by the Board of Trustees to act as the executive officer of the College.
- c) Ohio Department of Higher Education (formerly Ohio Board of Regents).
- d) "Trustee" means a member of the Board of Trustees of Hocking Technical College.
- e) "College" means Hocking Technical College, aka Hocking College.
- f) "Caucus" means the caucus of the presidents of each of the boards of education of public school districts, the territories of which are embraced with the Hocking technical College's technical College District. ("Board of Education" shall include public school districts and education service centers.)

- g) "Technical College District" means the geographic area included within the Counties of Athens, Hocking, and Perry.
- h) "School District" means a public school district.
- i) "Chancellor" means the executive officer of the Ohio Department of Higher Education.

## **Article II**

### **Board of Trustees**

**Section 1. Membership.** The members of the Board of Trustees of the College shall be nine (9) in number, three (3) to be appointed by the Governor of the State of Ohio and six (6) to be appointed by the Caucus, each for a term of three (3) years. A Trustee may serve an unlimited number of consecutive terms. Appointees shall be qualified electors residing within the Technical College and shall not be employees of the College or have been a college employee within the prior five (5) years. Each Trustee shall hold office from the date of appointment until the end of the appointed term; provided, however, that any Trustee shall continue in office subsequent to the expiration of his or her term until a successor takes office, or until a period of sixty (60) days has elapsed, whichever occurs first for caucus appointments and until a governors appoint is made. The term of the office for those appointed by the Caucus shall be September 1 through August 31 with no more than two (2) Trustees having an expiring term in any year. The Caucus will be called into session by the president of the largest School District in the Technical College District.

**Section 2. Vacancy on the Board.** All vacancies in the Board of Trustees, whether caused by resignation, death, expiration of the appointed term, or otherwise, are to be filled by the authority who made the original appointment. Any Trustee appointed to fill a vacancy occurring prior to the expiration of the term for which the Trustee's predecessor was appointed shall hold office for the remainder of that term.

**Section 3. Powers and Duties.** The Board of Trustees shall have the power and duties delegated to it by the State of Ohio and the Ohio Department of Higher Education and such other powers as are necessary or incidental to exercise such specified powers. The Board of Trustees shall collectively formulate policy and delegate policy administration to the President of the College.

- a) The Board shall establish the basic qualification for, and shall appoint, a President of the College for such term and under such conditions as the Board may fix.
- b) The Board delegates to the President the authority to employ personnel needed to operate the College and all auxiliary operations. The Board

reserves the duty to appoint the College Chief Financial Officer (CFO) upon recommendation of the President.

- c) The Board will hold title to all real and personal property of the College.
- d) The Board may purchase and hold title to land, easements or rights of way which shall be necessary for proper operation of the College.
- e) The Board may sell, exchange, transfer or lease property, real or personal, owned by the Board.
- f) The Board may enter into contracts and delegates to the President the authority to enter contracts in the normal operation of the College.
- g) The Board may apply standards and requirements for admission and graduation of students that are not in conflict with standards and requirements of the Ohio Department of Higher Education and The Higher Learning Commission.
- h) The Board may institute and defend legal actions and suits.
- i) The Board shall approve an annual budget.
- j) The Board shall designate as official depository or depositories of the College, from a list of acceptable institutions provided by the chief financial officer of the College, one or more banks, savings and loan associations and/or trust companies.
- k) The Board shall adopt and give oversight to policies as may be authorized by law and may be required for effective and safe operation of the College.
- l) The Board shall establish and deactivate programs of instruction upon the recommendation of the President and approval from the Ohio Department of Higher Education.
- m) The Board shall require the execution of such studies as are necessary to ensure the services of the College are kept current with the needs in the Technical College District.
- n) The Board shall ensure facilities are maintained in an acceptable manner and are insured to the extent of insurable value against loss by fire and other perils.
- o) The Board shall exercise its governance of the College through the President.
- p) The Board shall conduct an annual evaluation of the President and conduct an annual Board self-evaluation.

**Section 4. Conflicts of Interest.** Any Trustee, officer, employee or committee member having interest in a contract or other transaction presented to the Board of

Trustees, or a Committee thereof, for authorization, approval, or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board or committee prior to its taking action on such contract or transaction. The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote, nor use personal influence, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to such contract or transaction. Such person may be counted in determining the existence of a quorum at the meeting where the contract or transaction is under discussion or is being voted upon. The minutes of the meeting shall reflect the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation, and whether a quorum was present.

**Section 5. Meeting Attendance.** Pursuant to Ohio Revised Code Section 3.17, in order to remain in the position, a Trustee must be in attendance at a minimum of three-fifths of regular, special, and emergency meetings of the Board of Trustees during any two-year period during the Trustee's term. **Virtual meeting attendance is allowed in accordance with college Policy.**

**Section 6. Compensation and Expenses.** Members of the Board of Trustees shall not be compensated for services they render as Trustees, but shall be entitled to receive reimbursement for reasonable costs of travel, meals and lodging while performing their duties as Trustees.

**Section 7. Office of Record.** The "Office of Record" and the permanent principal place of business of the Board of Trustees shall be the President's office, located at Hocking Technical College, 3301 Hocking Parkway, Nelsonville, OH 45764.

### ARTICLE III

#### Officers of the Board

**Section 1. Officers of the Board.** **Officers of the Board shall be a Chair, a Vice-Chair, a Secretary, and Treasurer.** Each officer shall be elected to a one (1) year term by the Board of Trustees at its annual organizational meeting held at the regular October meeting of the Board or at its next occurring meeting thereafter. The Secretary of the Board may be a person other than a Trustee. **The Treasurer is not a member of the Board.**

**Section 2. Terms of Office.** All officers of the Board shall be elected for terms of one (1) year and may be re-elected at the end of each term.

**Section 3. Chair.** The Chair shall preside at all meetings of the Board, and unless otherwise directed by the Board, shall have the authority to appoint members of and fill vacancies on all standing and other committees. The Board Chair shall appoint a chair of each standing committee. Subject to these Bylaws, he or she shall fix the date and time of all regular, special, and emergency meetings, and perform such other duties as may be pertinent to the office of the Chair.

- Section 4. Vice-Chair.** The vice-Chair, in the absence or incapacity of the Chair, shall temporarily assume the duties and obligations of the Chair.
- Section 5. Secretary.** The Secretary shall keep minutes of all Board meetings and shall promptly distribute copies to all Board members. He or she shall be responsible for the orderly preservation of all records pertaining to Board business, and shall perform all other duties usual to the office or imposed by the Chair or by Board action.
- Section 6. Treasurer.** The Board shall comply with the provisions of Ohio Revised Code Section 3357.10 and shall elect a Treasurer, who is not a member of the Board, to serve at the Board's pleasure. At its annual organizational meeting held at the regular October Board meeting, or at its occurring meeting thereafter, the Board may elect a new Treasurer, or the Board may re-elect the then-serving Treasurer, to serve as Treasurer until the Board next takes action to elect a Treasurer. At the conclusion of the service by a Treasurer, the Treasurer shall comply, and the Board shall ensure compliance with the provisions of Ohio Revised Code Section 3357.10(A) regarding the delivery by the then-serving Treasurer to the Board, or to the Treasurer's successor, all moneys, books, papers, and other property of the College in the then-serving Treasurer's possession.
- Section 7. President of the College.** The President of the College shall not be elected as an officer of the Board; he/she is the chief executive officer of the College.
- a) Subject to the conditions of his/her appointment by the Board of Trustees and the grant of authority approved by the Board of Trustees, the President is charged with the responsibility and the authority for the operation of the College and auxiliary operations pursuant to state and federal laws, rules and regulations and policies of the Board of Trustees.
  - b) The President shall attend and participate in, without a vote, all meetings of the Board of Trustees except when his/her absence is expressly approved by the Chair of the Board.
  - c) The President shall present recommended policies to the Board of Trustees.
  - d) The President shall recommend all educational programs and support services he/she deem to be needed by the College. Such recommendations must be financially feasible and not in conflict with standards and requirements of the Ohio Department of Higher Education and the Chancellor, and the Higher Learning Commission.
  - e) The President shall advise the Board of Trustees of the need for planning, modifying and constructing physical facilities.
  - f) The President shall advise the Board of Trustees of the financial needs of the College and shall be directly involved in fundraising by the College to complement such needs.

- g) The President is responsible for the establishment of the organization of the College.
- h) The President is responsible for other duties as assigned by the Board of Trustees.

## **ARTICLE IV**

### **Meetings of the Board of Trustees**

**Section 1. Regular Meetings.** There shall be five (5) Regular meetings per year, in addition to the October organizational meeting, that shall be scheduled each year. The meetings shall be held in accordance with Ohio open meetings law. Committees of the Board shall include the following standing committees. Ad Hoc Committees may be formed by the Board Chair from time to time to address matters not otherwise addressed in a standing committee.

- a) Standing Committees of the Board, consisting of no fewer than two (2) members each chair shall be appointed annually by the Chairperson of the Board, and each Standing Committee shall consider, report and make recommendations for action by the Board on the various policy and action matters enumerated below as follows:
  - 1) Finance and Personnel Committee
  - 2) Academic Affairs Committee
  - 3) Community Relations and Student Experience Committee
  - 4) Facilities Management Committee

The Board Chair will designate a Chair for each Standing Committee.

**The Executive Committee** shall be made up of the Chair of the Board, Vice Chair and Chair of the Finance Committee, and have broad powers to act in all matters not deemed by the Chairperson of the Board and the President of the College as of importance to command the immediate attention of the entire Board. All actions of the Executive Committee shall be subject to approval by the Board, except those wherein the Board has delegated to the Executive Committee or the President full power to act for the Board.

**The Executive Committee's authority** is derived from the authority of the entire board. The Executive Committee serves as a sounding board for management on emerging issues, problems, and initiatives and shall have the authority to consult with the President on all matters including but not limited to the appointment of executive and Board officers, general governance policies and procedures, appointment of future trustees, and business not specifically assigned to another Standing Committee, although the Executive Committee may engage in any discussion with the President that is critical to the mission of the College, the Board and decision makers for the College.

**The Finance and Personnel Committee** is a standing committee composed of members of the Board charged with advising the Board concerning the financial affairs of the college. The Finance and Personnel Committee recommends an annual budget and an outside auditor to the Board, recommends financial and other policies, assesses the financial impact of all policies and activities on the College, monitors College investments, and undertakes other appropriate projects as requested. This Committee also functions as the Audit Committee.

In addition, this Committee oversees the College's human capital in terms of compensation and benefits, recruitment, retention, discipline and termination of employees. Oversees the Board and Presidential evaluation and the compliance with Federal and State Laws and regulations concerning wage and hours, appropriate classification of employees and recommendations concerning collective bargaining agreements, disputes and issues.

**The Academic Affairs Committee** oversees all activities that support the academic mission of the College. It includes oversight of accreditations, articulation of the academic mission of the College, enhancing the quality of the academic programs, fostering faculty and student development and success. Oversees the success of recruitment, retention and completion of students. In addition, oversees and supports Community Relations throughout the districts and with College Partners.

**Community Relations and Student Experience Committee** oversees all activities that support the student experience and mission of the College. Supports student services including, but not limited to, Athletics, Food Service, Dorms, and Co-Curricular activities.

**The Facilities Committee** broadly oversees the College's physical assets, its land, buildings, equipment and technology infrastructure. More specifically, to maintain the adequacy and condition of capital assets.

- b) The Chairperson of the Board and the President or his or her designee shall be ex-officio members of all Standing Committees; however, neither is eligible to serve as a voting member of a Standing Committee in his or her ex-officio capacity.

**Section 2. Special Meetings.** Special meetings of the Board of Trustees may be called by the Chair of the Board. Trustees will be notified by letter, telephone or electronically. The notification will include the date, time, place and purpose of the Meeting. Business will be confined to the advertised purpose. Notification will be sent so as to reach Trustees at least 24 hours prior to the meeting.

**Section 3. Emergency Meetings.** Emergency meetings may be called by the Chair of the Board due to the occurrence of an unforeseen emergency that requires immediate action. Trustees will be notified via telephone or electronically. The notification will include the date, time, place and purpose of the Meeting. The media will be notified in a like manner. Business will be confined to the advertised purpose.

- Section 4. Notice of Regular Meetings.** Notification of regular meetings shall be made as the Board directs. Unless otherwise specified in meeting notices, regularly scheduled meetings will be held on the main campus of the College at 3301 Hocking Parkway, Nelsonville, Ohio 45764.
- Section 5. Quorum.** A majority of the Trustees holding office shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees.
- Section 6. Manner of Acting.** The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees. Robert's Rules of Order shall apply at meetings of the Board unless the Board otherwise elects to act.
- Section 7. Presumption of Assent.** A Trustee who is present at a meeting of the Board when action is taken shall be deemed to have assented to the action taken unless: (a) the Trustee objects at the beginning of the meeting (or promptly upon the arrival of the Trustee) to holding the meeting or transacting business at the meeting, (b) the Trustee's dissent or abstention from the action is entered into the minutes of the meeting, or (c) the Trustee files a written notice of dissent or abstention to such action with the presiding officer of the meeting before the adjournment thereof or with the Secretary promptly after adjournment of the meeting. Such right of dissent or abstention shall not apply to a Trustee who voted in favor of the action taken.
- Section 8. Open Meetings Law.** All meetings of the Board of Trustees and its committees shall be conducted in compliance with the applicable provisions of the Ohio Revised Code and Ohio Administrative Code regarding open meetings.
- Section 9. Delegations.** Individuals or delegations may be heard by a committee of the Board of Trustees upon the consent of the Chair of the Board with no less than 10 days notice.
- Section 10. Personnel Appeals.** The Board may hear appeals from non-bargaining unit employees and employees reporting directly to the President after due process procedures have been exhausted. Such appeals must be presented to the Chair of the Board.
- Section 11. Preparation of the Agenda.** The President of the College and the Chair of the Board will develop the agenda for each meeting of the Board of Trustees. Trustees and others may present items for consideration. If they do so, items must be presented at least fourteen (14) days prior to the meeting. Copies of the Agenda will be sent to Trustees at least five (5) days prior to the meeting. Under emergencies, items may be added to the Agenda.

## **ARTICLE V**

### **Policies and Procedures**



**Section 1. Adoption.** Pursuant to Ohio Revised Code Section 3357.06, these Bylaws shall be deemed adopted upon affirmative vote of a majority of all Trustees then holding office on the Board. The adoption of these Bylaws by the Board of Trustees shall repeal all previous Bylaws.

**Section 2. Amendments.** Amendments to these Bylaws may be proposed at the regular October meeting of the Board of Trustees. Amendments shall be effective upon the affirmative vote of the majority of all Trustees then serving on the Board at a meeting of the Board of Trustees. The Secretary shall maintain a record of all amendments of these Bylaws.



**Hocking College  
Board of Trustees Action**

**Date:** December 9, 2021

**Submitted by:** Dr. Betty Young

**SUBJECT:**

Board Governance Policies

**BACKGROUND:**

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

**RECOMMENDATION:**

Recommend approval of the reviewed Board Governance Policies:

Add Virtual Board Meeting Attendance to Board Governance Policies.

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

None

**FISCAL IMPACT**

No direct fiscal impact.

**COMMENTS**



Motion to approve the reviewed Board Governance Policies.

Adopted: 12/9/2021

Approved:   
Ben Mitchell, Chairman



# HOCKING COLLEGE

## **Policy Manual Board Governance**

## Board Governance Policy Index

<b><u>Title</u></b>	<b><u>Policy #</u></b>
Board Policy Governance .....	1.0
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**Policy Category:** Board Governance Policy

**Policy Number:** 1.0

**Policy Issued:** February 9, 2016

**Policy Title:** Board Policy Governance

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Hocking College Board of Trustees operates under Policy Governance and conduct business in accordance with the By-Laws of the Board, local, state, and federal laws and regulations. The official title of the governing body of Hocking Technical College (the "College") is the Board of Trustees of Hocking College (the "Board"). The Board constitutes a body corporate and has the exclusive power, consistent with state and federal trust law, to govern and oversee the leadership and management of the programs offered by the College. All authority not vested by the laws of the state, the accreditation commission, and the U.S. Department of Education, or other accrediting entities is reserved to the Board. The Board, in its efforts to represent the community it serves, governs the College through the administration, to promote education for the benefit of the entire community.

The Board, being composed of lay members, shall exercise the traditional and time-honored role as it has evolved in the United States and shall constitute the keystone of the governance structure. In this regard, the Board:

1. Is expected to preserve institutional independence and to defend its right to manage its own affairs through its chosen administrators and employees.
2. Shall enhance the public image of the College under its governance.
3. Shall interpret the community to the campus and interpret the campus to the community.
4. Shall nurture the College under its governance to the end that it achieves its full potential within its role and mission.
5. Shall insist on clarity of focus and mission of the College under its governance.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.01

**Policy Issued:** February 9, 2016

**Policy Title:** Mission

**Policy Approved:** December 13, 2016

**Resolution #:** 2017-05 – Board Governance Policies

**Pages:** 1 of 1

The College's mission: We serve as a pathway to prosperity, teaching and inspiring all who seek to learn; growing careers and changing lives.



**Policy Category:** Board Governance Policy  
**Policy Number:** 1.02  
**Policy Issued:** February 9, 2016  
**Policy Title:** Trustee, Organization Meetings and Conduct  
**Policy Approved:** February 9, 2016  
**Resolution #:** 2016-12 – Board Governance Policies  
**Pages:** 1 of 1

The Board of trustees shall meet for regular meetings a minimum of six (6) times per year. Public Notice of regular meetings and special meetings will comply with State law.

The Board of Trustees of Hocking Technical College shall be composed of:

- Three (3) Governor appointees
- Six (6) Local School Board appointees

Local School Board appointees shall be selected by caucus consisting of the chair of each local school district in the College service area. The College is committed to equitable representation from each of the three counties of the Hocking College service area, Hocking, Athens, and Perry Counties.





**Policy Category:** Board Governance Policy

**Policy Number:** 1.03

**Policy Issued:** February 9, 2016

**Policy Title:** Board Duties

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 Board Governance Policies

**Pages:** 1 of 1

The Board has numerous powers and duties, including but not limited to the following:

1. Duty to govern through Policy adoption
2. Appoint and evaluate the President, and assist the President in the achievement of performance goals.
3. Adopt a budget and ensure the President files a copy of the annual operating budget and subsequent amendments with the appropriate state agency.
4. Approve required reports to governing authorities.



**Policy Category:** Board Governance Policy  
**Policy Number:** L.04  
**Policy Issued:** February 9, 2016  
**Policy Title:** Conflict of Interest Policy  
**Policy Approved:** February 9, 2016  
**Resolution #:** 2016-12 – Board Governance Policies  
**Pages:** 1 of 2

#### Duties of College officers and trustees.

Each College officer and trustee owes a duty of loyalty to the College, and must avoid conflicts of interest. Conflicts of interest arise in many forms and contexts, and adherence to this policy will not, in and of itself, relieve a College officer or trustee of liability under Ohio ethics laws or other laws governing trustee and officer behavior. It is each College officer's and trustee's individual duty to avoid conflicts of interest, and to disclose conflicts when they arise.

#### Conflicts of interest.

Conflicts of interest commonly exist when a trustee or officer faces competing loyalties. A conflict of interest does exist when any actual or contemplated transaction or contractual relationship involves the College on one side, and any of the following on the other side:

1. (1) A College officer or trustee.
2. (2) A family member of a College officer or trustee.
3. (3) An organization affiliated with a College officer or trustee.

#### Required actions.

(1) Upon first learning of a conflict of interest, the College trustee or officer shall fully disclose in writing to the full Board and the College President the precise nature of the conflict, including without limitation all relationships and business affiliations that could reasonably be expected to give rise to a conflict of interest involving the College.

(2) College trustees and officers must also timely file any required financial disclosure forms as may be required by applicable law.



(3) Any Board resolution involving a conflict of interest shall be treated separately. The conflicted trustee must clearly abstain from voting.

#### Prohibited actions.

Trustees and officers who have a conflict of interest in any matter being considered by the Board (including any committee of the Board) must not:

- Participate in consideration of the matter, unless and to the extent the Board or the College President requests input.
- Vote on, recommend, debate, or execute any contract directly relating to, the matter.

#### Transactions.

A transaction is an event involving an exchange of something of value. Usually (but not always) transactions are memorialized in a purchase order or other written contract. Examples are extensive, and include without limitation real estate leases, procurements of goods, software licensing, and execution of professional services agreements.

#### Affiliated organizations.

An organization is “affiliated” with a College officer or trustee if a trustee or officer, or a family member of a trustee or officer:

- Is an officer, director, trustee, partner, employee, or agent of an organization involved in, or being considered for, a business relationship with the College; or
- Is the actual or beneficial owner of more than five percent of the voting equity or controlling interest of such an organization; or
- Has any other direct or indirect dealings with such an organization giving rise to a financial interest or fiduciary duty.

#### Family members.

A “family member” is a spouse, domestic partner, parent, grandparent, grandchild, child, step-child, adopted child, foster child, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, half-brother, or half-sister.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.05

**Policy Issued:** February 9, 2016

**Policy Title:** Planning and Achievement

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The College shall honor its mission, vision, and values, while setting and achieving its goals. Goals will be achieved by engaging employees and resources as directed in a strategic plan, while operating in accordance with College policies and procedures.

Policies, and the procedures that operationalize them, establish College- wide rules and processes that unite the College community in a daily effort to accomplish the College's mission, vision, values, and goals. Whereas the strategic plan mobilizes employees and resources through long-term, annual, and individual goals. Procedures direct day- to-day decision making, set behavioral parameters, and establish specific goals in compliance with College policies.

Hocking College's strategic plan shall facilitate achievement of the College's mission, vision, and values. Annual goals shall flow from the strategic plan. The College shall pursue operational excellence as it achieves its annual goals.

Operational excellence flows from the establishment and maintenance of a system of policies and procedures. Pursuant to Board bylaws and Ohio statute, the Board holds authority to operate the College, but delegates this authority to the President through policies. The College shall establish and maintain policies and procedures in order to support and promote operational efficiency and effectiveness.



**Policy Category:** Board Governance Policy  
**Policy Number:** L.06  
**Policy Issued:** February 9, 2016  
**Policy Title:** Rulemaking Policy Governance  
**Policy Approved:** February 9, 2016  
**Resolution #:** 2016-12 -- Board Governance Policies  
**Pages:** 1 of 2

#### Policies.

Are established through Board action. Board policies create a framework within which the President or other officers of the College are directed or authorized to take discretionary action in a specific area. Policies delegate elements of the Board's authority to operate the College.

#### Procedures.

College procedures are specific statements of process or means by which policies shall be fulfilled or implemented. Like policies, procedures generally have a broad impact. They may reach beyond any one College department to unify students, employees, multiple College departments, and other individuals or organizations in a common process. The President of the College is responsible for developing and implementing such procedures.

#### Departmental directives.

Departmental directives are typically minor internal forms, work instructions, guidelines, and other directives that do not have substantive impact beyond one College department. They are not official rules of the College, but rather serve as instructions important to the internal operations of a department.

#### Rules.

Rules are duly adopted College policies and procedures. Departmental directives are not rules of the College.

Subject to the Board's sole authority to adopt, modify, and rescind policies, the President or the President's designee(s) shall lead and coordinate policy and procedure development efforts for the college. Policies and procedures shall be implemented as a foundation for the College's operations, and shall be integrated into the College's planning, continuous improvement, and quality assurance efforts. Specifically, the President or the President's designee(s) shall:

- Analyze existing federal, state, and local statutes, regulations, and case law for impact on policy and procedure; formulate recommendations; and communicate recommendations to the Board of Trustees.
- Monitor proposed federal, state and local laws and regulations, and developing case law; formulate recommendations; and communicate recommendations to the Board of Trustees.
- Once every five years, lead a comprehensive policy and procedure review project.
- Routinely develop recommendations to ensure that the Board and the College are complying with Ohio legal requirements relating to policy and procedure development.
- Participate in the strategic planning, annual planning, and quality assurance planning processes in order to encourage continuous improvement of policies and procedures so that they better support efficient and effective operation of the College toward achievement of its goals.
- Periodically participate in training programs that educate College leadership about the legal and operational aspects of policies and procedures.
- Communicate policies, procedures, and related matters to students, employees, and trustees in an appropriate manner.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.07

**Policy Issued:** February 9, 2016

**Policy Title:** Delegation of Authority

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 Board Governance Policies

**Pages:** 1 of 1

The Board retains all authority except as delegated to the President (Policy 1.11) to govern the institution and may delegate certain aspect of the authority to make decisions, manage activities, and conduct the business of the institution as deemed appropriate by a majority vote of Board members.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.08

**Policy Issued:** February 9, 2016

**Policy Title:** Authority Delegation to the President/Chief Executive Officer

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Board delegates to the President of the College, the authority to conduct the daily operations of the college including making decisions in regard to academic programming and awards, student services, and business decisions not specifically limited to the Board by law or in a separate policy.





**Policy Category:** Board Governance Policy

**Policy Number:** 1.09

**Policy Issued:** February 9, 2016

**Policy Title:** Contractual Authority

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The President will be responsible for developing a process for procurement and contractual activities of the college. The President will follow best business and legal practices.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.10

**Policy Issued:** February 9, 2016

**Policy Title:** Signatory Authority of the President

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The President has the authority to enter into agreements as needed to perform the mission of the college.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.11

**Policy Issued:** February 9, 2016

**Policy Title:** Honorary Degree

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

Honorary degrees are conferred to recognize outstanding individuals for their significant contributions to society and are a centuries-old tradition of the academic community. Honorary degrees have great value to the College, the recipient, the community, and society. Honorary degrees are not earned through academic achievements, rather through generous and altruistic actions or lifetime accomplishments that benefit a community, nation, or humanity in general.

It is the policy of Hocking College to award honorary degrees on a selective basis to distinguished individuals who merit special recognition for outstanding leadership, achievement and/or service to community, achievement in career, support for Hocking College students and our mission.

The President is authorized to award honorary degrees for Hocking College.



**Policy Category:** Board Governance Policy

**Policy Number:** 1.12

**Policy Issued:** February 9, 2016

**Policy Title:** Audits

**Policy Approved:** February 9, 2016

**Resolution #:** 2016-12 – Board Governance Policies

**Pages:** 1 of 1

The Board will ensure that there is an annual external audit of all financials and resources. The Board will accept the annual audit upon completion.



**Policy Category:** Board Governance Policy

**Policy Number:**

**Policy Issued:**

**Policy Title:** Ethics Policy and Required Ethics Training

**Policy Approved:**

**Resolution #:**

**Pages:** 1 of 1

Policy to be presented at February 16, 2017 Board Meeting

Hocking College  
Board of Trustees Action

Date February 16, 2017

Submitted by: Dr. Betty Young

**SUBJECT:**

Board Governance Ethics Policy

**BACKGROUND:**

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

Ethics policies support a culture of transparency, trust, and integrity in all Board of Trustees' leadership and business practices. The policy supports the Board of Trustees, in accordance with ethical guidelines, to ensure that members of the Board of Trustees conduct themselves in a manner that fosters public confidence in the integrity of the Board

**RECOMMENDATION:**

Adopt the Board Governance Ethics Policy attached to this resolution

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT**

The Board Governance Ethics Policy sets forth elements necessary to ensure compliance with Ohio's Ethics Laws as codified in Chapters 102 and 2921 of the Ohio Revised Code and as interpreted by the courts of this State and by the Opinions of the Ohio Ethics Commission (the "Ethics Laws")

**FISCAL IMPACT**

No direct fiscal impact

Policy Category:	Board Governance Policy
Policy Number:	E.13
Policy Issued:	February 16, 2017
Policy Title:	Ethics Policy
Policy Approved:	February 16, 2017
Resolution#:	2017-08
Pages:	1 of 1

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#### Purpose:

*This policy supports a culture of transparency, trust, and integrity in all Board of Trustees' leadership and business practices.*

It is the policy of the Board of Trustees to carry out the College Mission in accordance with ethical guidelines and to ensure that members of the Board of Trustees conduct themselves in a manner that fosters public confidence in the integrity of the Board.

#### Adherence to Ethics Laws

The Board of Trustees shall adhere to the ethical standards as embodied in Ohio's Ethics Laws as codified in Chapters 102 and 2921 of the Ohio Revised Code and as interpreted by the courts of this State and by the Opinions of the Ohio Ethics Commission (the "Ethics Laws").

#### Financial Disclosure

Every member of the Board of Trustees shall file a financial disclosure statement with the Ohio Ethics Commission each year. See

#### Conflicts of Interest

The Board of Trustees shall avoid conflicts of interest pursuant the Hocking College Board Governance Conflict of Interest Policy (2017) incorporated herein by reference.

#### Required Ethics Training

The Board of Trustees shall participate in annual Ethics training.

## Hocking College

### RESOLUTION 2017-08 Board Governance Policies

**WHEREAS**, the Board of Trustees using Policy Governance establishes policies for Hocking College operations and,

**NOW THEREFORE BE IT RESOLVED**, that the Hocking College Board of Trustees has reviewed the Board Governance Ethics Policy attached to this resolution,

**BE IT FURTHER RESOLVED**, the Hocking College Trustees hereby approve acceptance of the Board Governance Ethics Policy. Policy Number 1.13.

Adopted: February 16, 2017

Approved:   
Ben Mitchel, Vice-Chairman





**Policy Category:** Board Governance Policy

**Policy Number:** 1.14

**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 Financial Update FY2022 Through 10/31/2021

## BUDGET TO ACTUAL COMPARISON

	ANNUAL BUDGET (000'S)	YEAR TO DATE ACTUALS (000'S)	STATUS
REVENUE	\$ 35,971	\$ 18,233	On track to meet budget
EXPENSE	\$ 35,971	\$ 12,762	On track to meet budget
NET	\$ 0	\$ 5,471	

## LIQUIDITY AND FUNDING FIGURES

	OCT 2021 (000'S)	OCT 2020 (000'S)	YOY NET CHANGE
OPERATING CASH	\$ 8,113	\$ 8,028	\$ 85
RESERVES & ENDOWMENTS	\$ 6,658	\$ 5,300	\$ 1,358
CAPITAL FUNDS AVAILABLE	\$ 4,453	\$ 2,647	\$ 1,806
COVID RELIEF FUNDS AVAILABLE	\$ 8,872	\$ 1,755	\$ 7,117

### **Budget to Actuals Detail**

College operating and auxiliary revenues are at \$18.2 million or at 51% of the budgeted level for the full year. Based on current revenue levels and projected levels of revenue for the remainder of the year, the College should meet or exceed its FY 2022 budgeted revenue.

The College's total revenues through October have increased \$0.5 million or 3% year-over-year.

Operating and auxiliary expenditures total \$12.8 million through October, which equates to 35% of the budgeted level for the full year. Expenses are on pace to be at or below budgeted levels for the full year.

The College's total expenses through October are \$1.1 million higher than at the same point last year— however, much of the increase is due to timing differences of payables, expenditures from the Lodge (which has compensating revenues), and increases in food costs associated with Dining Services.

### **Liquidity Detail**

The College has a current operating cash balance of \$8.1 million or approximately 82 days of cash on hand. This is an increase of \$0.1 million from the year prior. The College's operating cash is seasonal and will tighten over the coming months, however the College is well positioned to maintain solid liquidity through the winter with current projections showing that it will reach a low of 60 days of cash on hand before cash balances will increase again during the spring term.

Strategic reserves total \$4.8 million and student fee reserves total \$0.5 million for a total of \$5.3 million in reserves. College Endowments total \$1.3 million, making the amount of reserves and endowments total \$6.7 million. Total reserves and endowments are \$1.4 million better than the prior year.

COVID-19 related federal relief funds remaining totals \$8.9 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.



**Hocking College  
Board of Trustees Action**

**Date:** December 9, 2021  
**Submitted by:** Jacqueline C. Hagerott

**SUBJECT:** Public Records Policy

**BACKGROUND:**

Ohio Revised Code (ORC) Section 149.43 (E)(2) requires all public offices to adopt a public records policy in compliance for responding to public records requests.

**RECOMMENDATION:** Adopt the Public Records Policy pursuant to Ohio Revised Code Section 149.43 (E)(2).

**ORGANIZATIONAL/ADMINISTRATIVE IMPACT:**

Hocking College is in compliance with the law.

**FISCAL IMPACT:** None



Motion to approve the Public Records Policy

Adopted: 12/9/2021

Approved:   
Ben Mitchell, Chairman



**Policy Category:** Administrative

**Policy Number:** 2.30

**Policy Issued:** December 9, 2021

**Policy Revised:**

**Policy Reviewed:** December 9, 2021

**Policy Title:** Public Records

**Policy Board Approved:** Pending Board Approval December 9, 2021

**Purpose**

Ohio Revised Code (ORC) Section 149.43 (E)(2) requires all public offices to adopt a public records policy in compliance for responding to public records requests. Public records requests shall be processed pursuant to procedures established by the College that are in compliance with ORC Chapter 149.

**Policy**

Hocking College will comply with the Ohio Public Records Act.

**Definitions**

Pursuant to ORC 149.011(G), a “record” is any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”