

BOARD OF TRUSTEES MEETING

Monday, June 4, 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 Thursday, February 15, 2018 (5 min) | Chairman Johnson |
| • President's Report (20 min) | Dr. Young |
| • Academic Affairs Committee Report (10 min) <ul style="list-style-type: none">➢ Update from Vice President Academic Affairs➢ Motion to Approve College Completion Plan | Trustees Mitchell / Fischer
Dr. Davis |
| • Student Experience Committee <ul style="list-style-type: none">➢ Update from Vice President | Trustee Forte/ S. Brooks / Mr. White |
| • Finance Committee Report (10 min) <ul style="list-style-type: none">➢ Motion to Approve 2018-19 Budget➢ Motion to Approve a Technology Fee | Trustees Mike Brooks / Addington
Ms. O'Donnell |
| • Facilities Committee Report (5 min) <ul style="list-style-type: none">➢ Update on Projects | Trustee Budzik/Mr. Daubenmire |
| • Personnel and Community Relations Committee Report (5 min) <ul style="list-style-type: none">➢ Update from Vice President➢ Academic Calendars | Trustee Stone/Ms. Hagerott |
| • Chairman's Report (10 min) | Chairman Johnson |
| • Executive Session (25 min) | Chairman Johnson |
| • New Business (5 min) | Chairman Johnson |
| • Adjournment | Chairman Johnson |
| • Event Schedule | |

August 4, 2018 – Summer Graduation

***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.

June 4, 2018

The regular Meeting of the Hocking College Board of Trustees was held Monday, June 4, 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; 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 6:02 pm.

ROLL CALL

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Addington, Mike Brooks, Stuart Brooks, Mike Budzik, Ben Mitchell, Andrew Stone, and Chairman Johnson.

Board members absent: Trustees Fischer and Forte'

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Johnson asked if there were any changes to the minutes from the April 16, 2018, regular meeting. Trustee Stone stated there was one correction. The vote on the Animals on Campus Policy was a vote of 8 to 1 and not unanimous. A motion was made by Trustee Mitchell and seconded by Trustee Stuart Brooks to approve the April 16, 2018, Board of Trustees minutes with the above correction. The motion was unanimously approved. The minutes will be corrected to reflect this change.

PRESIDENT'S REPORT

Dr. Young reported on the following:

- Welding – The welding program is a significant reinvestment into the Logan Campus infrastructure maximizing utilization of the building. The College was able to complete this project because of ARC support. Dr. Young thanked Sean

- Terrell for both securing the power grant from ARC and for seeing through on the project.
- Lake Snowden – The ribbon cutting for Lake Snowden was during Memorial Day Weekend. Dr. Young wanted to thank Bryan Lutz and Ken Temple for their effort in coordinating the project. Students in the heavy equipment program received practical experience completing this project. Dr. Young reported they made \$5000 during the Memorial Day weekend. Attendance has been such that they have had to purchase additional life jackets.
 - New Straitsville Distillery – Dr. Young reported on the ribbon cutting which took place on May 24, during the Moonshine Festival. The distillery will be used as part of the Fermentation Science Program. It will also be used as a lab for the National and Historical Interpretation program. Students attended the Moonshine Festival and told stories about the history of New Straitsville and moonshine. The College sold approximately \$7000 of product.
 - Graduation – Pinning – The Nursing Pinning Ceremony happened on May 12. She commented that the pass rate is up to 88.57%, which is a 6% improvement and is above the national percentage rate.
 - Spring Graduation – Dr. Young reported in 2015-16 there were 657 graduating students, in 2016-17 there were 722 graduating students and it is anticipated that for 2017-18 there will be 828 graduating students. She stated the number of graduates is going up every year marking a significant improvement on lower enrollment. Enrollment decline is happening across the country. Ohio is number six in the nations decline.

Dr. Young commented nationally there is a significant decline in adults returning to college. She reported the College is launching 14 new programs, which have data supporting the need. There is improvement in co-curricular life for students which includes: clubs, organization, athletics, band, etc. It is about engaging students and helping the students to complete.

- College Credit Plus – The College is creating pathways for high school freshmen through the senior year with the purpose of accelerating the student's time to a degree from Hocking. We think these pathways will be appealing to students. Dr. Young stated the College has been very focused on local schools this year and expects increased participation in CCP.
- Mike Budzik – Dr. Young announced that Mike Budzik has been appointed by the Secretary of the Interior, Ryan Zinke to the New Federal Hunting and Shooting Sports Conservation Council.
- Andrew Stone – Dr. Young announced that Andy has been nominated for the OACC Maureen C. Grady award. This award is given to someone like Andy who has been a trustee, volunteered in the community, public service, military service, etc. Dr. Young stated she is pleased that Andy has been nominated for this award.
- Franklin University – Dr. Young stated she had a pleasant surprise on May 10, 2018. Dr. Christopher Washington and Mr. Patrick Bennett from Franklin University came to the College and presented here with the "2018 Leadership in Innovative Education" from the International Institute for Innovative Instruction at

Franklin University. Dr. Young has been invited to be the key note speaker for the "Scholars Showcase" at Franklin University at the Ross Auditorium on October 5, 2018.

- PTK – Dr. Young stated in April, she received the National PTK Susan B. Gordon award in Kansas City, MO. She commented this award was most special to her as the students nominated her for this award.
- Quick Start – Dr. Young stated we are in "full-court press." When students arrive, they are greeted and then she meets with them in the auditorium for Quick Start. Dr. Young commented she starts out talking about the differences between college and high school, and then follows up with her personal story and tips for succeeding in College. In the student's first semester, they will have 24 hours of career and professional development to begin the group work to graduate with multiple job offers and a plan for financial independence.
- Spring Football Game – Dr. Young stated they welcomed several new recruits. It appears this will be a good incoming class.
- Archery – Dr. Young commented the Archery Team brought back another trophy. They placed third as the 2018 National Team Champion. She gave statistics and stated they placed above Michigan State, UCONN and other large schools. Students are being offered scholarships at other universities. There are 50 students on the team. Dr. Young stated Steve Dietz does a wonderful job with these students.
- OACC – Dr. Young stated that the Ohio Association of Community Colleges will be holding their annual conference this Thursday and Friday at Marion College Technical Institute.
- CCA Conference – Dr. Young then stated immediately following the OACC conference, she, Myriah and Alan will be attending the Community Colleges of Appalachia Conference in Asheville, North Carolina. The topic is "Beginning with the End in Mind."
- Carpenters Union – Dr. Young commented the College has entered into a new partnership with the Carpenters Union.

ACADEMIC AFFAIRS COMMITTEE REPORT

Trustee Mitchell asked Dr. Davis to give an update on the Academic Affairs Committee. Dr. Davis reported on the following:

- Jamaica – The College is continuing to work with Jamaica on professional development. As of today, they are sending 37 educators to us for two weeks. The College will then be sending staff for two-week periods to Jamaica to provide them with professional development. Dr. Davis also commented the College is continuing to work with Dr. Dyer and the Heart National Trust in Jamaica. Dr. Dyer is a graduate of Hocking College.
- Andros / BAMS – The College will be launching the first professional development in auto mechanics to BAMS. There will also be new partnerships between BAMS and the College in wildlife management and marine management. The professional development sessions will take place sometime in summer and winter.

- **Completion Plan 2018-2020** – According to the Ohio Department of Higher Education, each public college and university is required to submit a campus completion plan that is approved by its board of trustees to the Chancellor by June 30, 2018. Completion plans are intended to help institutions to identify and implement strategies designed to increase the number and percentage of students earning meaningful postsecondary credentials.

RECOMMENDATION: The Hocking College Board of Trustees pass a resolution to accept the Completion Plan 2018-2020 as presented.

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

Challenge One: Connecting and Engaging New Students

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

Challenge Two: Student Persistence and Completion

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

FISAL IMPACT: By using this plan as a roadmap for our work, with anticipated successful outcomes, the College will experience increased revenue as a result of improved retention and completion percentages. Every 1% increase in retention = \$196,000.

Motion – A motion was made by Trustee Mitchell and seconded by Trustee Mike Brooks to approve Resolution 2018-7 as presented below. The motion was unanimously approved.

WHEREAS, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for

Hocking Technical College with authority to authorize the President to manage the day-to-day operations of the College, and

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

NOW THEREFORE BE IT RESOLVED that the Hocking College Board of Trustees has reviewed the Completion Plan 2018-2020.

BE IT FURTHER RESOLVED that the Hocking College Board of Trustees, hereby approves and accepts the Completion Plan 2018-2020.

STUDENT EXPERIENCE COMMITTEE

No report. Dr. Young commented this is one of the new committees as a result of the Board restructure and will not have anything to report until Autumn Semester.

FINANCE COMMITTEE REPORT

Ms. O'Donnell presented the "Operational, Auxiliary, and Facility Renovations Budgets for Fiscal Year 2019." She commented there are detailed notes to the side as the College is currently going through a reclassification of accounts. Ms. O'Donnell reported meal plans are going to be broken down, Lake Snowden is adding camp sites, there are quite a few components to add to the distillery, etc. Trustee Stone asked if they could review line items for the auxiliary. Ms. O'Donnell stated these definitely would be available. Chairman Johnson asked Dr. Young for her impression. Dr. Young commented the College continues to manage within the enrollment and continues to do what is the right thing for the students. She also commented the College is continuing to put \$1 million into reserves annually.

➤ Operational, Auxiliary, and Facility Renovations Budgets Approval for Fiscal Year 2019.

The Board of Trustees recognizes that the budget for operations and auxiliaries has been set based on projected revenue, where expenses have been set for spending not to exceed revenues.

Approve the Fiscal Year 2019 Operational and Auxiliary Budget as recommended by the President and Chief Financial Officer at Hocking College.

Provides a sound financial structure, keeping Hocking College accountable to the students, and community it currently serves.

Estimated Operational revenue stream for Fiscal Year 2019 to offset and provide guidelines for spending as well as continuing to place \$1 million in our strategic reserve.

2018 – 19 Operating Budget - \$30,174,373.21

2018 – 19 Auxiliary Budget - \$5,800,000

2018 – 19 Capital Improvement Budget - \$2,000,000

Total Hocking College 2018-19 Budget = \$38,614,873.27

Motion – Trustee Stuart Brooks made a motion to approve both Operational, Auxiliary, and Facility Renovations Budgets for Fiscal Year 2019. The motion was seconded by Trustee Addington and unanimously approved.

- Technology Fee – Steve Wilson presented a Technology Fee request for the Board of Trustees to consider.

The fee would provide modernized Academic Technology. This would include student printing cost where students would have dollars attributed to printing on campus, distance learning, and classroom technology upgrades. Approve a Technology Fee for the modernization of academic technology.

Increase in fee revenue to provide designated funds towards academic technology. The estimated annual revenue from this fee is approximately \$60,000.

Motion – Trustee Mike Brooks made a motion to approve a Technology Fee of \$25 per student for Fall, Spring, and Summer semesters, to upgrade and maintain campus technology. The motion was seconded by Trustee Mitchell and was unanimously approved.

FACILITIES COMMITTEE REPORT

Mr. Daubenmire gave an update on the facility projects underway at the College. Projects are:

- Lake Snowden – completed anchors for inflatables, five new seasonable campsites have been added, removed sludge and installed new sand on the beach as well as completed concessions.
- Sylvania Avenue (STARR) – Work is finished on the mechanicals for the Fire Trucks Building (interior), Wood Shop, HVAC and the Medical Testing Labs.
- Light Hall – The College is expanding and creating larger classroom spaces.
- Athletics – Remodeling and light electrical work should be completed by this fall.
- The Lodge – Bids should be completed in November with fall of 2019 being the completion date.
- Equine Facility – Hoping to request bids in January 2019, award bids in February 2019, and complete the project in fall of 2019.

- Hocking Heights – The College is breaking down the work into phases. Dr. Young stated it is more fiscally responsible to complete the renovation in phases. The Board asked if they could see before and after pictures. Dr. Young stated absolutely. Chairman Johnson asked if there was an active plan to look at the feasibility to expand the dorm space. Dr. Young commented that they would know more after this fall enrollment. If there is an increase, then this may be a worthwhile conversation.

PERSONNEL COMMITTEE REPORT

- Update – New Committee – Trustee Stone gave an update on the new “Personnel and Community relations Committee.” He stated they discussed the need for expanding partnerships with businesses, community groups, chambers, State of Ohio, health systems, etc. Ms. Hagerott commented the College can do more to “get out there” and have a presence in the community. She stated the College plans to:

- Let the community know what exciting things the College is doing,
- Ask if our graduates are meeting the employer’s needs,
- Have continuing quality improvement, which will tie information back into our curriculums,
- Make sure employers are seeking Hocking College graduates.

Trustee Stone commented we should seek to strengthen our connection between the alumni and the College. Trustee Mike Brooks commented you have to “sell” the exciting things the College is doing. Trustee Stuart Brooks commented if alumni are successful perhaps they will want to give back to the College.

Trustee Mitchell reported he attended the Perry County Chamber where Dr. Young spoke. People there have told him did not realize all the exciting things we are doing at the College. Dr. Young commented that outreach to communities should be a coordinated effort. Tim Brunicardi is working on a “Speaker’s Bureau.” She encouraged others to tell our great story and commented she does not need to be the only one telling our story.

- Academic Calendars – Trustee Stone presented the attached 2019-2020 and the 2020-2021 Academic Calendars to the Board for their consideration and recommended approval. He commented the calendars are not only for the College, but are helpful to our local employers, land lords, etc. These calendars assist our communities to be able to plan better.

The academic calendars have been created to reflect the following:

- Autumn and spring semesters 8 and 16 week sessions
- Summer semester 12 and 8 week sessions

- Winter Break – College closure
- Spring Break – College closure
- Fall Break – College open, no classes, no faculty
- Holidays
- Commencements

The Academic Leadership team (Dean & Department Chairs, Program Directors, Commander), Academic Affairs Committee, Cabinet and Financial Services reviewed the calendars and provided feedback.

The College recommends the Board of Trustees approve the motion to adopt the proposed 2019 – 2020 and 2020 – 2021 Academic Calendars.

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.”

Motion – Trustee Stuart Brooks made a motion to approve the proposed 2019 – 2020 and 2020 – 2021 Academic Calendars. The motion was seconded by Trustee Budzik. The motion was unanimously approved.

CHAIRMAN'S REPORT

Tom Johnson stated he has two items to share.

1. One of the things that is important is students who upon graduation have success in finding employment that meets the level to which they have been trained. The strength of Hocking College is having 14 new programs and strong ongoing relationships with the community and employers. Dr. Young commented that is why the job fair in the fall is so important in the student's first year. She stated so many times students leave for the summer and go back home and work in the same place before coming back to college after the break. They do not advance their career in this way. So, if the College can place them, after their first year in an internship and have them begin to earn wages in their field, this will begin their career path.

2. A group is working to redo the former Prison at Nelsonville to see how this facility can be repurposed. It is important for Hocking College to play a role in the repurposing. Conversations have been happening around additional mental health recovery and addiction rehabilitation. This is an opportunity to provide workforce training and eliminate large barriers such as the lack of opportunity to jobs when they complete recovery. Unless a person is placed in a job, they will struggle in recovery.

Trustee Stuart Brooks commented that the State has given Hocking College Commissioners capital monies for start-up operational costs, feasible studies to see what can be sustained, etc. There are not enough workforce development programs. If we, as a community, can say there is no "throw away people" and invest in that segment of the population, we can have a big impact.

NEW BUSINESS

None

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Stuart Brooks and Trustee Mitchell. The motion was unanimously approved. The Board adjourned at 7:15 pm.



Tom Johnson, Chairman

Sheree Cunningham, Board Secretary



**Hocking College
Board of Trustees Action**

Date: June 4, 2018

Submitted by: Dr. Myriah Davis

SUBJECT:

Completion Plan 2018-2020

BACKGROUND:

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

RECOMMENDATION:

The Hocking College Board of Trustees pass a resolution to accept the Completion Plan 2018-2020 as presented.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

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

Challenge One: Connecting and Engaging New Students

Institutional Goal:

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

Challenge Two: Student Persistence and Completion

Institutional Goal:

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

FISCAL IMPACT

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

Every 1% increase in retention = \$196,000

5/22/2018

Hocking College

RESOLUTION 2018-07

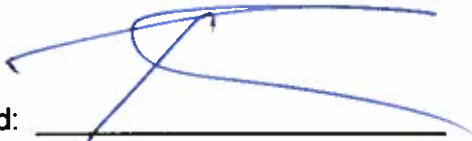
WHEREAS, in accordance with Chapter 3345, 3354, and 3357, of the Ohio Revised Code, the Hocking College Board of Trustees is the governing body for Hocking Technical College with authority to authorize the President to manage the day to day operations of the College, and

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

NOW THEREFORE BE IT RESOLVED that the Hocking College Board of Trustees has reviewed the Completion Plan 2018-2020.

BE IT FURTHER RESOLVED, that the Hocking College Board of Trustees, hereby approves and accepts the Completion Plan 2018-2020.

Adopted: 6-4-2018
Date

Approved: 
Tom Johnson, Chair

Hocking College's Mission

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

Purpose of the Completion Plan

We view this completion plan as roadmap for implementing the mission of this institution. We believe passionately in this promise to our students and our community. These initiatives focus on the drive to assure that every student has every chance of success through social and economic advancement. For those students who have stood before closed door time and time again, we believe that education is the key to open those doors, and we want to make good on our promise to provide those keys to our students and to our community.

Hocking College's SSLI Team

Hocking began forming the Student Success Leadership Institute's team in November of 2015. Our goal was to include a cross-section of the institution to give voice to the many stakeholders for whom student completion is central. The team consists of the following people:

Dr. Myriah Davis
Jacqueline Hagerott
Angela Lee
Victor Maxson
Sarah Parker-Clever
Bonnie Proudfoot
Danita Reynolds
Ken Temple
Jeff White
Christine Woodgeard

Challenge One: Connecting and Engaging New Students

Institutional Goal:

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

Focus	Action Steps	Leadership	Constituents	Outcomes	Measures	Timeline
What are the improvement objectives?	What will we do differently?	Who will lead?	Who will implement change?	What will be our outcome indicator of success? (benefit intended)	How will we measure success?	What is our timetable?
1.1 Develop and implement strategies to keep students on track	1.1a Create & implement high quality new student orientation 1.1b Maximize use of Navigate Platform	Director of the Academic Success Center	EAB Committee, Orientation Committee	Students will participate in a New Student Orientation. Students will use Navigate Platform to stay on track.	70 % of students will have completed my plan by the end of the first semester 70 % of student will have completed the tasks in my path by the end of the first semester 80 % of students will participate in a new student orientation	Work will be completed by Spring 2019

1.2 Increase number of adults (age 25/+) ready to enter workforce with credentials	1.2a Promotion of existing certificates and job training (e.g. CDL, Welding, POB(SP2)) 1.2b Online course & program development 1.2c Increase funding sources for certificates & training	Dean of Workforce Development	Office of Workforce Develop	Adult learners will have access to course offerings in a time and modality that meet their needs. Adult learners will have access to programs that align with employment opportunities in the region. The college will align short-term credentials with Title IV funding.	Increase cohort participation annually 3 programs proposed for online delivery Achieve Title IV eligibility for CDL and Welding	Ongoing Implementation Measure by Autumn of 2019
1.3 Increase number of Hocking CCP students who enroll as Hocking students after high school	1.3a Develop pathways from HS to Hocking 1.3b Promote existing pathways from partner HS to Hocking	Dean of Workforce Development	Director of CCP	Increase number of CCP students who matriculate to Hocking Increase pathway options for students from partner HS to Hocking Implementing Navigate for CCP students enrolled in pathways at partner high schools	Enroll CCP students in structured pathways in Health, Business, and Agriculture to increase matriculation to Hocking College	Implementation by Autumn 2018 Measure Autumn 2019
1.4 Rebuild University Center	1.4a Centralize pathway for students moving on to a Baccalaureate degree 1.4b Create 3+1 programs	Director of Career & University Center	Academic Leadership Team	Increase number of students who transfer to four-year institutions.	Participation in University Center pathways: set the baseline and increase participation	Autumn 2019

Challenge Two: Student Persistence and Completion

Institutional Goal:

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

Focus	Action Steps	Leadership	Constituents	Outcomes	Measures	Timeline
What are the improvement objectives?	What will we do differently?	Who will lead?	Who will implement change?	What will be our outcome indicator of success? (benefit intended)	How will we measure success?	What is our timetable?

<p>2.1 Increase completion of high-failure, high-enrolled, & gateway courses</p>	<p>2.1a Collaborate with faculty to determine improvements (i.e. curriculum redesign, professional development, student supports, etc.)</p> <p>2.1b Identify medium and high risk students and match them to resources to persist and complete</p> <p>2.1c Provide faculty development for active learning/student engagement classroom strategies & supplemental instruction</p>	<p>Academic Deans</p> <p>Vice President of Research and Quality</p>	<p>Academic Leadership Team</p> <p>Director of Academic Success Center</p>	<p>Course assessment will improve student learning (close the loop).</p> <p>Students will receive just-in-time support</p> <p>Faculty will engage with best practices in teaching and learning</p>	<p>Increase completion of college English in the 1st year: 45%</p> <p>Increase completion of college Math in 1st year: 40%</p> <p>Increase completion of A&P and Dendrology to 65%</p> <p>Annual curriculum for faculty development scheduled a year in advance</p>	<p>Autumn 2019</p>
--------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

2.2 Strengthen student engagement with Hocking College during the first year	<p>2.2a Track student attendance for HC events</p> <p>2.2b Develop new co-curricular activities to engage students based on student demand through a semi-annual assessment</p> <p>2.2c Create advising sessions during All Hocking Learning Day</p> <p>2.2d Develop policies and procedures for student-led organizations</p> <p>2.2e Develop a plan to engage part-time and commuter students in co-curricular activities</p>	VP of Student Experience	Director of Student Life Student Life Team	<p>Institution will invest in an attendance tracking solution.</p> <p>Baseline to create with a number of co-curricular activities</p>	<p>50% of residential students will use the tracking system</p> <p>Increase residential student participation in co-curricular activities to 25% per semester</p> <p>85% of programs will create advising sessions during All Hocking Learning Day</p> <p>Implement Policy & Procedure Manual created for student-led organizations</p> <p>75% of student led organizations will be trained on the Policy & Procedure Manual</p> <p>Develop a plan to engage part-time</p>	Autumn 2019
------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	-----------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------

2.3 Redesign Advising Model	2.3a Create an advising outcomes document (syllabus) to unify expectations for advisors and students 2.3b Develop and implement a Quality Advising Program (QAP) 2.3c Coordinate with IT to develop an advisor assignment system	Academic Deans Vice President of Research and Quality	Academic Leadership Team Student Success Committee SSLI Team	Standardized Expectations for Advising Meet advising needs for students Assign advisees upon enrollment and change of major	Completed advising outcomes document, approved by Academic Affairs Develop QAP in LMS 85% of academic advisors QAP certified Implement Advisor	and commuter students in co-curricular activities	Autumn 2018 Launch
-----------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------	--------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------	--------------------

2.4 Strengthen Career Readiness Skills	2.4a Redesign first-year experience course (Cornerstone) to introduce career readiness skills 2.4b Ensure career readiness skills are incorporated into 2 nd year courses	Director of Career and University Center	Academic Leadership Team	Prepare 2 nd year students to enter job market	Career Readiness objectives are incorporated in every program Assess the level of career readiness proficiency demonstrated by graduating students by using Graduate & Employer Survey Using Graduate and Employer Surveys, 50 % of students will have found employment 1 year after graduation. 80% of students will leave college	Assignment System	Autumn 2018
----------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------	--------------------------	-----------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------	-------------



2018



Hocking College Football Schedule



8/25

Scrimmage

9/1

VS Erie CC

9/8

@ Wheeling
Jesuit

9/15

Bye

9/22

@ASA (NY)

9/29

VS Haywood
Crusaders *

10/6

@Georgia
Military College

10/14

VS Arkansas
Baptist @APSU

10/21

VS
Lackawanna
CC

10/27

@Louisburg
CC

11/3

VS Nassau
CC

11/10

@Monroe
CC

* = Homecoming
Home
Away
Neutral Site

2018-2019 Hocking College Volleyball Schedule

<i>Date</i>	<i>Location</i>	<i>Opponent</i>	<i>Time</i>	
Aug. 2 nd	Home	Rio Grande	6 PM	
Aug. 24 th	Away	Lakeland CC	6 PM	
Aug 25 th	Away	Cuyahoga CC	11 AM	
Aug 29 th	Away	Columbus St. CC	6 PM	
Sept. 5 th	Home	Clark St.	6 PM	
Sept. 6 th	Home	Ohio Univ. Lancaster	6 PM	
Sept. 8 th	Away	Tri-match: UC Clermont	12 PM	
Sept. 12 th	Away	Sinclair CC	6 PM	
Sept. 14 th	Away	Owens CC	6 PM	
Sept. 15 th	Away	Lorain CC	11 AM	
Sept. 19 th	Away	Rio Grande	6 PM	
Sept 21 st	Home	Lakeland CC	11 AM	
Sept. 22 nd	Home	Cuyahoga CC	12 PM	(Homecoming)
Sept. 26 th	Home	Edison St. CC	6 PM	
Oct. 3 rd	Home	Columbus St. CC	6 PM	
Oct. 10 th	Away	Clark St. CC	6 PM	
Oct. 13 th	Away	Edison St. CC	TBD	
Oct 17 th	Away	Ohio Univ. Lancaster	6 PM	
Oct. 19 th	Home	Lorain CC	6 PM	
Oct. 20 th	Home	Owens CC	TBD	
Oct. 24 th	Home	Sinclair CC	6 PM	
Oct. 27 th	Home	UC Clermont	1 PM	(Breast Cancer Awareness)

2018-2019 Hocking College Men's Basketball Schedule

<i>Date</i>	<i>Where</i>	<i>Opponent</i>	<i>Time</i>
Oct. 13 th	Scrimmage	TBD	TBD
Oct. 27 th	Scrimmage	TBD	TBD
Nov. 3 rd	Away	Potamac St. Tournament	TBD
Nov. 4 th	Away	Potamac St. Tournament	TBD
Nov. 8 th	Home	UC-Clermont	7:30 PM
Nov. 16 th	Home	Erie CC	7:30 PM
Nov. 17 th	Away	Lakeland CC	7:30 PM
Nov. 28 th	Away	Clark St. CC	7:30 PM
Dec. 1 st	Home	Cuyahoga CC	7:30 PM
Dec. 4 th	Away	Ohio Univ. Lancaster	8 PM
Dec. 9 th	Home	Lorain County CC	7:30 PM
Dec. 11 th	Home	Appalachian Bible	7:30 PM
Jan. 9 th	Away	Edison St.	7:30 PM
Jan. 12 th	Home	Owens CC	7:30 PM
Jan. 16 th	Home	Sinclair CC	7:30 PM
Jan. 18 th	Home	Southeast St.	7:30 PM
Jan. 19 th	Away	B. Stratton	7:30 PM
Jan. 23 rd	Home	Columbus St. CC	7:30 PM
Jan 26 th	Away	Lorain CC	7:30 PM
Jan 30 th	Home	Clark State CC	7:30 PM
Feb. 1 st	Away	Southeast St. 7:30	7:30 PM
Feb. 2 nd	Home	Lakeland CC	7:30 PM
Feb. 6 th	Home	Edison CC	7:30 PM
Feb 9 th	Away	Cuyahoga CC	7:30 PM
Feb 13 th	Away	Sinclair CC	7:30 PM
Feb. 16 th	Away	Owens	7:30 PM
Feb. 20 th	Away	Columbus St. CC	7:30 PM
Feb 23 rd	Away	Bryant & Stratton	TBD

2018-2019 Hocking College Women's Basketball Schedule



<i>Date</i>	<i>Where</i>	<i>Opponent</i>	<i>Time</i>
Oct. 13 th	Scrimmage	TBD	TBD
Oct. 27 th	Scrimmage	TBD	TBD
Nov. 3 rd	Away	Potamac St. Tournament	TBD
Nov. 4 th	Away	Potamac St. Tournament	TBD
Nov. 8 th	Home	UC-Clermont	5:30 PM
Nov. 16 th	Home	Erie CC	5:30 PM
Nov. 17 th	Away	Lakeland CC	5:30 PM
Nov. 28 th	Away	Clark St. CC	5:30 PM
Dec. 1 st	Home	Cuyahoga CC	5:30 PM
Dec. 4 th	Away	Ohio Univ. Lancaster	6 PM
Dec. 9 th	Home	Lorain County CC	5:30 PM
Dec. 11 th	Home	Appalachian Bible	5:30 PM
Jan. 9 th	Away	Edison St.	5:30 PM
Jan. 12 th	Home	Owens CC	5:30 PM
Jan. 16 th	Home	Sinclair CC	5:30 PM
Jan. 18 th	Home	Southeast St.	5:30 PM
Jan. 19 th	Away	B. Stratton	5:30 PM
Jan. 23 rd	Home	Columbus St. CC	5:30 PM
Jan 26 th	Away	Lorain CC	5:30 PM
Jan 30 th	Home	Clark State CC	5:30 PM
Feb. 1 st	Away	Southeast St. 7:30	5:30 PM
Feb. 2 nd	Home	Lakeland CC	5:30 PM
Feb. 6 th	Home	Edison CC	5:30 PM
Feb 9 th	Away	Cuyahoga CC	5:30 PM
Feb 13 th	Away	Sinclair CC	5:30 PM
Feb. 16 th	Away	Owens	5:30 PM
Feb. 20 th	Away	Columbus St. CC	5:30 PM
Feb 23 rd	Away	Bryant & Stratton	TBD



**Hocking College
Board of Trustees Action**

Date: June 4, 2018

Submitted by: Dr. Betty Young

SUBJECT:

Technology Fee

BACKGROUND:

This fee would provide modernized Academic Technology. This would include student printing cost where students would have dollars attributed to printing on campus, distance learning, and classroom technology upgrades.

RECOMMENDATION:

Approve a Technology Fee for the modernization of academic technology.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

None.

FISCAL IMPACT

Increase in fee revenue to provide designated funds towards academic technology. The estimated annual revenue from this fee is approximately \$60,000.



Hocking College

Motion to Approve

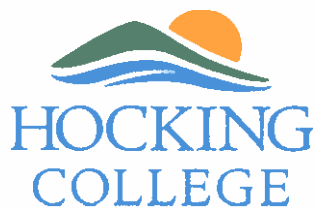
Motion to approve a Technology Fee of \$25 per student, Fall, Spring, and Summer semesters, to upgrade and maintain campus technology.

Adopted: 6/4/2018
Date

Approved: [Signature]
Tom Johnson, Chairman

ACADEMIC CALENDARS	
Proposed Calendar 05-23-18	
2019-2020	
Summer Term	
Last Day to Register (12 week courses)	Sunday, May 12, 2019
Classes Begin (12 week courses)	Monday, May 13, 2019
Holiday-Memorial Day/ Census Date (15th day of term)	Monday, May 27, 2019
Summer Graduation Application Due	Friday, June 07, 2019
Last Day to Register (8 Week Courses)	Sunday, June 09, 2019
8-Week Classes Begin	Monday, June 10, 2019
Last Day to Drop/Withdraw (12 week courses)	Friday, June 28, 2019
Last Day to order Caps/Gowns	Friday, June 28, 2019
Holiday-Independence Day	Thursday, July 04, 2019
Last Day to Drop/Withdraw (8 week courses)	Friday, July 12, 2019
Summer Term Ends	Friday, August 02, 2019
Summer Commencement	Saturday, August 03, 2019
Autumn Term	
Start Week	Monday, August 12, 2019
Last Day to Register (16 week courses/ First 8 Week Courses)	Sunday, August 18, 2019
Classes Begin	Monday, August 19, 2019
Holiday-Labor Day/Census (15th Day of Term)	Monday, September 02, 2019
Autumn Graduation Application Due	Friday, September 13, 2019
Last Day to Drop/Withdraw (First 8 week courses)	Friday, September 20, 2019
Last Day to Register (Second 8 Week Courses)	Sunday, October 13, 2019
Second 8-Week Classes Begin	Monday, October 14, 2019
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening classes held)	Wednesday, October 23, 2019
Last Day to Drop/Withdraw (Full term courses)	Friday, October 25, 2019
Last Day to order Caps/Gowns	Friday, October 25, 2019
Holiday-Veterans Day	Monday, November 11, 2019
Last Day to Drop/Withdraw (Second 8 week courses)	Friday, November 15, 2019
Fall Break - College Open, no classes	Monday, November 25-Wednesday Nov.27, 2019
Holiday-Thanksgiving Break - College Closed	Thursday, November 28-Friday Nov. 29, 2019
College Opens	Monday, December 02, 2019
Autumn Term Ends	Wednesday, December 11, 2019
Autumn Commencement	Saturday, December 14, 2019
End of Term for Faculty	Saturday, December 14, 2019
Winter Break - College Closed	Monday, Dec. 16- Jan. 1, 2020
Spring Term	
HOLIDAY- New Years Day	Wednesday, January 01, 2020
College Opens	Thursday, January 02, 2020
Start Week	Monday, January 06, 2020
Last Day to Register (16 week courses/ First 8 Week Courses)	Sunday, January 12, 2020
Classes Begin	Monday, January 13, 2020
Holiday-Martin Luther King Day/ Census Date (15th day of term)	Monday, January 20, 2020
Spring Graduation Applications Due	Friday, February 07, 2020
Last Day to Drop/Withdraw (First 8 week courses)	Friday, February 14, 2020
Spring Break - College Closed	Monday Mar. 9-Friday Mar.13, 2020
Last Day to Register (Second 8 Week Courses)*	Sunday, March 15, 2020
College Opens 8-Week Classes Begin	Monday, March 16, 2020
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening classes held)	Wednesday, March 25, 2020
Last Day to Drop/Withdraw (Full term courses)	Friday, March 27, 2020
Last Day to order Caps/Gowns	Friday, March 27, 2020
Holiday-Good Friday	Friday, April 10, 2020
Last Day to Drop/Withdraw (Second 8 week courses)	Friday, April 17, 2020
Spring Term Ends	Friday, May 08, 2020
Spring Commencement	Saturday, May 09, 2020
End of Term for Faculty**	Wednesday, May 13, 2020

ACADEMIC CALENDARS	
Proposed Calendar 05-23-18	
2020-2021	
Summer Term	
Last Day to Register (12 week courses)	Friday, May 08, 2020
Classes Begin (12 week courses)	Monday, May 11, 2020
Holiday-Memorial Day/ Census Date (15th day of term)	Monday, May 25, 2020
Summer Graduation Application Due	Friday, June 05, 2020
Last Day to Register (8 Week Courses)	Sunday, June 09, 2019
8-Week Classes Begin	Monday, June 08, 2020
Last Day to Drop/Withdraw (12 week courses)	Friday, June 26, 2020
Last Day to order Caps/Gowns	Friday, June 26, 2020
Holiday-Independence Day (Observed)	Friday, July 03, 2020
Last Day to Drop/Withdraw (8 week courses)	Friday, July 10, 2020
Summer Term Ends	Friday, July 31, 2020
Summer Commencement	Saturday, August 01, 2020
Autumn Term	
Start Week	Monday, August 10, 2020
Last Day to Register (16 week courses/ First 8 Week Courses)	Friday, August 14, 2020
Classes Begin	Monday, August 17, 2020
Census Date (15th day of term)	Monday, August 31, 2020
Holiday-Labor Day	Monday, September 07, 2020
Autumn Graduation Application Due	Friday, September 11, 2020
Last Day to Drop/Withdraw (First 8 week courses)	Friday, September 18, 2020
Last Day to Register (Second 8 Week Courses)*	Sunday, October 11, 2020
Second 8-Week Classes Begin	Monday, October 12, 2020
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening classes held)	Wednesday, October 21, 2020
Last Day to Drop/Withdraw (Full term courses)	Friday, October 23, 2020
Last Day to order Caps/Gowns	Friday, October 23, 2020
Holiday-Veterans Day	Wednesday, November 11, 2020
Last Day to Drop/Withdraw (Second 8 week courses)	Friday, November 13, 2020
Fall Break - College Open, no classes	Monday, Nov 23-Wednesday Nov.25, 2020
Holiday-Thanksgiving Break - College Closed	Thursday, November 26-Friday Nov.27, 2020
Autumn Term Ends	Wednesday, December 09, 2020
Autumn Commencement	Saturday, December 12, 2020
End of Term for Faculty	Saturday, December 12, 2020
Winter Break - College Closed	Monday, Dec. 21, 2019- Friday, Jan. 1, 2020
Spring Term	
HOLIDAY- New Years Day	Friday, January 01, 2021
College Opens	Monday, January 04, 2021
Start Week	Monday, January 04, 2021
Last Day to Register (16 week courses/ First 8 Week Courses)	Sunday, January 10, 2021
Classes Begin	Monday, January 11, 2021
Holiday-Martin Luther King Day/ 15th Day of Term	Monday, January 18, 2021
Spring Graduation Applications Due	Friday, February 05, 2021
Last Day to Drop/Withdraw (First 8 week courses)	Friday, February 12, 2021
Spring Break - College Closed	Monday Mar. 8-Friday Mar.12, 2021
Last Day to Register (Second 8 Week Courses)*	Sunday, March 14, 2021
College Opens 8-Week Classes Begin	Monday, March 15, 2021
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening classes held)	Wednesday, March 24, 2021
Last Day to Drop/Withdraw (Full term courses)	Friday, March 26, 2021
Last Day to order Caps/Gowns	Friday, March 26, 2021
Holiday-Good Friday	Friday, April 02, 2021
Last Day to Drop/Withdraw (Second 8 week courses)	Friday, April 16, 2021
Spring Term Ends	Friday, May 07, 2021
Spring Commencement	Saturday, May 08, 2021
End of Term for Faculty	Wednesday, May 12, 2021



**Hocking College
Board of Trustees Action**

Date: June 4, 2018

Submitted by: Jacqueline Hagerott

SUBJECT

2019 – 2020 and 2020 – 2021 Academic Calendars

BACKGROUND

The academic calendars have been created to reflect the following:

- Autumn and Spring semesters 8 and 16 week sessions
- Summer semester 12 and 8 week sessions
- Winter Break – College closure
- Spring break – College closure
- Fall break – College open, no classes, no faculty
- Holidays
- Commencements

The Academic Leadership team (Dean & Department Chairs, Program Directors, Commander), Academic Affairs Committee, Cabinet and Financial Services reviewed the calendars and provided feedback.

RECOMMENDATION

The College recommends the Board of Trustees approve the motion to adopt the proposed 2019 – 2020 and 2020 – 2021 Academic Calendars.

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


None.

Hocking College

MOTION TO APPROVE

Approve the proposed 2019 – 2020 and 2020 – 2021 Academic Calendars.

Adopted: 6/4/2018
Date

Approved: 
Tom Johnson, Chair

ACADEMIC CALENDAR	
Proposed Calendar 06/04/2018	
2019-2020	
DRAFT	
Summer Term	Monday, May 13, 2019 - August 2, 2019
Last Day to Register (12 week courses)	Sunday, May 12, 2019
Summer Term Begins (12 week courses)	Monday, May 13, 2019
Holiday-Memorial Day/ Census Date (15th day of term)	Monday, May 27, 2019
Summer Graduation Application Due	Friday, June 07, 2019
Last Day to Register (8 week courses)	Sunday, June 09, 2019
8-week Courses Begin	Monday, June 10, 2019
Last Day to Drop/Withdraw (12 week courses)	Friday, June 28, 2019
Last Day to order Caps/Gowns	Friday, June 28, 2019
Holiday-Independence Day	Thursday, July 04, 2019
Last Day to Drop/Withdraw (8 week courses)	Friday, July 12, 2019
Summer Term Ends	Friday, August 02, 2019
Summer Commencement	Saturday, August 03, 2019
Autumn Term	Monday, August 19- Wednesday, December 11, 2019
Start week	Monday, August 12, 2019
Last Day to Register (16 week courses/ first 8 week courses)	Sunday, August 18, 2019
Autumn Term Begins (16 week courses/ first 8 week courses)	Monday, August 19, 2019
Holiday-Labor Day/Census Date (15th Day of Term)	Monday, September 02, 2019
Autumn Graduation Application Due	Friday, September 13, 2019
Last Day to Drop/Withdraw (first 8 week courses)	Friday, September 20, 2019
Last Day to Register (second 8 week courses)	Sunday, October 13, 2019
Second 8 Week Courses Begin	Monday, October 14, 2019
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening Courses held)	Wednesday, October 23, 2019
Last Day to Drop/Withdraw (16 week courses)	Friday, October 25, 2019
Last Day to order Caps/Gowns	Friday, October 25, 2019
Holiday-Veterans Day	Monday, November 11, 2019
Last Day to Drop/Withdraw (second 8 week courses)	Friday, November 15, 2019
Fall Break - College Open, No Courses - No Faculty	Monday, November 25-Wednesday November 27, 2019
Holiday-Thanksgiving Break - College Closed	Thursday, November 28-Friday November 29, 2019
College Opens	Monday, December 02, 2019
Autumn Term Ends	Wednesday, December 11, 2019
Autumn Commencement	Friday, December 13, 2019
End of Term for Faculty	Friday, December 13, 2019
Winter Break - College Closed	Monday, December 16- Wednesday January 1, 2020
Spring Term	Monday, January 13- Friday, May 8, 2020
Holiday- New Years Day	Wednesday, January 01, 2020
College Opens	Thursday, January 02, 2020
Start week	Monday, January 06, 2020
Last Day to Register (16 week courses/ first 8 week courses)	Sunday, January 12, 2020
Spring Term Begins (16 week courses/ first 8 week courses)	Monday, January 13, 2020
Holiday-Martin Luther King Day/ Census Date (15th day of term)	Monday, January 20, 2020
Spring Graduation Application Due	Friday, February 07, 2020
Last Day to Drop/Withdraw (first 8 week courses)	Friday, February 14, 2020
Spring Break - College Closed	Monday March 9-Friday March 13, 2020
Last Day to Register (second 8 week courses)	Sunday, March 15, 2020
College Opens Second 8 Week Courses Begin	Monday, March 16, 2020
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening Courses held)	Wednesday, March 25, 2020
Last Day to Drop/Withdraw (16 week courses)	Friday, March 27, 2020
Last Day to order Caps/Gowns	Friday, March 27, 2020
Holiday-Good Friday	Friday, April 10, 2020
Last Day to Drop/Withdraw (second 8 week courses)	Friday, April 17, 2020
Spring Term Ends	Friday, May 08, 2020
Spring Commencement	Saturday, May 09, 2020
End of Term for Faculty	Thursday, May 14, 2020

ACADEMIC CALENDAR	
Proposed Calendar 06/04/2018	
2020-2021	
DRAFT	
Summer Term	Monday, May 11, 2020 - Friday, July 31, 2020
Last Day to Register (12 week courses)	Friday, May 08, 2020
Summer Term Begins (12 week courses)	Monday, May 11, 2020
Holiday-Memorial Day/ Census Date (15th day of term)	Monday, May 25, 2020
Summer Graduation Application Due	Friday, June 05, 2020
Last Day to Register (8 week courses)	Sunday, June 09, 2019
8 Week Courses Begin	Monday, June 08, 2020
Last Day to Drop/Withdraw (12 week courses)	Friday, June 26, 2020
Last Day to order Caps/Gowns	Friday, June 26, 2020
Holiday-Independence Day (Observed)	Friday, July 03, 2020
Last Day to Drop/Withdraw (8 week courses)	Friday, July 10, 2020
Summer Term Ends	Friday, July 31, 2020
Summer Commencement	Saturday, August 01, 2020
Autumn Term	Monday, August 17 - Wednesday, December 9, 2020
Start week	Monday, August 10, 2020
Last Day to Register (16 week courses/ first 8 week courses)	Friday, August 14, 2020
Autumn Term Begins (16 week courses/ first 8 week courses)	Monday, August 17, 2020
Census Date (15th day of term)	Monday, August 31, 2020
Holiday-Labor Day	Monday, September 07, 2020
Autumn Graduation Application Due	Friday, September 11, 2020
Last Day to Drop/Withdraw (first 8 week courses)	Friday, September 18, 2020
Last Day to Register (second 8 week courses)	Sunday, October 11, 2020
Second 8 Week Courses Begin	Monday, October 12, 2020
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening Courses held)	Wednesday, October 21, 2020
Last Day to Drop/Withdraw (16 week courses)	Friday, October 23, 2020
Last Day to order Caps/Gowns	Friday, October 23, 2020
Holiday-Veterans Day	Wednesday, November 11, 2020
Last Day to Drop/Withdraw (second 8 week courses)	Friday, November 13, 2020
Fall Break - College Open, No Courses - No Faculty	Monday, November 23-Wednesday November 25, 2020
Holiday-Thanksgiving Break - College Closed	Thursday, November 26-Friday November 27, 2020
Autumn Term Ends	Wednesday, December 09, 2020
Autumn Commencement	Saturday, December 12, 2020
End of Term for Faculty	Friday, December 11, 2020
Winter Break - College Closed	Monday, December 21, 2019- Friday, January 1, 2020
Spring Term	Monday January 11, 2021 - Friday, May 7, 2021
Holiday- New Years Day	Friday, January 01, 2021
College Opens	Monday, January 04, 2021
Start week	Monday, January 04, 2021
Last Day to Register (16 week courses/ first 8 week courses)	Sunday, January 10, 2021
Spring Term Begins (16 week courses/ first 8 week courses)	Monday, January 11, 2021
Holiday-Marchtin Luther King Day/ Census Date (15th Day of Term)	Monday, January 18, 2021
Spring Graduation Application Due	Friday, February 05, 2021
Last Day to Drop/Withdraw (first 8 week courses)	Friday, February 12, 2021
Spring Break - College Closed	Monday March. 8-Friday March.12, 2021
Last Day to Register (second 8 week courses)	Sunday, March 14, 2021
College Opens Second 8 Week Courses Begin	Monday, March 15, 2021
All HC Learning Day (All Students, Faculty & Staff 8-5; All evening Courses held)	Wednesday, March 24, 2021
Last Day to Drop/Withdraw (16 week courses)	Friday, March 26, 2021
Last Day to order Caps/Gowns	Friday, March 26, 2021
Holiday-Good Friday	Friday, April 02, 2021
Last Day to Drop/Withdraw (second 8 week courses)	Friday, April 16, 2021
Spring Term Ends	Friday, May 07, 2021
Spring Commencement	Saturday, May 08, 2021
End of Term for Faculty	Thursday, May 13, 2021



**Hocking College
Board of Trustees Action**

Date: June 6, 2018

Submitted by: Dr. Betty Young

SUBJECT:

Operational, Auxiliary, and Facility Renovations Budgets approval for Fiscal Year 2019

BACKGROUND:

The Board of Trustees recognizes that the budget for operations and auxiliaries has been set based on projected revenue, where expenses have been set for spending not to exceed revenues.

RECOMMENDATION:

Approve the Fiscal Year 2019 Operational and Auxiliary Budget as recommended by the President and Chief Financial Officer at Hocking College

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

Provides a sound financial structure, keeping Hocking College accountable to the students, and community it currently serves.

FISCAL IMPACT

Estimated Operational revenue stream for Fiscal Year 2019 to offset and provide guidelines for spending as well as continuing to place \$1 million in our strategic reserve.

2018 – 19 Operating Budget - \$30,174,373.21

2018 – 19 Auxiliary Budget - \$5,800,000

2018 – 19 Capital Improvement Budget - \$2,000,000

Total Hocking College 2018-19 Budget = \$38,614,873.27




Hocking College

Motion to Approve

Motion to approve both Operational, Auxiliary, and Facility Renovations Budgets for Fiscal Year 2019

Adopted: 6/4/2018
Date

Approved: 
Tom Johnson, Chairman

Hocking College
Fiscal Year 19 Budget

Description	FY 18 Budget	FY18 Operating Actuals	FY 19 Budget Operating	Notes
Revenue				
State Appropriations SSI, Net of Capital Component	\$ 12,613,153.00	\$ 12,496,118.40	\$ 12,031,853.00	
Student Tuition & Fees	\$ 18,009,916.00	\$ 16,133,192.07	\$ 15,297,108.86	
Income from Hocking College Foundation			\$ 250,000.00	
Other Operating Income	\$ 175,000.00	\$ 331,485.69	\$ 314,911.41	
Athletics Revenue			\$ 25,000.00	
Athletics Revenue: Student Tuition, Room, & Board			\$ 640,500.00	
Athletics Revenue: Fund Raising			\$ 200,000.00	
Auxiliary Revenue			\$ 1,415,000.00	
Total Revenue	\$ 30,798,069.00	\$ 28,960,796.16	\$ 30,174,373.27	
Expenses				
Salaries	\$ 15,114,235.00	\$ 13,535,483.26	\$ 14,343,624.96	
Student Payroll	\$ 600,000.00	\$ 816,621.11	\$ 929,289.48	
Benefits	\$ 4,923,834.00	\$ 4,653,910.51	\$ 4,200,509.29	
Independent Contractor	\$ 250,000.00	\$ 830,174.18	\$ 548,107.71	
Outsourced Teaching	\$ 80,000.00	\$ 260,578.35	\$ 257,550.00	
Legal & Accounting	\$ 85,000.00	\$ 150,245.80	\$ 221,550.00	
Supplies	\$ 900,000.00	\$ 502,083.55	\$ 1,027,216.58	
Course & Lab Fees	\$ 1,950,000.00	\$ 840,109.72	\$ 699,305.00	
Dues & Memberships	\$ 135,000.00	\$ 139,675.69	\$ 177,184.00	
Travel/Professional Development & Staff Tuition Assistance	\$ 350,000.00	\$ 205,590.83	\$ 450,282.00	
Service & Maintenance Contracts	\$ 2,180,000.00	\$ 2,891,140.65	\$ 2,318,262.38	
Equipment Repair	\$ 85,000.00	\$ 110,836.71	\$ 115,925.18	
Rentals & Leases	\$ 60,000.00	\$ 114,763.90	\$ 256,970.20	
Postage & Freight	\$ 75,000.00	\$ 37,181.54	\$ 45,360.00	
Marketing & Promotion	\$ 320,000.00	\$ 187,291.16	\$ 81,000.00	
New Equipment (Capital Outlay)	\$ 100,000.00	\$ 300,560.09	\$ 505,478.00	
Utilities	\$ 940,000.00	\$ 916,860.10	\$ 964,400.00	
Student Scholarships	\$ 500,000.00	\$ 328,676.68	\$ 328,849.00	
Insurance	\$ 350,000.00	\$ 387,480.25	\$ 401,110.00	
Other Expenses	\$ 200,000.00	\$ 178,842.77	\$ 367,666.52	
Bad Debt	\$ 450,000.00	\$ 107,790.86	\$ 151,000.00	
Debt Service			\$ 315,000.00	
Transfer to Strategic Reserve	\$ 1,000,000.00	\$ 750,000.01	\$ 1,000,000.00	
Contingency	\$ 150,000.00		\$ 468,732.98	
Total Expenses	\$ 30,798,069.00	\$ 28,155,897.72	\$ 30,174,373.27	
Ending Balances- June 30	\$ -	\$ 804,898.44	\$ -	

Reclassification of expenses (such as Drug Testing) to Other Expenses

Drop of off Independent Contractor where FTE's hired and projects finished

Increase in Credit Card Fees, Sales Tax, Vendor's License Fees etc. from the addition of new programs and businesses

Reclassification of expenses from Course & Lab Fees, Service & Maint Contracts, and Marketing & Promotion

Reclassification of Expenses, increase in self-performing work within projects

Reclassification of Linen Rentals from Course & Lab Fees / Service & Maintenance Contracts into correct category

Increase in New Items Needed for Program's for example, Dental Hygiene Computer Systems etc

Reclassification of expenses into categories to improve accountability

Amount received from Auxiliaries to pay Debt Service Bond Obligations

Hocking College
Fiscal 19 Auxiliary Budget

Description	FY18 Auxiliary Actuals	FY 19 Budget Auxiliaries	
Revenue			
Auxiliary Revenue	\$ 5,261,858.66	\$ 5,800,000.00	Increased Revenue with the Addition of Water Park & Distillery
Total Revenue	\$ 5,261,858.66	\$ 5,800,000.00	
Expenses			
Salaries	\$ 610,187.34	\$ 996,302.28	Increase due allocation/split of salaries from General Fund
Student Payroll	\$ 325,043.38	\$ 383,340.00	Increase due allocation/split of student employment from General Fund
Benefits	\$ 174,060.05	\$ 244,771.14	Increase due allocation/split of benefits from General Fund
Independent Contractor	\$ 64,900.38	\$ 11,100.00	Contractors used for specific items that will not happen in current year [Hedges Carpet Barn/Allied Technical Services]
Legal & Accounting	\$ 12,033.61	\$ 22,040.00	Increased Credit Card Fees and License Costs with Water Park and Distillery opening
Supplies	\$ 1,501,481.88	\$ 1,432,065.00	Centralized purchasing model and change in process to cut back on supplies
Dues & Memberships	\$ 394.99	\$ -	
Travel/Professional Development	\$ 752.04	\$ 4,500.00	Reduction in Service & Maintenance Contracts as work will be self performed on HH as part of Facilities Budget
Service & Maintenance Contracts	\$ 98,394.96	\$ 54,284.00	
Equipment Repair	\$ 4,651.38	\$ 5,200.00	
Rentals & Leases	\$ 68,879.11	\$ 79,600.00	
Pest Control	\$ 2,131.50	\$ 2,500.00	
Marketing & Promotion	\$ 359.00	\$ 500.00	
New Equipment (Capital Outlay)	\$ 90,880.49	\$ 101,500.00	New Equipment Purchases for Dining Hall Equipment, Installation of New Washer's and Dryers, upgrades to Rhapsody Network & Kitchen Equipment
Utilities	\$ 368,241.22	\$ 397,350.00	
Dining Services Vouchers	\$ 40,362.29	\$ 45,000.00	
Insurance	\$ -	\$ -	
Other Expenses	\$ 28,575.42	\$ 34,765.00	
Owners Fees	\$ 515,958.15	\$ 525,000.00	
Transfers to/from Other Funds	\$ 1,289,491.96	\$ 1,415,000.00	Based on the repayment of Debt Service Bonds, and mid-year transfers to operating funds. Will be approximately 1.8 Million at end of FY 18
Contingency		\$ 45,182.58	
Total Expenses	\$ 5,196,779.15	\$ 5,800,000.00	
Ending Balances- June 30	\$ 65,079.51	\$ -	

Hocking College

Fiscal 19 Strategic Reserve - Facility Renovation Budget

Description	FY 19 Facility Renovation Budget
Revenue	
Revenue: Funding From Strategic Reserves	\$ 2,000,000.00
Total Revenue	\$ 2,000,000.00
Expenses	
Mechanical Repairs/Fire Boiler HVAC	\$ 35,000.00
Capital Improvement Industry Partners	\$ 103,000.00
Sylvania Avenue - Woodworking and Fire	\$ 100,000.00
Sylvania Avenue - Phase 3 Lab Science	\$ 525,000.00
The Lodge - Distilling Room	\$ 10,000.00
The Lodge - Hotel Rooms	\$ 900,000.00
Hocking Heights - Self Performed Renovations	\$ 75,000.00
Robbins Crossing	\$ 30,000.00
Animal Care Facility	\$ 40,000.00
Field House	\$ 75,000.00
Composting Project	\$ 100,000.00
Project Contingency	\$ 7,000.00
Total Expenses	\$ 2,000,000.00
Ending Balances- June 30	\$ -