



BOARD OF TRUSTEES MEETING
Monday, August 27, 2018
6:00 p.m.
The Lodge
Regular Meeting
Committee Meetings – 5:30 pm

- **Call to Order (5 min*)** Chairman Johnson
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from Monday, June 4, 2018 (5 min)** Chairman Johnson
- **President’s Report (30 min)** Dr. Young
- **Academic Affairs Committee Report (10 min)** Trustees Mitchell / Fischer
 > Update from Vice President
 > Approval of Textbook Selection Policy
 Dr. Davis
- **Student Experience Committee** Trustees Forte/S. Brooks / Mr. White
 > Update from Vice President
- **Finance Committee Report (10 min)** Trustees Mike Brooks / Addington
 > Resolution – Efficiency Report
 Ms. O’Donnell
- **Facilities Committee Report (5 min)** Trustee Budzik/Mr. Daubenmire
 > Update on Projects
 > Approval of Contractor
 > Approval of HVAC Contractor
 > Motion to Authorize President for Property Acquisition
- **Personnel and Community Relations Committee Report (5 min)** Trustee Stone/Ms. Hagerott
 > Update from Vice President
- **Chairman’s Report (10 min)** Chairman Johnson
- **Executive Session (10 min)** Chairman Johnson
- **New Business (5 min)** Chairman Johnson
- **Adjournment** Chairman Johnson
 - **Event Schedule**
 - ❖ September 29, 2018 – Homecoming at Hocking College – Game at 1:00 pm
 - ❖ October 15, 2018 – Next Board of Trustees Meeting

***Estimate time allotted for each agenda item is noted in (). Please allow 2 hours for regular meetings.**

Our Mission

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

August 27, 2018

The regular Meeting of the Hocking College Board of Trustees was held Monday, August 27, 2018, at The Lodge of Hocking College, Nelsonville, Ohio.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Dr. Myriah Davis, Vice President of Academic Affairs and Workforce Development; Ms. Jacqueline Hagerott, Vice President of Campus and Community Relations/Ombudsman; Jeff White, Vice President of Student Experience and Human Resources; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Denise O'Donnell, Vice President of Financial Services / CFO; Steve Wilson, CIO Information Technology; Elizabeth Howell, AG's Office and Christine Hayes, AG's Office.

Additional attendees: Staff, Bargaining Units Representatives, and media.

CALL TO ORDER

Chairman Johnson called the meeting to order at 6:00 pm.

ROLL CALL

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Mike Brooks, Stuart Brooks, Mike Budzik, Dan Fischer, Leon Forte', Ben Mitchell, and Chairman Johnson.

Board members absent: Trustees Addington and Stone

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Johnson asked if there were any changes to the minutes from the June 4, 2018, regular meeting. A motion was made by Trustee Fischer and seconded by Trustee Mike Brooks to approve the June 4, 2018, Board of Trustees minutes. The motion was unanimously approved.

OATH OF OFFICE

Chairman Johnson reported that Governor Kasich has reappointed Ben Mitchell to the Hocking College Board of Trustees. Chairman Johnson asked Trustees Mitchell to stand and repeat the oath for office. His term will end on August 26, 2021.

PRESIDENT'S REPORT

Dr. Young reported on the following:

- Enrollment: Dr. Young reported the College has worked very hard on enrollment. Later tonight you will meet the Program Managers who are working with the enrollment team. The Border Scholarship is working. Last year we had 55 students and this year we have 77. Our new programs are working well with over 100 new students. The final enrollment report is due the 15th day.
- Student Success – Dr. Young commented we had a student who completed their studies in Natural Resources and then re-enrolled into the Cyber Security program. However, this student has now left us to accept a great position in Natural Resources and we are happy for him. We have students who complete one year for example in carpentry, electrical, etc. and obtain great jobs. These are great success stories, however may reflect as non-completers in our data.
- As President of Hocking College, I am going to “preach” a little tonight and hope to have a conversation with whomever the new governor will be about the very real financial struggles of our students. She stated that “we as a society,” need to do a better job in helping students financially to achieve their goals. Each year, the College takes on more bad debt due to students inability to pay. Dr. Young commented that each year we tell students, “study hard in high school” so you can go to college. So, they do their best and come to college, where society then “pulls the rug” out from under them as they are not fully funded to attend college. Pell grants help out at approximately \$6100 annually and that is a great start. However, this covers tuition, not full cost. There are living expenses, transportation, etc. Hocking College is investing over \$1m in student employment just to give students 15 hours a week for living expenses, but this is still not enough. Dr. Young estimated there are approximately 400 students in our region that will not be attending college because they do not have the financial resources. She related a story from just today where a student had tears in his eyes because he did not have enough money for his knives for the culinary program. He was ready to drop out and the mother said no, he will attend, but she had no credit and is a single parent. Dr. Young stated as a society we cannot keep doing this to our young people. She stated that OCOG while not enough, could help, but is not available to 2-years college students. Private colleges, for profit and universities are qualified for this funding. How is this fair?

Dr. Young also reported we do not have enough students for jobs in many of our fields.. Chef Alfonso told her, as an example, he has places calling and asking for our graduates, but we do not have enough people to send. Dr. Young stated she is on her “soap box” tonight, but we as a society have to do better. There are too many young people who need financial assistance, and employers who need our grads. We have to do better about changing public policy to support students.

Dr. Young commented that equipment is expensive and gave examples of heavy equipment, etc. She stated that right now the health programs need a simulator for OB and PD students to meet clinical hour requirements. This piece of equipment costs over \$250,000. The College has applied for an Ohio Rapids grant and are waiting to see if we are approved. In the meantime, I have 25 students sitting and waiting for that money to come in so we can advance them. Unfortunately, it is all about the money. Education is not free and we need continued support to be able to do the work. Dr. Young commented if it were not for the ARC and State Department of Higher Ed grants that we received, we would have more students waiting. The situation is critical. She stated we will be talking to legislative representatives, etc. to stress the need.

- Video – Dr. Young then shared a power point presentation with the Board and those present. The video included:
 - ❖ A short video from “Out-N-About in Columbus” a program that is aired on Sundays for ABC – Channel 6; highlighting Hocking College
 - ❖ There was a segment on WBNS – Channel 10 regarding Hocking College’s new Medical Cannabis Program. The curriculum has been approved by the State of Ohio and is now awaiting approval from HLC.
 - ❖ Dr. Young spoke to several young people from Skills USA.
 - ❖ The Ribbon Cutting for GoBus Ticketing which took place July 12. Students and the local community can now buy tickets here on campus.
 - ❖ Dr. Young wanted to thank Rocky Boots for securing the proper shoes for Hocking College’s new Bike Patrol Unit. She commented the Bike Patrol unit will be more visible to the students and staff and encouraged everyone to say hello.
 - ❖ Hocking College has a new Mobile App. Dr. Steve Wilson, CIO, explained what the app will do and how it will benefit students as well as staff. Steve reported they are making use of devices that students already have. He stated as of the first week there were 1,000 downloads. The class schedule has been viewed more than 7,000 times. So, students are using the app. He stated if any of the board members would like the app on their phone, he would be happy to assist them in doing so. The app can also more effectively target admissions and marketing activities.
 - ❖ Automated Attendance Pilot – Dr. Wilson next reviewed the “automated attendance pilot” and stated this is meeting one of the College’s Strategic Priority’s on Engagement. Steve stated part of success is showing up to classes. With this pilot, we are hoping to offer proactive interventions before it is too late for students to “catch-up” in their classes. Attendance is also used for reporting to state and federal agencies.

- Program Managers – Dr. Davis explained the role of the program managers to the Board and stated Hocking College has implemented the manager model. She stated to date they have over 30 program managers who are experts in their field. Dr. Davis then introduced the program managers to the

Board and gave an overview of their qualifications. Part of their role includes program retention, marketing, enrollment, supervising faculty, advising committees, curriculum and teaching.

- Curriculum design program – Ms. Jacqueline Hagerott reported the College will be going through a total curriculum design with the hopes of lowering costs through a subscription of course materials. All first year courses will go through a conversion process. Fall of 2019 is the start of the new format.

Ms. Hagerott reported there would be continuous quality improvement for every course. All courses will have gone through assessment, meet industry needs, go to advisory committees, and will meet any State requirements.

- Student Experience – Mr. Jeff White presented “Beyond the Horizon: HR and Student Experience.” He gave an overview of “Onboarding and the One-Stop.” He commented they will be taking a holistic review from recruiting the student to all steps in between, retention, engagement, achieving goals, etc.

The student center is the hub for student life. Mr. White commented they would be reviewing the dining hall, athletics department, and human resources in regard to student employment. He commented they want to make sure the classroom experience along with the social experience is second to none.

Deneene Merchant is the Executive Director of Financial Aid and has been working on the On-Boarding of the new student which includes Admissions, Registrar, How to pay for College, Electronic Resources, Housing, other items, such as the “Selective Service.” They are working on stream lining the admissions process, such as having one sign-in place.

- Closing the President’s Report – Dr. Young reported as part of Cornerstone the College will be hosting a dinner at Rhapsody for students. The students are expected to go to the Career Center, review a movie, have business cards made, dress the part, and be assigned a table where lessons in business etiquette will be taught. She commented she taught these types of classes in Jamaica for their high school and college teachers and it was extremely successful. Dr. Young is hoping to have a board member or campus staff at each etiquette session and perhaps a business representative from the Community attend.

Dr. Young stated next month she would be “Sharing Hocking’s Story” at ACCT in New York and she will be a keynote speaker at the NACCE Conference in Fort Worth, Texas.

ACADEMIC AFFAIRS COMMITTEE REPORT

Dr. Davis presented the "Textbook Selection Policy" to the Board for consideration.

Textbook Selection Policy

Background:

The board of trustees of each state institution of higher education as defined in section 3345.011 of the Revised Code shall adopt a textbook selection policy as required by section 3345.025 of the Revised Code for faculty to follow in selecting and assigning textbooks and other instructional materials for use in courses offered by the institution. The policy shall include faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials.

Recommendation:

The Hocking College Board of Trustees approve the Textbook Selection Policy, as required by section 3345.025 of the Revised Code.

Organizational / Administrative Impact

Hocking College is developing a Course Design Model which provides a process to implement the Textbook Selection Policy. The Hocking College Course Design Model provides design teams (including an instructional designer, developer(s), and content expert(s)) with a structure to create quality higher education curriculum.

This will be accomplished by:

- Applying a stage-by-stage process for the development of courses;
- Incorporating a balanced learning format and learning styles to maximize student engagement/retention and success/completion;
- Providing faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials; and
- Integrating the assessment cycle to provide evidence that students have met measureable program outcomes and course objectives for continuous quality improvement.

Fiscal Impact

The College is committed to decreasing the cost of course materials by using cost effective resources such as open educational resources (OER) as part of a textbook affordability measure which will result in an increase in student retention and completion resulting in a financial gain for the institution.

Motion – A motion was made by Trustee Mitchell to approve the Textbook Selection Policy as presented to satisfy ORC 3345.025 and was seconded by Trustee Forte'. The motion was unanimously approved.

STUDENT EXPERIENCE COMMITTEE

Mr. White stated he had nothing additional to report.

FINANCE COMMITTEE REPORT

Ms. O'Donnell presented the Fiscal Year 2018 Efficiency Report to the Board for their consideration.

Fiscal Year 2018 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. Given the due date of this report.

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 potential efficiency gains.

Recommendation

The Board of Trustees approve the motion to accept the Hocking College Fiscal Year 2018 Efficiency Report.

Organizational / Administrative Impact

Various cost reduction across the organization and overall improvements in efficiency.

Fiscal Impact

Overall operational budget reduction in fiscal year 2019. Fiscal Year 2018 had a budget of \$30,798,069 compared to \$30,174,373 lowering by \$623,696.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Mike Brooks to approve the Fiscal Year 2018 Hocking College Efficiency Report. House Bill 49 section 381.550 requires that the Board of Trustees of each public institution of higher education approve the institutions efficiency report submitted to the Chancellor. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT

Trustee Budzik presented a power point on the many projects that are taking place on the Hocking College campus. He commented that many of the projects are self-performing and involve students. Trustee Budzik stated that since our last meeting in June 2018, 45 projects have been completed. He commented this is impressive. Much of the work is done by students and is quality work. The College is saving money and the students are learning a much needed skill. It is a win, win situation. Trustee Budzik commented this work is exciting.

Contract – KAL Electric – Trustee Budzik presented the following:

Background

The College seeks to make improvements to the Sylvania Avenue property, specifically electrical services to and within the building.

Recommendation

It is recommended the College approve KAL Electric as the electrical contractor for the Sylvania Avenue property.

Organizational / Administrative Impact

This improvement will provide instructional and operational lab spaces at the Sylvania facility.

Fiscal Impact

The work is part of the College's investment in infrastructure and will be paid from reserve funds with an estimated cost of \$403,163.

Motion

A motion was made by Trustee Stuart Brooks to approve KAL Electric as the electrical contractor for the Sylvania Avenue property. The motion was seconded by Trustee Mitchell and unanimously approved.

HVAC Contractor

Background

The College seeks to make improvements to the Sylvania Avenue property, specifically HVAC services within the building.

Recommendation

It is recommended the College approve TP Mechanical as the HVAC contractor for the Sylvania Avenue property.

Organizational / Administrative Impact

This improvement will provide instructional and operational lab spaces at the Sylvania facility.

Fiscal Impact

The work is part of the College's investment in infrastructure and will be paid from reserve funds with an estimated cost of \$268,400.

Motion

A motion was made by Trustee Mike Brooks to approve TP Mechanical as the HVAC contractor for the Sylvania Avenue Property. The motion was seconded by Trustee Fischer and unanimously approved.

Property Acquisition

Background

The College seeks to provide practical hands on learning opportunities for its students. In addition, the College desires to be a good community partner and support the enhancement of the Nelsonville community.

Recommendation

It is recommended the Hocking College Board of Trustees authorize the President to purchase property to be used for its construction and remodeling programs.

Organizational / Administrative Impact

This purchase would provide a live learning site for students to have practical hands-on experience remodeling a property and fulfilling learning outcomes of the curriculum in this process.

Fiscal Impact

Purchase from reserve funds amount to be determined.

Motion

A motion was made by Trustee Fischer to authorize the President to purchase property to be used for its construction and remodeling programs. The motion was seconded by Trustee Mitchell and unanimously approved.

PERSONNEL AND COMMUNITY RELATIONS COMMITTEE REPORT

Ms. Hagerott stated she had nothing additional to report.

CHAIRMAN'S REPORT

Chairman Johnson stated that it is really impressive the scale and scope of the new programming. He commended Dr. Young and her staff on the tremendous achievements. Thank you to everyone who has participated in these achievements.

NEW BUSINESS

None

EXECUTIVE SESSION

Chairman Johnson requested a motion to adjourn into Executive Session:

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

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

The Executive Session invitation may include:

Dr. Betty Young
Dr. Myriah Davis
Dr. Art Tyler
Denise O'Donnell
Jeff White

A motion was made by Trustee Mike Brooks and seconded by Trustee Fischer.

On a roll call vote:

Voting Yes: Trustees Mike Brooks, Stuart Brooks, Mike Budzik, Dan Fischer, Leon Forte', Ben Mitchell, and Chairman Tom Johnson

The Board adjourned to Executive Session at 7:27 pm.

RETURN TO REGULAR SESSION

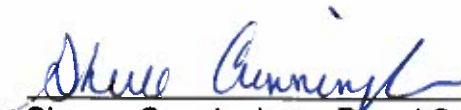
Chairman Johnson announced the return to regular session at 7:53 pm.

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Mike Brooks and Trustee Stuart Brooks. The motion was unanimously approved. The Board adjourned at 7:55 pm.



Tom Johnson, Chairman



Sheree Cunningham, Board Secretary



**Hocking College
Board of Trustees Action**

Date: August 27, 2018

Submitted by: Dr. Myriah Davis

SUBJECT

Textbook Selection Policy

BACKGROUND

The board of trustees of each state institution of higher education as defined in section [3345.011](#) of the Revised Code shall adopt a textbook selection policy as required by section [3345.025](#) of the Revised Code for faculty to follow in selecting and assigning textbooks and other instructional materials for use in courses offered by the institution. The policy shall include faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials.

RECOMMENDATION

The Hocking College Board of Trustees approve the Textbook Selection Policy, as required by section [3345.025](#) of the Revised Code.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Hocking College is developing a Course Design Model which provides a process to implement the Textbook Selection Policy. The Hocking College Course Design Model provides design teams (including an instructional designer, developer(s), and content expert(s)) with a structure to create quality higher education curriculum. This will be accomplished by:

- Applying a stage-by-stage process for the development of courses;
- Incorporating a balanced learning format and learning styles to maximize student engagement/retention and success/completion;
- Providing faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials; and
- Integrating the assessment cycle to provide evidence that students have met measureable program outcomes and course objectives for continuous quality improvement.

FISCAL IMPACT

The College is committed to decreasing the cost of course materials by using cost effective resources such as open educational resources (OER) as part of a textbook affordability measure which will result in an increase in student retention and completion resulting in a financial gain for the institution.



Policy Category: Academic Policies

Policy Number: 2.02

Policy Issued: August 27, 2018

Policy Title: Hocking College Textbook Selection Policy

Policy Approved: August 27, 2018

Effective Date: Autumn 2018

Office of Primary Responsibility: VP, Academic Affairs and Workforce Development

Pages: 1 of 1

Purpose:

To provide guidance on the selection and adoption of textbooks and other instructional materials in an effort to enhance college affordability.

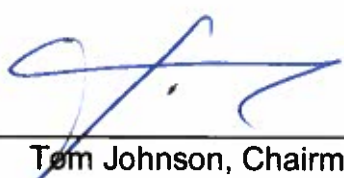
Policy:

Hocking College is committed to providing a quality education that meets the objectives of affordability and attainment within higher education by reducing the financial impact to students resulting from the rising costs of textbooks and instructional materials. This will be accomplished through a Hocking College Design Model that includes a process for faculty to follow in selecting and assigning textbooks and other instructional materials for use in courses offered by the college in accordance with section 3345.025 of the Revised Code.



Motion to approve the Textbook Selection Policy as presented to satisfy ORC 3345.025.

Adopted: 8/27/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: August 27, 2018
Submitted by: Jeff Daubenmire

SUBJECT:

Contractor Approval

BACKGROUND:

The College seeks to make improvements to the Sylvania Avenue property, specifically electrical services to and within the building.

RECOMMENDATION:

It is recommended the College approve KAL Electric as the electrical contractor for the Sylvania Avenue property.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

This improvement will provide instructional and operational lab spaces at the Sylvania facility.

FISCAL IMPACT:

The work is part of the College's investment in infrastructure and will be paid from reserve funds with an estimated cost of \$403,163.

COMMENTS:



Motion to approve KAL Electric as the electrical contractor for the Sylvania Avenue property.

Adopted: 8/27/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: 8/27/2018
Submitted by: Jeff Daubenmire

SUBJECT:

HVAC Contractor Approval

BACKGROUND:

The College seeks to make improvements to the Sylvania Avenue property, specifically HVAC services within the building.

RECOMMENDATION:

It is recommended the College approve TP Mechanical as the HVAC contractor for the Sylvania Avenue property.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

This improvement will provide instructional and operational lab spaces at the Sylvania facility.

FISCAL IMPACT:

The work is part of the College's investment in infrastructure and will be paid from reserve funds with an estimated cost of \$268,400.

COMMENTS:



Motion to approve TP Mechanical as the HVAC contractor for the Sylvania Avenue property.

Adopted: 8/27/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: 8/27/2018
Submitted by: Jeff Daubenmire

SUBJECT:

Property Acquisition

BACKGROUND:

The College seeks to provide practical hands on learning opportunities for its students. In addition, the College desires to be a good community partner and support the enhancement of the Nelsonville community.

RECOMMENDATION:

It is recommended the Hocking College Board of Trustees authorize the President to purchase property to be used for its construction and remodeling programs.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

This purchase would provide a live learning site for students to have practical hands-on experience remodeling a property and fulfilling learning outcomes of the curriculum in this process.

FISCAL IMPACT:

Purchase from reserve funds amount to be determined.

COMMENTS:

None



Motion to authorize the President to purchase property to be used for its construction and remodeling programs.

Adopted: 8/27/2018

Approved: 
Tom Johnson, Chairman



**Hocking College
Board of Trustees Action**

Date: 08/27/2018
Submitted by: Denise O'Donnell

SUBJECT:

Fiscal Year 2018 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. Given the due date of this report.

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 potential efficiency gains.

RECOMMENDATION:

The Board of Trustees approve the motion to accept the Hocking College Fiscal Year 2018 Efficiency Report.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

Various cost reduction across the organization and overall improvements in efficiency.

FISCAL IMPACT:

Overall operational budget reduction in fiscal year 2019. Fiscal Year 2018 had a budget of \$30,798,069 compared to \$30,174,373 lowering by \$623,696.

COMMENTS:

Affordability and Efficiency Report Summary

Board of Trustees Meeting – August 28th

Section I – Efficiencies

– The first section captures practice likely to yield significant savings that can then be passed on to students. This includes Procurement, Administrative/Operational, Energy, and Regional Compacts.

- a. Procurement centralization. Fiscal services managed down the number of employees holding procurement cards and are examining individual purchases across the institution to ensure that we place a collaborative purchasing effort through state term contracts, and bulk purchasing of similar items.
- b. Collaborative Contracts

Contract Type	Did the college/university participate in joint contracts in FY18? [yes, no, worked toward]	Monetary Impact
Copier/printer services	Worked toward	The college has consolidated all printer and copier needs under one vendor and eliminated single in office printers of individuals. We are finalizing the same model on all remote campuses and business entities in the upcoming year.
Computer hardware	Worked toward	The college has centralized purchasing of all IT equipment, by requiring IT to provide a quote from CDW or Dell Marketing LLC under the state term contracts.
Travel services	Worked toward	Fiscal Services provides oversight on travel, where a member of the team is responsible for booking all airfare and hotels to find the best option for the individual and the institution.
Outbound shipping	No	The College spends an immaterial amount on shipping.
Scientific supplies & equipment	Worked toward	Fiscal Services has begun transitioning to a centralized model working with individual programs to ensure that all procurement items needed in the classroom are being purchased through a state term contract if and where possible.
Office supplies & equipment	Worked toward	Fiscal Services is moving to a centralized procurement model where departments across the institution will order general office supplies through the bookstore. The bookstore stocks the needed supplies by looking for the best price among state vendors.

- c. Consolidation of Fleet and the number of vehicles kept on hand was reduced by 11 this year, sold at auction. There was a net profit of \$40k.

- d. Centralization of I.T. and Facilities procurement has allowed the institution to cut down on costs evaluating product quality and price.
- e. Reduction of outsourced marketing functions by absorbing it in-house saving approximately \$30k.
- f. Organization re-structure saving \$1,460,912 in salaries and \$1,092,194 in benefits between FY17 and FY18. Savings were structured under various areas; consolidating Health, Nursing, and Public Safety under one Dean, Interim Dean of Natural Resources at no additional cost, condensing facilities and grounds staffing and self-performing capital projects.
- g. Reduction of in-house legal counsel while negotiating union contracts and closing out long standing legal settlements, and managing public records, saving at least \$280K in billable legal hours.
- h. Medical benefits went down in cost by \$111,550 after joining the SCOIC Insurance Consortium.
- i. Cumulative savings in utilities after implementing an energy efficient model on campus was \$94,884K.

Section II – Academic Practices

This section covers areas such as textbooks, time-to-degree incentives, and academic course and program reviews. While improvements to academic processes and policies may not convey immediate cost savings to the college/university, there will likely be cost savings and/or tangible benefits that improve the quality of education for students.

- a. Utilizing Open Educational Resources Grant for English and Psychology I that allows access to course materials and content for faculty to share with students.
- b. Cengage Partnership to provide 2-year textbook and course materials for students. Academic year 18-19 will see this piloted.
- c. Textbook Cost

Category	Amount
The average cost for textbooks that are new	\$181.95
The average cost for textbooks that are used	\$109.53
The average cost for rental textbooks	\$94.68
The average cost for eBook	College is working towards E-Books and completing a cost analysis at this time.

- d. Students can save up to \$1,099 on tuition if they take between 12-18 credit hours. Tuition price is frozen for these credit hours so it is beneficial for students to take more than 12.
- e. Signed a compact report with our OACC regional schools to begin evaluating processes that could be combined or shared with other institutions.

Section III – Policy Reforms

This section captures additional policy reforms recommended by the Task Force.

- a. Addition of Financial Aid TV for students as an additional resource for filling out FAFSA forms, financial aid eligibility, and other FAQ's under one media platform displayed on our website.

Section IV – Master Recommendations

Recommendation	FY18 (Actual)
Condensed the Facilities Department significantly through the position evaluation process	\$94,100
Fiscal Services recalled Procurement Cards in April and saw a significant reduction in spending in the last quarter of the year. Average card spend per month was reduced	\$12,500
Subtotal of Institutional Efficiency Savings	\$106,600
Addition of a Water Park on Lake Snowden Property (Opened in May of FY18)	\$19,685
Addition of Distillery (Opened May FY18)	\$6,832
Subtotal of New Resource Generation	\$20,317

Student financial aid	\$12,000	Implemented Border States Scholarships to allow students from our surrounding neighbor states to attend Hocking for less than the cost of out-of-state tuition.
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Motion to approve the Fiscal Year 2018 Hocking College Efficiency Report.

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

Adopted: 8/27/2018

Approved: 
Tom Johnson, Chairman