

**Board of Trustees Meeting**

**Tuesday, September 22, 2020**

**3:45 pm**

**Welcome!**

**You will hear silence until the moderator opens the public meeting.**

**AGENDA**  
**Call To Order**  
**Sunshine Law Compliance Announcement**  
**Roll Call**

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- 20.80 Approval of the Proceedings of the Regular Board Meeting of August 25, 2020**
- 20.81 Consideration of Items for Possible Addition to the Agenda**
- 20.82 Recognition of Accomplishments Reflective of the College Mission**
- 20.83 Consent Agenda for Recurring Items**
  - A. Personnel Reports**
  - B. Facilities Reports**
  - C. Public Safety Monthly Incident Report**

**Action Items**

- 20.84 Finance Report**
- 20.85 FY21 Budget Resolution**
- 20.86 Approval of Vendor Contracts**
- 20.87 Academic Quality & Student Learning Updates**

**Status of the College Community**

- 20.88 Student Engagement & Education / Student Activities Report**
- 20.89 Shared Governance / Faculty Senate Report**
- 20.90 President's Report**
- 20.91 Trustee Chairperson's Report**

**Old Business**  
**New Business**  
**Adjourn to Executive Session**  
**Adjournment**

- **20.81 Consideration of Items for Possible Addition to the Agenda**
- **20.82 Recognition of Accomplishments Reflective of the College Mission**



# Water Main Break Summary

## September 22, 2020

### Board of Trustee Update

# Overview

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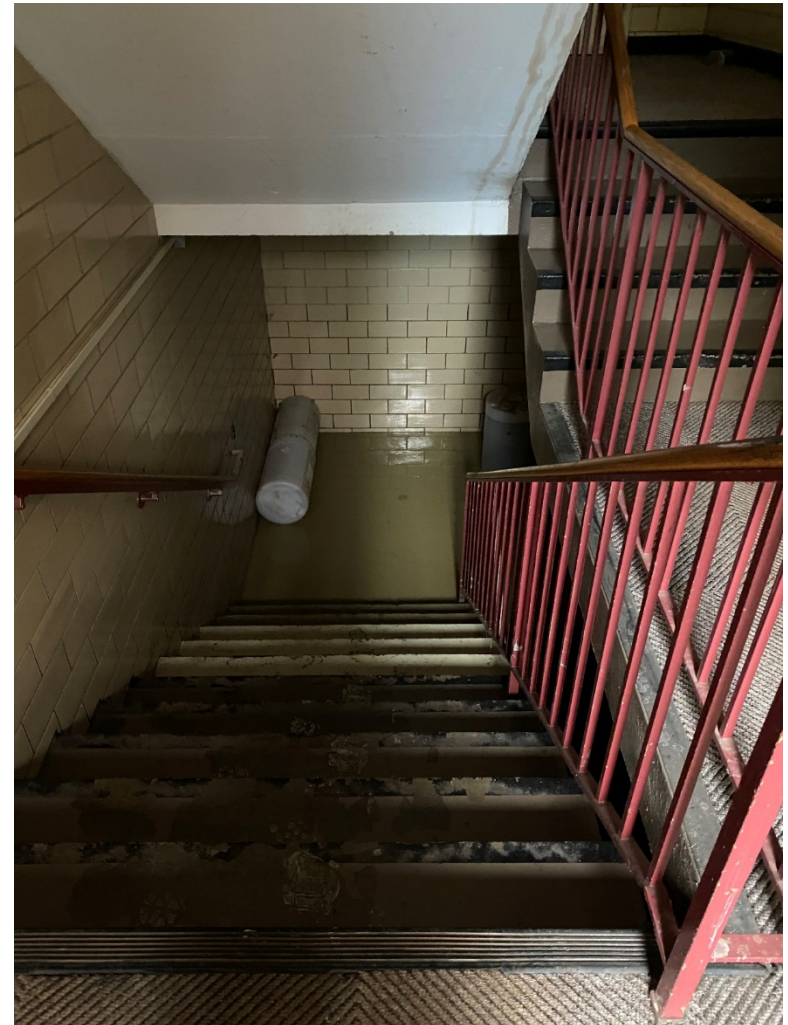
- Water discovered in all levels below the first floor of Main Building on Clifton Campus early in the morning August 31, 2020.
- Water seems to have entered from a water main break near an underground tunnel in the A wing of the Main Building.
- The Boiler Room, Control Room and Tunnels under the Main Building were completely filled with water, and the Fitness/Pool area under the gym had several inches of water.
- Electricity was shut-off to the Clifton Campus and data center.
- All in-person and remote courses were cancelled Aug 31 & Sep 1.
- Remote courses resumed Sep. 2. In-person courses resumed Sep. 8 in Clifton once power was restored to ATLC and HPB.
- It is assumed any equipment partially or fully submerged is a total loss, and the Main Building is still without power.
- The College is insured.

# Major Systems Impacted by Water

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- Boilers (Main Building heating)
- Chillers (Main & HPB Building cooling)
- Main Building Hot Water Supply
- Compressed Air Systems
- Air Handlers in Main Building tunnels
- Electrical Supply
- Fire Suppression
- Elevators

# Stairwell from 1<sup>st</sup> Floor to Boiler Room



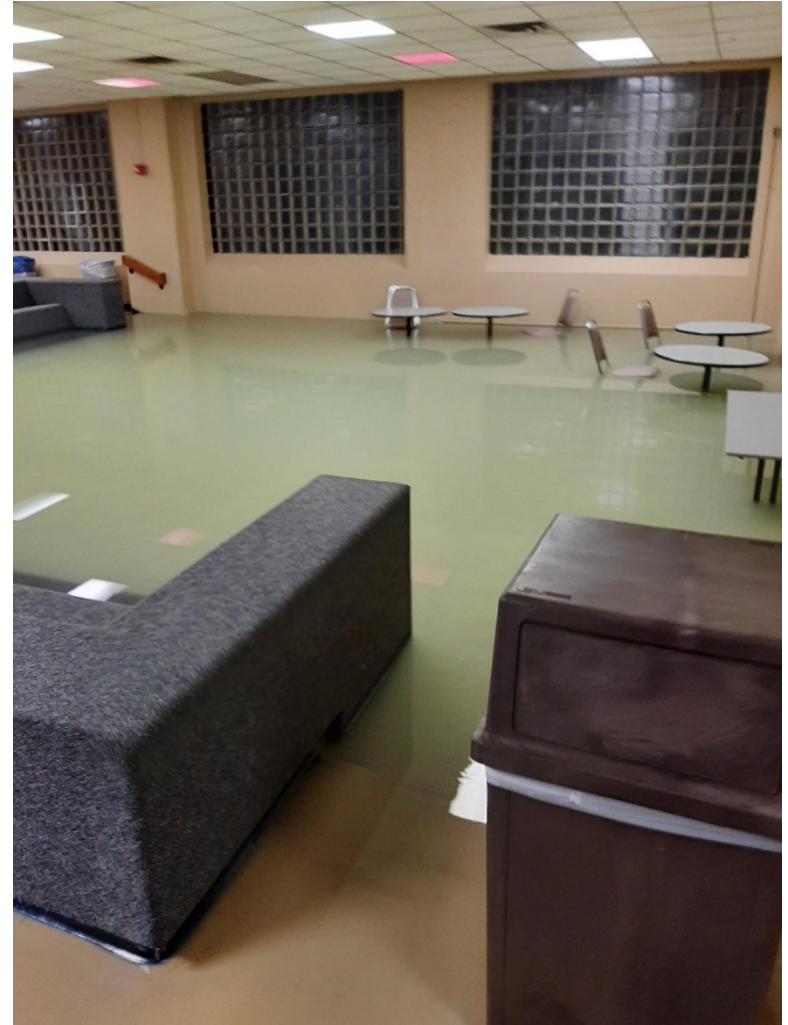


# Outdoor Stairwell to Boiler Room





# Fitness Area and Student Activities Lounge





# Boilers and Chiller (after water drained)





# Height of Boiler Room



# Strategic Priorities Related to Crisis

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1. Continuity of Mission and Academic Instruction
2. Restoration of Systems Necessary to Occupy Main Building
3. Management of Insurance Claim and Collection of Insurance Proceeds

# Continuity of Mission and Instruction

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- Restoration, Business Continuity of Data Center
  - Power restored 9/2/2020 but full DR/BCP in progress
- Restoration of Electricity to ATLC and HPB Buildings (Completed)
- Relocation of In-Person Courses/Labs Located in Main Building
  - Greater than 300 Classes Moved
  - Lab Alternatives completed except for Automotive
- Relocation of Student Services Located in Main Building (90% Complete)
- Relocation of Administrative Departments/Divisions Located in Main Building (90% Completed)
- Temporary Cooling Systems for HPB (Week of 9/21)
- Restoration of Academic Labs in Main Building (see next slide)



# Restoration of Systems to Occupy Main Building

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Many of these steps can and will occur simultaneously (all in progress):

- Water Drained and Cleaned-up
- Restoration and Repair of Main Building Electrical Supply, Electrical Infrastructure, and Back-up Systems
  - Priorities: Data Center, Boiler Room, A&B Wings
- Mitigate/Remediation Mold, Air Quality Issues
- Fire Suppression/Fire Loop Repair
- Assess Structural Integrity of Building, Repair if Necessary
- Replace Heating, Cooling Systems, Hot Water, Compressed Air Systems and/or provide Temporary Solutions depending on Timing
- Assess/Repair Elevator Systems
- Restoration of Damage to Fitness Level
- Consider and Execute Opportunities to Improve Infrastructure for Long Term Continuity of Main Building (see planning below)

# Management of Insurance Claim

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- File Claim
  - Carrier: Traveler's
- Coordinate with Carrier and Adjuster to Determine Losses
  - Policy and Limits: Full Replacement Value, General Policy Limit is equal to building and contents value
  - Adjuster Approval to Proceed with Boiler Replacement
  - Subrogation Inspection Team Engagement
  - Attorney General/College Counsel Engagement
- Ensure Payments to Vendors or Reimbursements to College

# Planning Opportunities

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- Full Asbestos Abatement
- Removal of Prior Decommissioned Equipment
- Data Center/ERP DR/BCP
- Cold Water Piping Replacement
- Electrical System Upgrades
- Building Systems Controls/Alarms
- Fire Loop/Fire Suppression Replacement/Modernization
- Main Building Air Handler Systems
- Elevator Upgrades

# Other Considerations

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- Capacity of College Personnel
- State/Capital Funding
- Maintaining the Quality of Academic and Student Programs & Services



September 22, 2020  
Financial Report and  
Revised FY21 Budget  
Presentation to the Board of Trustees



# Finance Committee and Disclosures

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Finance Committee: September 21, 2020 Meeting

- Water Main Break Summary
- August Finance Committee Minutes
- August 2020 Financial Report
- FY21 Revised Budget
- Other Topics

Next Finance Committee meeting: October 26, 2020

## Disclosures

Interim financial presentations do not include GASB 68 and GASB 75 adjustments. FY20 results are considered interim pending certification of the College's independent year-end financial audit.

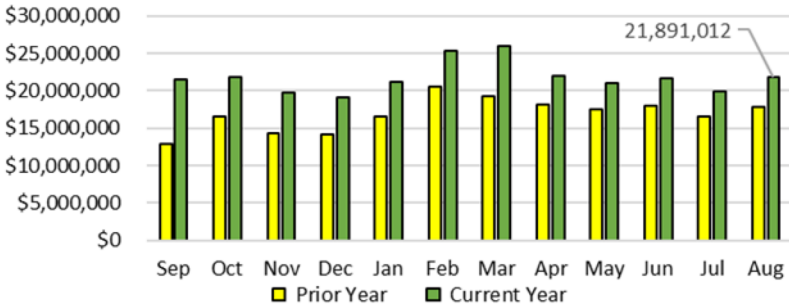
# August 2020 Fiscal KPI Dashboard

**\$4,046,125**  
**Year-over-Year**  
**Change in Cash**

**(\$1,344,979)**  
**FY21 YTD**  
**Net Surplus**

**3.90**  
**Senate Bill 6**  
**Composite Score**

Unrestricted Cash Compared to Prior Year

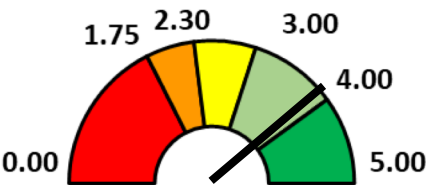


Consolidated YTD  
Budget to Actual  
Variance  
+\$296,970

YTD Change in  
Benefits Eligible  
Payroll  
-\$294,004

YTD Change in  
Payments  
Vouchered  
-\$77,601

**Senate Bill 6**  
**Composite Score**



# Revised FY21 Budget Summary

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- Revised FY21 Budget Meets the President and Board of Trustees Fiscal Planning Priorities and Key Metrics
  - Support student success through the allocation of fiscal resources sufficient to support the College mission and education programs; and
  - Maintain fiscal sustainability and stakeholder compliance as evidenced by key fiscal metrics of: annual positive net surplus, annual positive cash flow, and annual Senate Bill 6 score maintained in excess of 2.70; and
  - Prioritize fiscal support of investments necessary to stabilize enrollment, mitigate aging facilities, and implement strategic planning projects,
- Board Resolution 20.49 Required Board Approval of a Revised FY21 Budget no later than October 1, 2020
- Board Resolution 20.85 Revised FY21 Budget
  - Exhibit A FY21 Budget Net Surplus \$942,309
- Approval of Revised FY21 Budget via Resolution 20.85 recommended by President, Finance Committee, and Executive Team

# Key FY21 Budget Assumptions (1 of 2)

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- State Subsidy for Instruction
  - FY21 Budget Assumption: -20% cut to State Subsidy and Capital Component.
  - Revised FY21 Budget Assumption:
    - -4.38% cut to allocation of SSI through September (0% cut to State Capital Component), is expected to remain unchanged during FY21
    - +\$4,490,715 Compared to June Budget
- Enrollment
  - FY21 Budget Assumption: -20% enrollment compared to prior year.
  - Revised FY21 Assumption:
    - Fall 2020 Enrollment -3.8% as of Census (Excluding CCP/WDC).
    - Spring 2020 and Summer 2020 assumptions unchanged from June.
    - +\$2,295,077 Compared to June Budget

# Key FY21 Budget Assumptions (2 of 2)

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- CARES Act/Federal Stimulus Update
  - FY21 Budget Assumption based on OACC verbal discussion with the Department of Education Undersecretary.
  - Guidance on HEERF institutional allocation evolving:
    - Latest guidance mitigates FY21 budget impact compared to the Budget passed by the Board in June.
  - 100% of HEERF Emergency Financial Aid Distributed to Students (Neutral FY21 Budget Impact)
  - Revised FY21 Budget Assumption:
    - Net +\$500,000 CARES Act positive impact on Budget
- Cost Containment
  - FY21 Budget Assumptions: Across the Board cuts to Salary & Wages, Part-time hours, Supplies, Travel, Contracted Services. No VSP.
  - Revised FY21 Budget Assumptions:
    - No across the board cut to Salary & Wages.
    - Reduced other across the board cuts listed above.
    - Increased Deferred Maintenance Budget, Restored Complement Budget to February Draft, VSP Benefit included
    - -\$3,029,131 Budget Impact for Personnel Expenses
    - -\$955,983 Budget Impact for Operating Expenses



# Revised FY21 Budget: Revenue

	FY21 BUDGET (JUNE)	REVISED FY21 BUDGET	
State Appropriations, SSI	22,770,148	27,260,863 <sup>1</sup>	
State Appropriations, Capital	2,862,909	2,862,909	
Instructional Fees	24,159,925	26,455,002 <sup>2</sup>	
Instructional Fees, CCP	675,505	474,051	
Grants & Contracts	5,550,646	4,136,588 <sup>3</sup>	
Pell	7,988,608	7,988,608	
Other Revenue	3,118,192	2,875,334	
WDC Revenue	1,806,052	1,806,052	
<b>Total Revenue</b>	<b>68,931,984</b>	<b>73,859,407</b>	

## Revised FY21 Budget Compared to Budget Approved in June

<sup>1</sup> Positive FY21 Impact of Subsidy Enrollment Assumption

<sup>2</sup> Positive FY21 Impact of Actual Fall Enrollment

<sup>3</sup> Negative FY21 Impact of Evolving CARES Act Guidance

# Revised FY21 Budget: Operating Expenses

	FY21 BUDGET (JUNE)	REVISED FY21 BUDGET
Administrative Unit	6,983,725	7,847,441
Support Unit	4,682,748	5,240,934
Faculty Unit	9,581,810	10,779,568
Adjunct	4,451,626	4,451,626
Overload	1,894,382	1,894,382
Student Wages	147,587	147,587
Benefits	8,087,146	8,417,526
Retirement	4,214,535	4,293,624
WDC Adjunct	454,796	454,796
Personnel Expenses	40,498,353	43,527,484 <sup>1</sup>
Advertising & Promotions	978,698	978,631
Contracted Services	3,856,367	4,627,889 <sup>2</sup>
Information & Communications	900,143	943,420
Other Expenses	2,982,753	2,982,881
Repairs & Maintenance	2,367,187	2,365,787
Scholarships & Waivers	9,025,097	9,025,097
Supplies	1,822,273	1,836,364 <sup>2</sup>
Travel	143,993	272,533
Utilities	1,448,150	1,448,150
Depreciation	3,689,279	3,689,279
Loss on Disposals	0	0
Capital Expenditures	1,219,691	1,219,583
Operating Expenses	28,433,631	29,389,614
<b>Total Expenses</b>	<b>68,931,984</b>	<b>72,917,098</b>

## Revised FY21 Budget Compared to Budget Approved in June

<sup>1</sup> Net Increase in Personnel Expenses Due Primarily to Elimination of Across the Board Salary & Wage Cut, and Restoration of Complement, Net of VSP

<sup>2</sup> Net Increase in Operating Expense Due Primarily to Restoring Portions of Across the Board Cuts to Contracted Services, Supplies and Travel

# Revised FY21 Budget: Net Surplus (Deficit)

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	FY21 BUDGET
Total Revenue	73,859,407
Personnel Expenses	43,527,484
Operating Expenses	29,389,614
Total Expenses	72,917,098
Net Surplus (Deficit)	942,309

# Conclusion

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- Despite Losses of Revenue due to the Health Crisis, the College is Presenting a Revised FY21 Budget with a \$942,309 Net Surplus Across all funds
  - Water Main Break could cause volatility for the Revised FY21 Budget, but the College is Insured for Losses
- The Revised FY21 Budget Meets the President and Board of Trustees Fiscal Planning Priorities and Key Metrics
  - As Discussed During August Board Meeting, FY22 and FY23 have Projected Deficits due to Declining Enrollment Assumptions, \$0 Federal Stimulus, and \$0 Tuition Increase.
- Questions/Comments from Members of the Board of Trustees?
- College Requests Approval of Resolution 20.85 Revised FY21 Budget

# **Financial Report to the Board of Trustees is Concluded**



## **20.86** Approval of Vendor Contracts

# **Academic Quality & Student Success Update**

***Assuring Quality During COVID***

# Assuring Academic Quality During COVID

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## ***Optimal Format*** for the Learning Outcomes

- Skills-based → In-person | Knowledge-based → Remote

## ***“Regular, substantive interaction”*** supporting the Learning Outcomes

- Web Format courses (“asynchronous”)
  - Instructional course design per Quality Matters standards
  - Instructors trained via Quality Matters best practices
- Live Web Format (“synchronous”) – weekly live class meetings via Zoom

## ***Assessment*** of the Learning Outcomes

- Maintained *formative* and *summative* assessments in remote formats
- Increased use of rubrics for open-ended student work
- Implemented on-line proctoring software

# Assuring Academic Quality During COVID

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## Indicator of Quality – Nursing Students Impacted by COVID

- NCLEX Pass Rate – 95.28%\*

\*First half of year. Surpasses state and national pass rates

## Increased Support for Impacted Students – Spring Incompletes

- # Spring Semester Incompletes
  - Spr Incompletes at end of Spr Sem → **778**
  - Spr Incompletes remaining for Fall Sem students → **87\***

*\*Working w/ these students to resolve their spring course incompletes*

# Assuring Academic Quality During COVID

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- Questions
- Comments

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Board of Trustees Meeting, September 22, 2020  
Provost Robbin Hoopes & Associate Provost Denise Rohr

## **Status of the College Community**

**20.88 Student Engagement & Education / Student Activities Report**

**20.89 Shared Governance / Faculty Senate Report**

# President's Report

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## Chancellor's Student Roundtable

**Guest: Governor DeWine**

**Sept 9, 2020**

**College Life in 2020 w/ the COVID-19 Pandemic**



## Talia Bailey, Cincinnati State Student Representative

**Associate of Arts Major (H&S) also Leadership Certificate and Cyber Security Major  
Activities – President Gamers Club, Honors Program, Phi Theta Kappa Honorary  
Society**

- COVID has impacted student mental health at Cincinnati State
- Technology is a problem for many, CS laptop loaner program and laptop purchase with Financial Aid assistance
- Some finding difficulty in the transition to online for labs and subjects that are more beneficial in person (examples: science and IT courses)
- Involvement in student activities is limited because of fear of being on campus, new virtual approaches needed

# President's Report

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## MAIN BUILDING – Important Considerations

### Off Clifton campus lab locations

- Mechanical Eng Tech → UC Innovation Center (1819 Building)
- Manufacturing → UC College of Applied Science Bldg, Victory Pkwy
- Welding → Harrison Campus
- Hydraulics → Trainers moved to HyrdoTech in Fairfield; Students lab experience at employer partner's site
- Graphic Imaging → Course Components for flexographic design and for screen printing will be on site at Hal Manufacturing and W.T. Nickell Inc.
- Paramedic → Lab courses at Colerain Fire House & Campbell County Fire House
- Automotive → Ongoing exploration of options



# President's Report

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## MAIN BUILDING – Important Considerations

### Communicating and showing concern and support

- College message Sept 4
- Virtual update Sept 11
- On-going Daily News and department updates
- Free campus parking for students Fall semester
- Free lunch for employees and students on Sept 14 and 15
- Laptop upgrades for faculty and staff remote work using CARES \$\$
- State-of-the-College and Employee Recognition Oct 5
- Planning a regular weekly update
- Developing a model for collaboration with focus on Main Bldg. planning

# President's Report

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## Continuing business of college

- Hiring --- move forward, prioritization and alignment key
- Strategic Planning – revisit plan given COVID/Remote experiences
- Spring FY21 scheduling and marketing
- Capital Plan priorities such as SIM Lab
- Several grants & partnerships
- 50<sup>th</sup> Anniversary Campaign
- Developing a model for collaboration with focus on Main Bldg. planning

## **20.91 Trustee Chairperson's Report**

**Old Business**

**New Business**

**Adjourn to Executive Session**

# Executive Session In Progress

## **Return from Executive Session**

### **Adjournment**

**Next Meeting:**  
**October 27, 2020**  
**3:45 pm**  
**Remote Delivery**