



BOARD OF TRUSTEES MEETING
Thursday, August 22, 2019
5:30 pm
Sylvania Woodworking Shop – Buchtel, OH
Committee Meetings – 5:30 pm
Ribbons Cutting – 6:00 pm
Regular Meeting – To Follow Ribbon Cutting

- **Call to Order (5 min)** Chairman Stone
- **Roll Call** Mrs. Cunningham
- **Approve Minutes from April 29, 2019 Meeting (5 min)** Chairman Stone
- **Executive Session (15 min)** Chairman Stone
- **President's Report (15 min)** Dr. Young
- **Academic Affairs Report (10 min)** Trustees Mitchell / Fischer
 > Update from Vice President
 > Motion to Alter 2019-2020 Calendar
 Dr. Davis
- **Finance and Personnel Report (5 min)** Trustees Mike Brooks/
 > Update from Executive Director Finance / Treasurer
 > Motion on Per Diem Policy
 Jeanie Addington / Mark Fuller
- **Facilities Committee Report (5 min)** Trustee Budzik/Mr. Daubenmire
 > Update on Projects
- **Community Relations and Student Experience Report (5 min)** Trustee Johnson / Stuart Brooks /
 > No Report
 Leon Forte' and Ms. Hagerott
- **Chairman's Report (10 min)** Chairman Stone
- **New Business (5 min)** Chairman Stone
- **Adjournment** Chairman Stone
 - **Event Schedule**
 - > Next Meeting – October 24, 2019 – The Lodge
 - > Homecoming – September 21, 2019

Our Mission

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

August 22, 2019

The regular meeting of the Hocking College Board of Trustees was held Thursday, August 22, 2019, at Sylvania Woodworking Shop, Nelsonville, OH 45764.

Administrators attending: Dr. Betty Young, President; Mr. Jeff Daubenmire, Chief-of-Staff; Dr. Myriah Davis, Vice President of Academic Affairs and Workforce Development; Mr. Tim Brunicardi, Executive Director of Marketing, Public and Community Relations; Mark Fuller, Executive Director, Finance / Treasurer; Jacqueline Hagerott, VP of Administration and Student Affairs; Steve Wilson, CIO Information Technology; Bryan Lutz, Executive Director, Facilities and Skill Trades Chair; and Kristine Hayes, Representative from the AG's Office

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

CALL TO ORDER

Chairman Stone called the meeting to order at 6:15 pm.

ROLL CALL

Sheree Cunningham, Board Secretary, called the roll:

Board members present: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Dan Fischer, Tom Johnson, Ben Mitchell and Chairman Stone

Board members absent: Trustees Mike Budzik, and Leon Forte'

Members present constitute quorum.

APPROVAL OF MINUTES

Chairman Stone asked if there were any changes to the minutes from the June 25, 2019, regular meeting. A motion was made by Trustee Ben Mitchell and seconded by Trustee Mike Brooks to approve the June 25, 2019, Board of Trustees minutes. The motion was unanimously approved.

EXECUTIVE SESSION

Chairman Stone requested a motion to adjourn into Executive Session:

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

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

The Executive Session invitation may include:

Dr. Betty Young
Mr. Jeff Daubenmire

A motion was made by Trustee Jeanie Addington and seconded by Trustee Dan Fischer.

On a roll call vote:

Voting Yes: Trustees Jeanie Addington, Mike Brooks, Stuart Brooks, Dan Fischer, Tom Johnson, Ben Mitchell, and Chairman Andrew Stone

The Board adjourned to Executive Session at 6:17 pm.

RETURN TO REGULAR SESSION

Chairman Stone announced the return to regular session at 6:58 pm.

Property Acquisition - The following was presented after Executive Session:

Background – The College seeks to provide adequate facilities for its continued growth and development of programming.

Recommendation – It is recommended the Board of Trustees authorize the President to purchase property to be used for future growth of College programming.

Organizational / Administrative Impact – Provide a property to be used by The College as a future site for program development.

Motion – A motion was made by Trustee Stuart Brooks and seconded by Trustee Dan Fischer to authorize the President to purchase property to be used for future growth of college programming. The motion was unanimously approved.

PRESIDENT'S REPORT

Dr. Young's report consisted of the following:

- Beautiful Glass Pumpkins – Dr. Young commented that the beautiful glass pumpkin she showed the Board members was made by Lindsay Cooper, the Makers Network Studio Assistant, who is also a graduate of Hocking College. Lindsay is now a student at the Columbus College of Art and Design (CCAD) and received a \$50,000 scholarship to CCAD. She made these pumpkins for the members of Cabinet as a thank you. This is a wonderful testimony to her hard work and to the faculty members here at Hocking College.

- Hosting the CATYC Conference (Council on Accreditation for Two-Year Colleges) – Hocking College will be hosting the CATYC from September 8 through September 10, at Easton Columbus Hilton. Dr. Young reported she has been honored to be the Chairman of this nationwide group for the 2018-2019 year. This year the conference will be held in Columbus. Dr. Young stated this particular conference is special to her because when she was working on her Master's her first presentation at a professional conference was the CATYC. She commented that for a few years they drifted away from a call for proposals, but now are reintroducing the concept again. Currently, we have registered 70 participants from 19 different two-year colleges. We hope to have a great turnout.
- Enrollment – Dr. Young reported she does not yet have final enrollments numbers. She stated this is the first year that all incoming first year students are on 8-week classes. She commented they learned from their trip to Trident Technical College that completion numbers went up with the 8-week classes. Trident has been doing 8-week classes for about 8 years now.
- All Inclusive pricing – Dr. Young has reported the “All Inclusive Pricing” has been a win. People are very excited. The downside is the College has made it a policy to be seat ready. There are still some “glitches to work out.” Even with enrollment flat, we are down three students. Nationally, the rate is 3.8% decline for community colleges. Retention is still a challenge. Some of this is due to finances and some are going out into the workforce. Unemployment nationwide is low.
- ARC Substance Abuse Council – Dr. Young announced that Hocking College's own, Sean Terrell, Dean of Community Outreach and Workforce Development, has been nominated to the Substance Abuse Advisory Council, which is part of the Appalachian Regional Commission (ARC) grant. This is quite an honor, as only two representatives from the State of Ohio were appointed.
- Maysville Community and Technical College – Dr. Young reported she was the keynote speaker for their “Kick-Off Day” on August 1, 2019. She spoke on innovation and entrepreneurship with their faculty and staff. Dr. Young stated this is a nice “kudos” for the institution to be asked to speak about our work at another college. She met with Dr. Steve Vacik, the College's President and CEO.
- Groundbreaking Ceremony for Magna – Vice President Pence was at the Groundbreaking Ceremony for Magna in Fairfield County. The Vice President actually stopped and spoke with Dr. Young who indicated there is a need for funding for short term certificate training. Trustee Budzik was also part of a group who met with the Vice President. Trustee Budzik reiterated the need for funding for short term certificates with the Vice President.

- Senator Portman – Sean Terrell was the guide for Senator Portman who came to the Logan Campus on August 15, 2019. The Senator was very interested in our medical lab as well as our welding programs at Logan. Senator Portman is also very interested in short term certificate funding.
- Census 2020 Complete Count Commission – Dr. Young reported she has been appointed by Governor DeWine to be on the Census 2020 Complete Count Commission. She commented they have not yet had their first meeting, but wanted to make the Board and everyone know how serious the census is. She commented this is really critical for the City of Nelsonville. If we fall below 5,000, Nelsonville will lose their city status. There was a question if students count. Students do count in the census.
- Royal Bahamas Defense Force – Lt. Duncomb brought 35 students to summer camp. Dr. Young reported one student is planning to come back in January as a regular student, and a couple more students are planning to come next fall. In addition, to the summer camp, Lt. Duncomb stayed and held our first “boot camp” for athletes during their football camp. It was great watching these young adults development. Dr. Young stated the program was a big success and we will continue this forward.
- Email – Ken Temple, Program Manager, NR Law Enforcement and Manager at Lake Snowden received the following email:

“We are so glad to see your crew has been able to make great progress on the Lake Snowden trail renovation! It was wonderful to pass easily through spots that before would have been difficult and unpleasant to go around or through due to deadfalls. One hideous spot at a junction of the blue and orange trails comes to mind, branches of a deadfall covered in vines completely blocking the way. We rode there yesterday and are riding there again tomorrow because we were so overjoyed to have our beautiful trails back! The culverts that have been replaced or repaired have made those crossings a pleasure again.

The plastic culvert ready for installation at the crossing looks like a good start to the most challenging phase. We look forward to seeing your solution to the dreaded concrete squares.

Please pass along our thanks to the bulldozer operator who cleared the trail. It was a conscientious and professional job.

We truly appreciate the good work you’ve accomplished, and are excited to be able to enjoy the fall riding season at the lake.”

Dr. Young commented things like this really mean something to the community. She stated that Ken Temple, his group, and the heavy equipment program have done an excellent job. Dr. Young also commented they are working with Albany

about the possibility of hooking up to their sewer. We are in the beginning stages of discussion.

- Banners – Dr. Young reported the winning Archery banners have been hung in the Student Center. She gave a review on the winning history of the Archery teams at Hocking College. Dr. Young reported Steve Dietz is retiring as the Archery Coach. We have hired a new coach, Rodney Estrada. Rodney is also our new Career Services Manager. We are excited to have him here at Hocking College.
- Coca-Cola scholars – Michele Porter, a Hocking College graduate, was nominated as one of the “Leaders of Promise Scholar” by the Coca-Cola Scholars Foundation. She received a \$1000.00 scholarship. We are very proud of her and her accomplishments.
- Hawks Center for Well-Being – Dr. Young reported that due to the Board’s approval the Hawks Center for Well-Being has opened. There is unlimited access to the Health Center. Hopewell Counseling Services are 7-days a week Monday through Friday from 9 to 5 and Saturday and Sunday from 10:00 am to 2:00 pm. Intakes will be completed by second year Addictions Studies students which will give them practical experience. The Genesis Medical Group will be available Monday, Wednesday, Friday and Saturday from 10:00 am to 2:00 pm. These services are for students and employees.
- Thank You – Trustee and Chairman Andrew Stone – Trustee Mike Brooks presented and read to the Board a plaque from the College for Trustee Stone’s service to Hocking College. Trustee Brooks stated Trustee Stone and his family have been a great part of Hocking College. He commented that Trustee Stone will be missed, and wishes him well in his new endeavors. This is Trustee Stone’s last board meeting.
- Final Note – The Marketing team has been working on a video to remember Hocking College’s first 50 years. Dr. Young then played the video for the Board.

ACADEMIC AFFAIRS COMMITTEE REPORT

Dr. Davis presented the following report.

- Dr. Davis reported the College has received a letter from the Commission on Dental Accreditation (CODA) rating the dental hygiene program the accreditation status of “initial accreditation.” Dr. Loochtan indicated there are 18 students registered at the Perry Campus.
- 2019-2020 Academic Calendar – Dr. Davis presented the following:

Background – The academic calendar has been created to reflect an update on the following:

Winter Break – College closure

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 Academic Calendar.

Organizational / Administrative Impact – Publishing the proposed academic calendars better assists Hocking College students and creates opportunities for our students to plan their academic career through graduation. Additionally, the multi-year calendars allow 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.

Motion – A motion was made by Trustee Johnson and seconded by Trustee Fischer to approve the proposed 2019 – 2020 Academic Calendar. The motion was unanimously approved.

FINANCE AND PERSONNEL COMMITTEE REPORT

Mr. Mark Fuller, Executive Director of Finance/Treasurer, reported on the following:

- State Budget Passed – Mr. Fuller reported the State Budget has been passed. The good news is the College received a total allocation increased by 2% for this fiscal year and 1% for fiscal 2021. He commented this excludes out-of-state students, which will impact the college a bit with a decrease of \$225,000, which equates to about 1.8%. Mr. Fuller reported once we have final enrollment numbers, the College will adjust expenses. The \$1 million will stay in strategic reserves. He commented there will be a negative impact in the seat ready, which will be mostly due to second year students. He commented this is not a huge number.
- Per Diem Policy – Mr. Fuller then presented the following policy on Per Diem. This policy clarifies when per diem is paid to assure employees apply correctly for per diem to offset costs associated with travel. The policy helps to eliminate confusion and helps the College to enforce policy.

Motion – A motion was made by Trustee Mike Brooks and seconded by Trustee Johnson to approve the updated Policy for Per Diem for Professional Leave and Travel Expenses. The motion was unanimously approved.

FACILITIES COMMITTEE REPORT

Mr. Daubenmire reported on the following:

- Update on Projects – Equine Center – Mr. Daubenmire reported they are preparing the site for construction to include: compaction of dirt; relocating utilities and bringing up the site so we are out of the flood plain. Anticipation for construction is fall of this year with completion set for next summer.

Simulation lab – Mr. Daubenmire reported the College is doing most of the work. The bid was broken out with several companies. Completion date is early October.

Nature Center – Permits were received this week for the nature center. Anticipated date of completion is early 2020.

Police Department – The Police Department is anticipated to be completed in November of this year.

Shaw Building – The final draft and drawings for the new Music Center have been completed. When completed Washington Hall music program will be moved to the renovated Shaw Building.

The Lodge – The College is currently advertising for bids. A pre-bid is expected by the end of September with an anticipated completion date by June 2020. Dr. Young commented we need to be completed by then as we have two conferences already scheduled on the books.

COMMUNITY RELATIONS AND STUDENT EXPERIENCE REPORT

Ms. Hagerott stated there was nothing to report at this time. Dr. Young complimented Jaqueline in her area. Dr. Young stated there has been a huge transformation in the housing department. Ms. Hagerott implemented a color coded system for move in day, which greatly improved move in. Student employment has totally been revamped, as well as student judiciary. Ms. Hagerott also serves as the Title IX coordinator.

CHAIRMAN'S REPORT

Chairman Stone reported this is his last meeting. He commented a person can only do so many things. He stated last May he was put in charge of 1/5 of the Ohio National Guard, over the 16th engineering brigade, and between that assignment and his civilian job, he is at his limit. In addition to this, he will be deployed around next June, 2020, to Texas and then abroad. Trustee Stone gave a brief overview of what his duties would be overseas.

Trustee Stone commented he has learned a great deal in the last nine years and how to deliver this message to the population. He stated there are three things he has learned, there are changing demographics, the number being born is less, high school graduates are declining, and we are going to have a dip in the numbers of students.

The second point Trustee Stone wanted to make is that higher education is somewhat of a cutthroat business. Everyone is competing for students, so we have to stay relevant and think of all markets of students such as the life-long learners and adult students. There is a need to compete for all students.

As you to continue to think about recruitment, think about the international students. Go after these students. Just because the Ohio population is shrinking does not mean the world population is shrinking. He would like to see the international students expand as this helps with diversity, culture, and interactions with other people.

Lastly, think about the 10 years of economic growth we have had. The nation is overdue for a recession. The College will need to be prepared to serve these people as they retrain for jobs.


The highest role of the board is its fiduciary responsibilities. Always be supportive and always be skeptical and you will do the right thing. Trustee Stone stated he appreciates the collegiality of this body. He stated they have the discipline to work together as a board. Most of all, he stated he would treasure the friendships and lifelong friends. He stated he looks forward to seeing everyone in the community.

NEW BUSINESS – None

NEXT MEETING – The next Board of Trustees meeting will be held on October 24, 2019 at The Lodge.

ADJOURNMENT

There being no further business to conduct, a motion was made to adjourn by Trustee Stuart Brooks and seconded by Trustee Ben Mitchell. The motion was unanimously approved. The Board adjourned at 7:51 pm.



Andrew Stone, Chairman
Tom Johnson for
Andrew Stone



Sheree Cunningham, Board Secretary



**Hocking College
Board of Trustees Action**

Date: August 22, 2019

Submitted by: Dr. Myriah Davis

SUBJECT

2019 – 2020 Academic Calendar

BACKGROUND

The academic calendar has been created to reflect an update on the following:

Winter Break – College closure

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 Academic Calendar.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT

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

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

FISCAL IMPACT

None.

Hocking College

MOTION TO APPROVE

Approve the proposed 2019 – 2020 Academic Calendar.

Adopted: 8/22/2019
Date

Approved: 
Andrew Stone, Chair

ACADEMIC CALENDAR

Approved by Hocking College Board of Trustees [add date]

2019-2020

Summer Term	Monday, May 13 - 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
End of Term for Faculty	Friday, December 13, 2019
Autumn Commencement	Saturday, December 14, 2019
Winter Break - College Closed	Monday, December 23- Monday January 6, 2020
Spring Term	Monday, January 13- Friday, May 8, 2020
Holiday- New Years Day	Wednesday, January 01, 2020
College Opens	Monday, January 06, 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	Wednesday, May 13, 2020

ACADEMIC CALENDAR

Approved by Hocking College Board of Trustees 6/04/2018

2020-2021

Summer Term	Monday, May 11 - 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 07, 2020
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
End of Term for Faculty	Friday, December 11, 2020
Autumn Commencement	Saturday, December 12, 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	Wednesday, May 12, 2021



**Hocking College
Board of Trustees Action**

Date: 8/22/2019
Submitted by: Financial Services

SUBJECT:

Fiscal – Policy for Per Diem

BACKGROUND:

RECOMMENDATION:

Recommend the Board approve the updated policy for Per Diem for Professional Leave and Travel Expenses

ORGANIZATIONAL/ADMINISTRATIVE IMPACT:

None

FISCAL IMPACT:

None

COMMENTS:

This policy clarifies when per diem is paid to assure employees apply correctly for per diem to offset cost associated with travel.



Policy Category: Administrative Policies
Policy Number: 2.19
Policy Issued:
Policy Revised: 8/22/2019
Policy Title: Per Diem for Professional Leave / Travel Expense
Policy Approved:
Resolution #:
Pages: 1 of 2

Complete the Professional Leave Request Form (top half) 3 – 4 weeks prior to travel.

Reservations should not be made until prior approval is achieved.

P-cards are available for travel expenses. Applications are located on the Fiscal – Procurement / Travel web page. Please allow 7 – 10 days for processing a new card. Travel p-cards will be held in the Fiscal Office and issued upon receipt of an approved travel form. **Current owners of a p-card can use their card as a travel card.** All P-Card transactions should be attached to the monthly statement with a copy of the approved travel form.

Registration Fees – Three (3) weeks prior to the registration deadline, submit the completed registration form with a payment authorization to the Fiscal Office. Payment may also be made by a department P-card.

College Owned Vehicles must be traveler's first choice where reasonable. The vehicle request form is located on the College's Intranet. Click forms, then Fleet Request Form under Operations.

Employee will be reimbursed for gasoline purchased while on travel status for a college owned car. Detailed receipt is needed for reimbursement.

If a College car is not available, mileage will be reimbursed for personal vehicle use at the current state rate of \$.58 / mile as of 1/1/19.



If a College car is available and you choose to take your personal vehicle, mileage will be reimbursed at half the current state rate \$.26 / mile as of 1/1/19. Fuel or operating expenses will not be reimbursed.

Tolls and parking will be reimbursed with appropriate receipts after travel has commenced.

Airfare – All airfare reservations must be arranged through the Fiscal Office.

Reimbursements – Requests for reimbursements must be completed within 60 days after travel.

Per Diem is applied as follows and is intended to offset extra costs associated with travel.

Morning - \$ 6.00
Noon - \$ 8.00
Evening - \$16.00
Daily Total - \$30.00

One Day Trip:

Leave before 8:00 am, return before 8:00 pm – morning and noon per diem

Leave before 8:00 am, return after 8:00 pm – morning, noon, and evening per diem

Leave before 12:00 pm, return after 8:00 pm – noon and evening per diem

Multi Day Trip:

Departure day

Leave before 8:00 am – morning, noon and evening per diem

Leave before 12:00 pm – noon and evening per diem

Return Day:

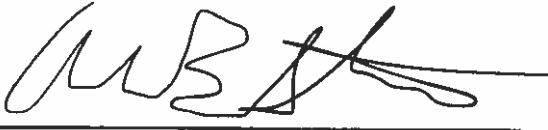
Return before 6:00 pm – morning and noon per diem

Return after 6:00 pm – morning, noon and evening per diem



Motion to approve the updated Policy for Per Diem for Professional Leave and Travel Expenses.

Adopted: 8/22/2019

Approved: 
Andrew Stone, Chairman



**Hocking College
Board of Trustees Action**

Date: 8/22/2019
Submitted by: Jeff Daubenmire

SUBJECT: Property Acquisition

BACKGROUND: The College seeks to provide adequate facilities for its continued growth and development of programming.

RECOMMENDATION: It is recommended the Board of Trustees authorize the President to purchase property to be used for future growth of College programming.

ORGANIZATIONAL/ADMINISTRATIVE IMPACT: Provide a property to be used by The College as a future site for program development.

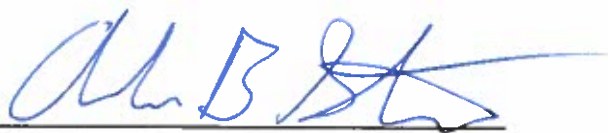
FISCAL IMPACT:

COMMENTS:



Motion to approve authorize the President to purchase property to be used for future growth of college programming.

Adopted: 8/22/2019

Approved: 
Andrew Stone, Chairman