



HOCKING
COLLEGE

Policy Manual
Board Governance

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Policy Category: Board Governance Policy

Policy Number: 1.0

Policy Issued: February 9, 2016

Policy Title: Board Policy Governance

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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

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

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



Policy Category: Board Governance Policy

Policy Number: 1.01

Policy Issued: February 9, 2016

Policy Title: Mission

Policy Approved: December 13, 2016

Resolution #: 2017-05 – Board Governance Policies

Pages: 1 of 1

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



Policy Category: Board Governance Policy
Policy Number: 1.02
Policy Issued: February 9, 2016
Policy Title: Trustee, Organization Meetings and Conduct
Policy Approved: February 9, 2016
Resolution #: 2016-12 – Board Governance Policies
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The Board of trustees shall meet for regular meetings a minimum of six (6) times per year. Public Notice of regular meetings and special meetings will comply with State law.

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

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

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



Policy Category: Board Governance Policy

Policy Number: 1.03

Policy Issued: February 9, 2016

Policy Title: Board Duties

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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

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



Policy Category: Board Governance Policy
Policy Number: 1.04
Policy Issued: February 9, 2016
Policy Title: Conflict of Interest Policy
Policy Approved: February 9, 2016
Resolution #: 2016-12 – Board Governance Policies
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Duties of College officers and trustees.

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

Conflicts of interest.

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

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

Required actions.

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

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



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

Prohibited actions.

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

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

Transactions.

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

Affiliated organizations.

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

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

Family members.

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



Policy Category: Board Governance Policy

Policy Number: 1.05

Policy Issued: February 9, 2016

Policy Title: Planning and Achievement

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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

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

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

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



Policy Category: Board Governance Policy
Policy Number: 1.06
Policy Issued: February 9, 2016
Policy Title: Rulemaking Policy Governance
Policy Approved: February 9, 2016
Resolution #: 2016-12 – Board Governance Policies
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Policies.

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

Procedures.

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

Departmental directives.

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

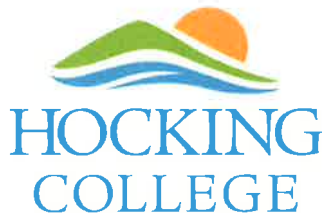
Rules.

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



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

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



Policy Category: Board Governance Policy

Policy Number: 1.07

Policy Issued: February 9, 2016

Policy Title: Delegation of Authority

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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



Policy Category: Board Governance Policy

Policy Number: 1.08

Policy Issued: February 9, 2016

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

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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



Policy Category: Board Governance Policy

Policy Number: 1.09

Policy Issued: February 9, 2016

Policy Title: Contractual Authority

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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



Policy Category: Board Governance Policy

Policy Number: 1.10

Policy Issued: February 9, 2016

Policy Title: Signatory Authority of the President

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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



Policy Category: Board Governance Policy

Policy Number: 1.11

Policy Issued: February 9, 2016

Policy Title: Honorary Degree

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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

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

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



Policy Category: Board Governance Policy

Policy Number: 1.12

Policy Issued: February 9, 2016

Policy Title: Audits

Policy Approved: February 9, 2016

Resolution #: 2016-12 – Board Governance Policies

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



Policy Category: Board Governance Policy

Policy Number:

Policy Issued:

Policy Title: Ethics Policy and Required Ethics Training

Policy Approved:

Resolution #:

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Policy to be presented at February 16, 2017 Board Meeting