

# **Board of Trustees Meeting**

**Tuesday, June 28, 2022  
3:45 pm**

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

# SUNSHINE LAW

## COMPLIANCE ANNOUNCEMENT

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The Board of Trustees of the Cincinnati State Technical and Community College District, Hamilton County, Ohio, is meeting in Regular session, pursuant to the rules, location Cincinnati State, 3250 Central Parkway, Cincinnati Ohio 45223, on Tuesday, June 28, 3:45 p.m., Chairperson George Vincent presiding. Notification has been posted on the College website, [www.cincinnati.state.edu](http://www.cincinnati.state.edu), in **MyCSTATE Daily News**, and given to news media outlets – including *The Cincinnati Enquirer*, *The Cincinnati Herald*, *Journal-News*, the *Press Community Newspapers*, the **Harrison Press**, **WCPO**, **WLW-TV**, **WKRC**, **WXIX**, **WVXU**, and **WLW Radio** – in compliance with the requirements of Ohio Revised Code, Section 121.22.

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

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- 22.43** Approval of the Proceedings of the Regular Board Meeting of March 22, 2022 and May 24, 2022
- 22.44** Consideration of Items for Possible Addition to the Agenda
- 22.45** Recognition of Accomplishments Reflective of the College Mission
- 22.46** Consent Agenda for Recurring Items (May 24, 2022 Reports)
- 22.47** Consent Agenda for Recurring Items
  - A. Personnel Reports
  - B. Facilities Reports
  - C. Public Safety Monthly Incident Reports

***Action Items***

- 22.48** Financial Report
- 22.49** FY23 Budget Resolution
- 22.50** Vendor Contract Approvals (May 24, 2022)
- 22.51** FY22 Budget Amendment No. 2 (May 24, 2022)
- 22.52** Vendor Contract Approvals
- 22.53** Academic Quality & Student Learning (May 24, 2022) – Sabbatical Recommendation
- 22.54** Academic Quality & Student Learning Updates – Completion Plan

***Status of the College***

- 22.55** Student Engagement & Education / Student Activities Report
- 22.56** Shared Governance / Faculty Senate Report
- 22.57** President’s Report
- 22.58** Trustee Chairperson’s Report

***Old Business***

***New Business***

***Adjourn to Executive Session***

***Adjournment***

- 22.43** Approval of the Proceedings of the Regular Board Meeting of March 22, 2022 and May 24, 2022
  
- 22.44** Consideration of Items for Possible Addition to the Agenda

**22.45** Recognition of Accomplishments  
Reflective of the College Mission

# Recognition of Accomplishments

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**Patricia Christos**

**Program Chair, Medical Assisting**



**2022**

***Educator of the Year***

**Ohio State Society of Medical Assistants**

# Recognition of Accomplishments

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**Dr. Carol Morman**

**Program Chair, Civil Engineering Technology**



**2022**

***President's Award***

**Indiana Society of Professional Land Surveyors**

**22.46** Consent Agenda for Recurring Items  
(May 24, 2022 Reports)

**22.47** Consent Agenda for Recurring Items

- A. Personnel Reports
- B. Facilities Reports
- C. Public Safety Monthly  
Incident Reports



# Capital Projects Update June 2022

## FIRE LOOP REPLACEMENT

- All work is complete.

## MAIN GYM ROOF REPAIR/REPLACEMENT

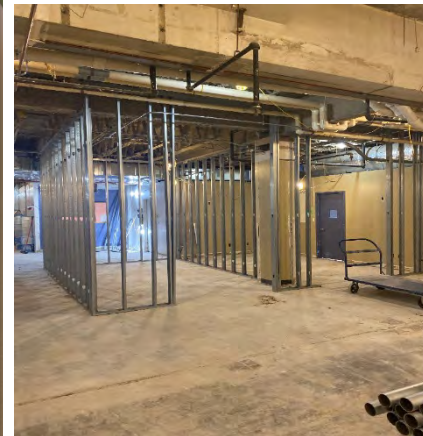
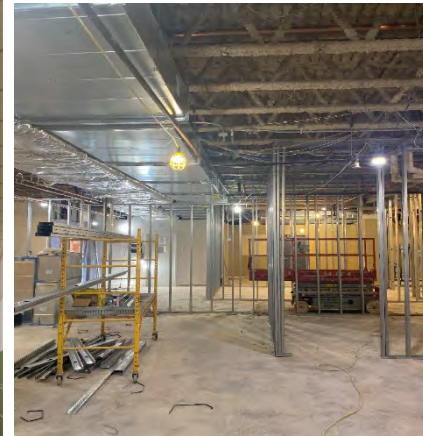
- Materials are being ordered. Start of construction is pending confirmation of delivery of roofing materials. Replacement of the roof is anticipated to take approximately 90 calendar days following delivery of materials.

## MAIN BUILDING AHU REPLACEMENT

- Project is on hold pending delivery of mechanical equipment delayed due to supply chain issues. Work is scheduled to commence in late Summer with completion in Fall 2022.

## ALLIED HEALTH SIMULATION LAB

- Wall framing and installation of ductwork is in process as well as rough-ins for electrical and plumbing (see pictures).
- Contracts for A/V and FF&E will be executed following approval by the Controlling Board in June.
- Construction is anticipated to reach completion in October 2022 with the Sim Lab ready for use by end of 2022 following installation of A/V and FF&E.



Allied Health Simulation Lab Progress



# **Financial Report**

## **June 28, 2022**

## 22.48 Financial Report

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### Finance Committee Agenda June 27, 2022

- May 23, 2022 Finance Committee Meeting Minutes
- May 2022 Financial Report
- FY23 Budget
- Insurance renewals

### Financial Presentation Disclosures

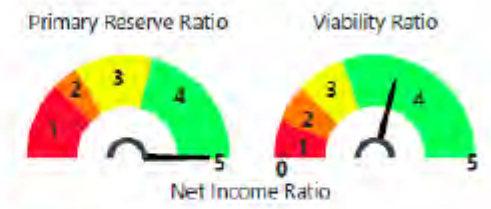
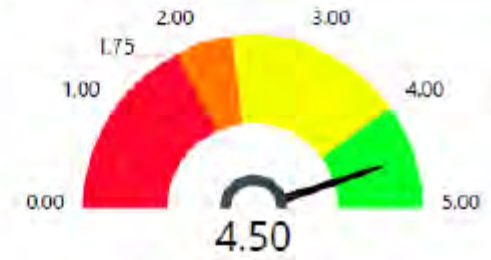
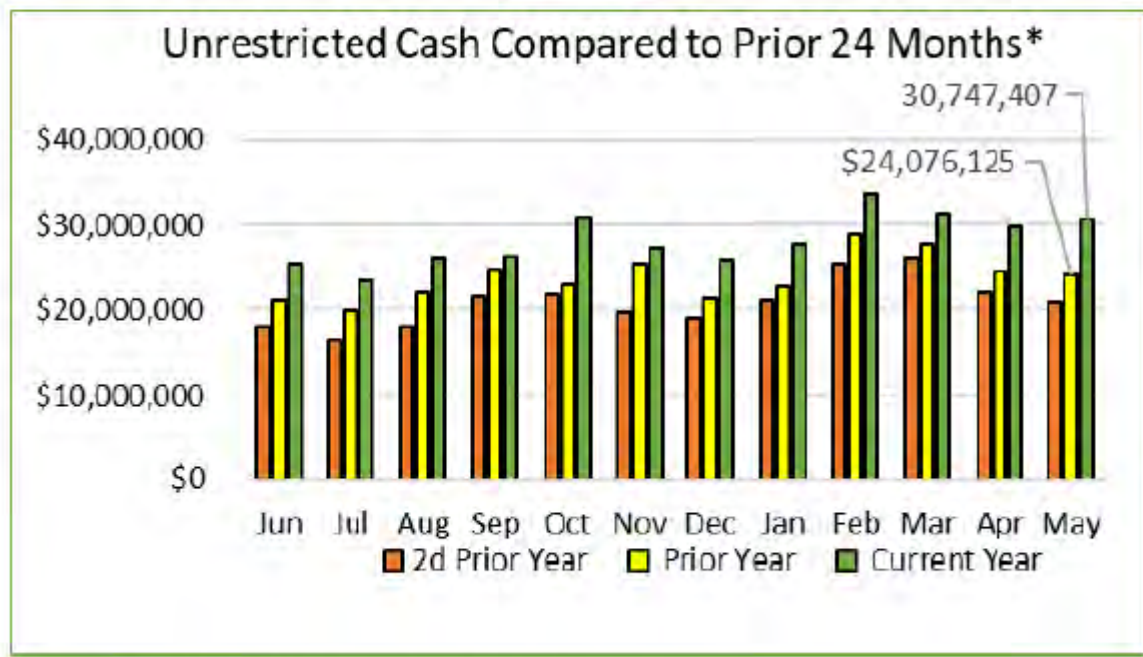
Interim financial presentations do include GASB 68 and GASB 75 adjustments. Monthly financial statements are considered interim and subject to change pending certification of the College's independent year-end financial audit.

# Cincinnati State Fiscal KPI Dashboard

**+\$6,671,282**  
**Year-Over-Year**  
**Change in Cash\***

**+\$4,805,876**  
**Year-to-Date**  
**Budget Variance**

**4.50**  
**Senate Bill 6**  
**Composite Score**



\* Excluding Federal Stimulus Lost Revenue and Insurance Reimbursements

Through May 31, 2022



# 22.49 FY23 Budget

# FY23 Mission and Fiscal Planning Priorities

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## Budget and College Mission

Cincinnati State provides access, opportunity, and support in achieving success for individuals seeking exceptional technical, transfer experiential/cooperative education and workforce training.

The annual budget process of Cincinnati State allocates fiscal resources in a manner sufficient to support the College's mission (student-focused, accessible, quality technical and general education, academic transfer, experiential and co-operative education and workforce development) and meet the obligations of the College and its stakeholders.

## Fiscal Planning Priorities and Key Fiscal Metrics

- ***As approved by the Board of Trustees via Resolution 22.22, March 22, 2022***
  - Support student success through the allocation of fiscal resources sufficient to successfully implement the College mission and educational programs; and
  - Prioritize fiscal support of investments necessary to stabilize and grow enrollment, maintain and improve aging facilities, and implement strategic planning projects; and
  - Maintain fiscal sustainability as evidenced by key fiscal metrics of: Annual Positive Cash Flow, Annual Positive Net Surplus, and Annual Senate Bill Score no less than 3.50 and on a long-term trend to exceed 4.00

# FY23 Budget: Net Surplus \$121,541

## Cincinnati State Technical & Community College FY23 Draft Budget and FY24-FY25 Pro Forma

FY23 Budget Excludes GASB 68 & 75

	<b>FY23 DRAFT</b>	<b>FY24 PRO FORMA</b>	<b>FY25 PRO FORMA</b>
<b>REVENUE</b>			
<b>TOTAL REVENUE</b>	<b>77,890,097</b>	<b>77,431,963</b>	<b>76,542,967</b>
<b>EXPENSES</b>			
Total Personnel Expenses	45,406,097	45,593,089	46,260,639
Total Operating Expenses	32,362,459	32,427,615	32,427,615
<b>TOTAL EXPENSES</b>	<b>77,768,556</b>	<b>78,020,704</b>	<b>78,688,254</b>
<b>Net Surplus (Deficit)</b>	<b>121,541</b>	<b>(588,741)</b>	<b>(2,145,287)</b>

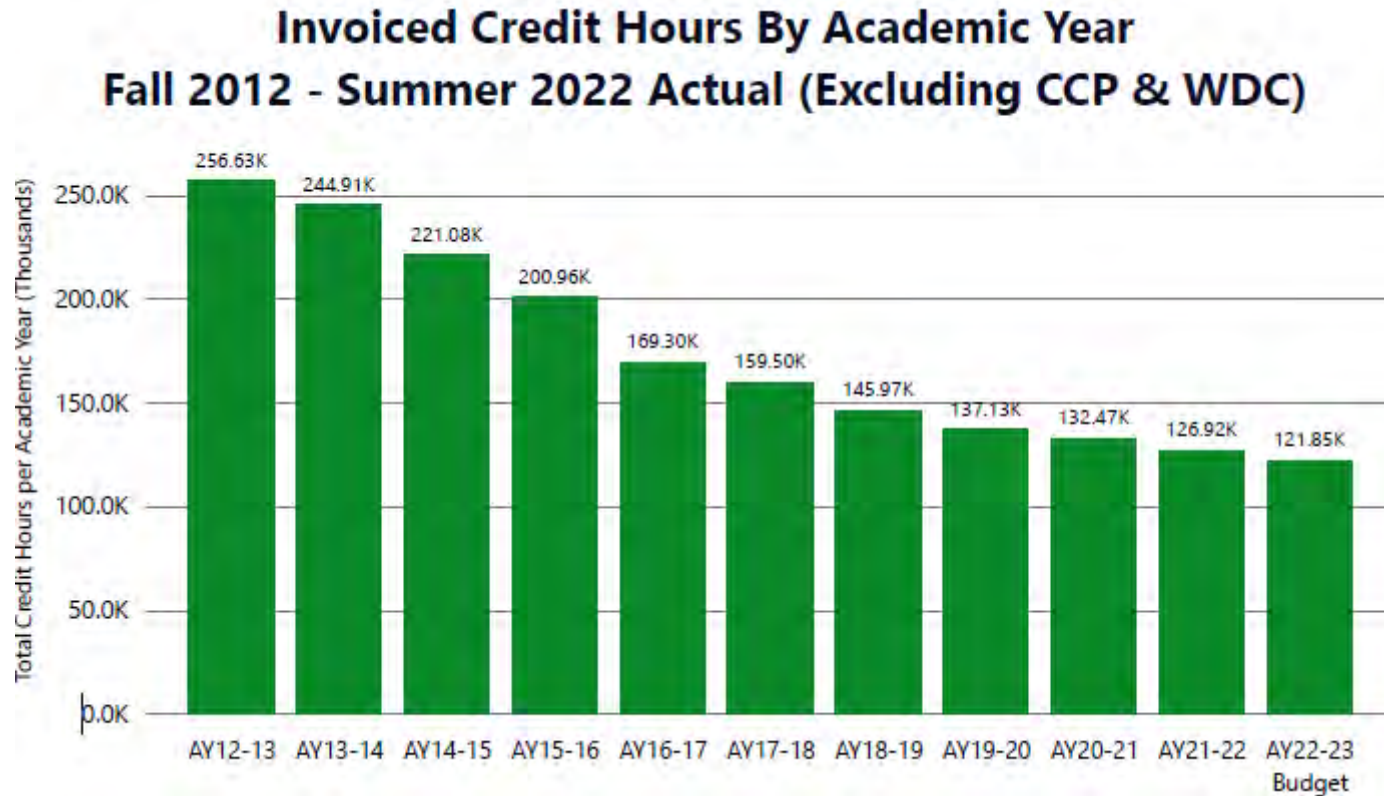
# FY23 Budget Summary

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- FY23 Budget Book: 100 pages, Distributed to Board and Finance Committee Members on June 17, 2022
- FY23 Budget Summary
  - Net Surplus: \$121,541
  - Projected Senate Bill 6 Score: 3.90
  - AY22-23 Enrollment (Excluding CCP & WDC): -4.0%
    - Tuition and General Fee (In-State): \$178.64
  - State Subsidy for Instruction: \$28,307,938
  - Funded Benefits Eligible Positions: 367
  - General Ledger Accounts Funded: 2,090
  - Institutional COVID Federal Stimulus: \$0

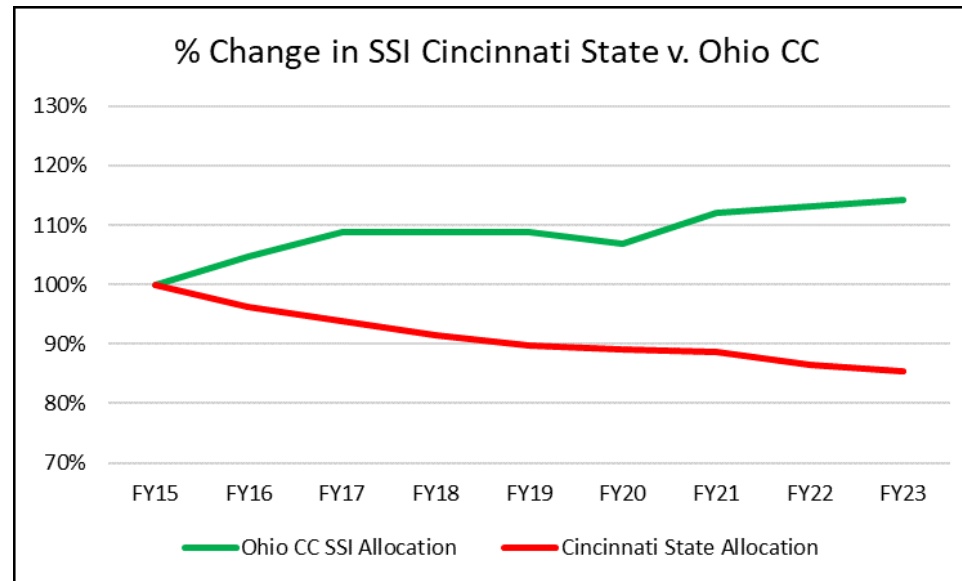


# Enrollment (Excluding CCP & WDC)



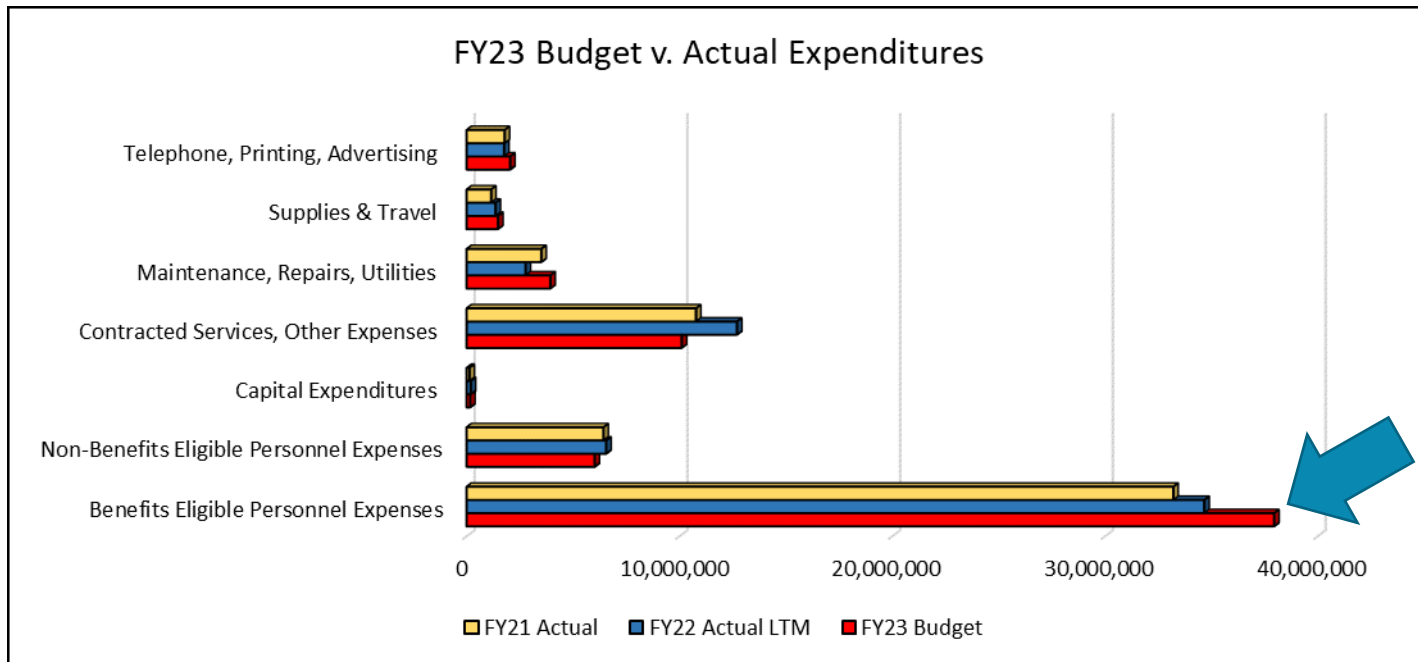
- AY21-22 Actual Enrollment -4.19% compared to AY20-21

# State Subsidy for Instruction



- FY23 SSI per ODHE Final Allocation
  - +\$9,748 compared to FY22
  - 5.92% share of state total (compared to 5.97% in FY22)

# Expenditures



Excluding Stimulus, Insurance Claim, Pass Through Grants, GASB 68/75, Transfers and State Capital Activity

- Increased Personnel Expenses (367 Funded Benefits Eligible Full-Time Positions), and Maintenance.
- Decreased Contracted Services and Other Expenses.

# 22.49 FY23 Budget Resolution

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**WHEREAS**, the Board of Trustees is required by Ohio Statute to review and approve the annual budget for Cincinnati State Technical and Community College, and

**WHEREAS**, the Board of Trustees have determined that the Fiscal Year 2023 Budget as attached and presented by the President and Executive Team supports the College mission and strategic plan through sufficient fiscal support of the educational programs; and

**WHEREAS**, the Board of Trustees have determined that the Fiscal Year 2023 Budget as attached meets the fiscal planning priorities recommended by the President, Executive Team, and Finance Committee and approved by the Board of Trustee Resolution 22.22 with respect to annual positive cash flow, annual positive net surplus, Senate Bill 6 Composite Score no less than 3.50, and fiscal support to stabilize enrollment, mitigate aging facilities, and implement strategic planning projects; and

**WHEREAS**, the President and Finance Committee have reviewed detailed Fiscal Year 2023 Budget assumptions and allocations of revenue and expenses across the College's Funds and Departments; and

**WHEREAS**, the President, Executive Team and Finance Committee recommend Board of Trustee approval of the Fiscal Year 2023 Budget; and

**RESOLVED:** The Board approves the Fiscal Year 2023 Cincinnati State Technical & Community College Budget as presented in Exhibit A (attached).

The Fiscal Year 2023 Budget net surplus equals \$121,539. The Finance Department shall prepare a Monthly Financial Report to the Board of Trustees. If the Board does not meet, the Monthly Financial Report will be distributed to the President and Finance Committee, and upon request, to any member of Board of Trustees. The Monthly Financial Report shall be prepared in a format and with content similar to Monthly Financial Reports distributed in Fiscal Year 2022.

The College's minimum cash reserves shall be monitored by the Finance Committee and shall exceed the total of (1) restricted cash; (2) grant, contracts, and state reserves; (3) cash reserves against liabilities as directed by the Finance Committee; and (4) board designated contingencies for debt service, deferred maintenance, payroll, and payables.

By Order of the Board of Trustees

## 22.50 Vendor Contracts (May 2022)

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**WHEREAS**, the Board of Trustees establishes expectations with regards to accountability and transparency, and has adopted a Contract Management Policy.

**WHEREAS**, the College has complied with Ohio Revised Code, the Ohio Administrative Code, and/or Ohio Revised Code 123.10 in its procurement processes, and in doing so, recommends contracts for FY22 as follows:

- Cincinnati West Airport Beacon. Bansal Construction \$59,985.67. Funded with FAA grant funds.
- Middletown Environmental Services. Faith Janitorial Service \$62,000.00. Funded with general funds.
- 160 Student Laptops. CDW \$152,000. Funded with Federal Stimulus.
- Security Cameras. Emerge IT Solutions \$162,500. Funded with an Ohio Department of Higher Education grant.
- Software License. Hyland LLC \$75,922.68 Funded with general funds.

**WHEREAS**, Ohio Revised Code Chapter 5705, and the Ohio Auditor of State 2022 Ohio Compliance Supplement Section 1-2 as interpreted and applied by the Ohio Auditor of State, and the College's Procurement Policy requires appropriation and certification prior to the date of order or contract, the following purchases failed to be submitted for timely certification and require Board of Trustee approval:

- Airport. Crawford Murphy and Tilly \$4,000. Work completed without a Purchase Requisition and certification.
- Workforce Development Center. FISDAP \$8,158.50. Accreditations purchased without a Purchase Requisition and certification.

## 22.51 FY22 Budget Amendment No. 2

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**WHEREAS**, the Board of Trustees is required by to Ohio Statute to review and approve the annual budget for Cincinnati State Technical and Community College, and

**WHEREAS**, approved the Fiscal Year 2022 budget via Board of Trustees Resolution 21.63 on June 22, 2021; and

**WHEREAS**, amended the Fiscal Year 2022 budget via Board of Trustees Resolution 22.07 on January 25, 2021; and

**WHEREAS**, the State of Ohio requires that increases in expenditures be authorized by the Board of Trustees; and

**WHEREAS**, the College has generated additional instructional fee revenue compared to the budget based on Spring and Summer Semester 2022 enrollment; and

**WHEREAS**, the President, Executive Team and Finance Committee recommend Board of Trustees increase allowable expenditures equivalent to additional instructional fee revenue compared to the budget based on Spring Semester 2022 enrollment.

**RESOLVED:** The Board of Trustees authorizes an increase in expenditures equivalent to:

- \$461,811 (the positive variance in actual fiscal year 2022 instructional fee revenue from Spring Semester 2022, excluding CCP & WDC); and
- \$261,523 (the positive variance in actual fiscal year 2022 instructional fee revenue from Summer Semester 2022, excluding CCP & WDC through the first day of classes).

President Posey shall have discretion to allocate expenditures authorized by this resolution, based upon the advice and counsel of the Finance Committee. President Posey and College's authorization to increase expenditures is limited to achieving a net surplus no less than \$606,957 (the amount stipulated in board resolution 21.63), and successfully achieving the colleges fiscal year 2022 priorities related to cash reserves and senate bill 6 composite score. The College's interim financial reporting will be tracked against the budget authorized by resolution 21.63.

## 22.52 Vendor Contracts (June 2022)

---

**WHEREAS**, the Board of Trustees establishes expectations with regards to accountability and transparency, and has adopted a Contract Management Policy.

**WHEREAS**, the College has complied with Ohio Revised Code, the Ohio Administrative Code, and/or Ohio Revised Code 123.10 in its procurement processes, and in doing so, recommends contracts for FY22 as follows:

1. Leo J. Brielmaier, Co. Sprinkler mains, hallways, and HPS Sim Lab installation. \$766,890.00. Funded from capital appropriations and/or stimulus lost revenue.
2. Laz Parking. Parking vendor for AY22-23. \$110,000. Funded from Transient Parking revenue and Parking Pass revenue.
3. BHDP Architecture. Clifton Campus Master Plan. \$124,000. Funded from capital appropriations and/or stimulus lost revenue.

**WHEREAS**, Ohio Revised Code Chapter 5705, and the Ohio Auditor of State 2022 Ohio Compliance Supplement Section 1-2 as interpreted and applied by the Ohio Auditor of State, and the College's Procurement Policy requires appropriation and certification prior to the date of order or contract, the following purchases failed to be submitted for timely certification and require Board of Trustee approval:

1. B&J Electrical. WDC installation of Transformer on a non-emergency basis without a purchase requisition and certification, \$42,816.
2. B&J Electrical. Public Safety install of lighting fixtures on a non-emergency basis without a purchase requisition and certification, \$3,600.

**IT IS HEREBY** deemed that the Board of Trustees of Cincinnati State Technical & Community College approves entering into contracts with the above to provide said goods and services.

By Order of the Board of Trustees

**22.53** Academic Quality & Student Learning  
(May 24, 2022) – Sabbatical  
Recommendation

**22.54** Academic Quality & Student Learning  
Updates – Completion Plan

BOT Academic Committee - Update



# Sabbatical Recommendations for BOT Consideration

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## Review Process

- Three professors submitted proposals to Sabbatical Committee\*.
- Sabbatical Committee reviewed and recommended approval.
- Provost Office reviewed and recommends approval.

## Focus of Proposals

Prof. Dressing	Provide txfr students w experiential course options for co-op
Prof. Thrower	Establish a Cincinnati State Speakers Bureau
Prof. Jones	Attain - <i>Culinary Medicine Specialist Certification</i> Design - <i>Culinary Nutrition Therapy</i> course Design - <u>Accelerated</u> <i>Dietary Management Cert.</i>

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\***Sabbatical Committee 2022-23:** Jo-Ann Worthington, HPS (Chair); Lynette Ashland, EIT/ET; Bob Nields, EIT/IT; Susan Herking, HPS; Ronnie Gladden, H&S; Mary Frey, H&S; Meg Clark, BTD; Yvonne Baker, BTD Dean; Doug Bowling, EIT Dean; Geoff Woolf, H&S Dean; Janelle McCord, HPS Dean

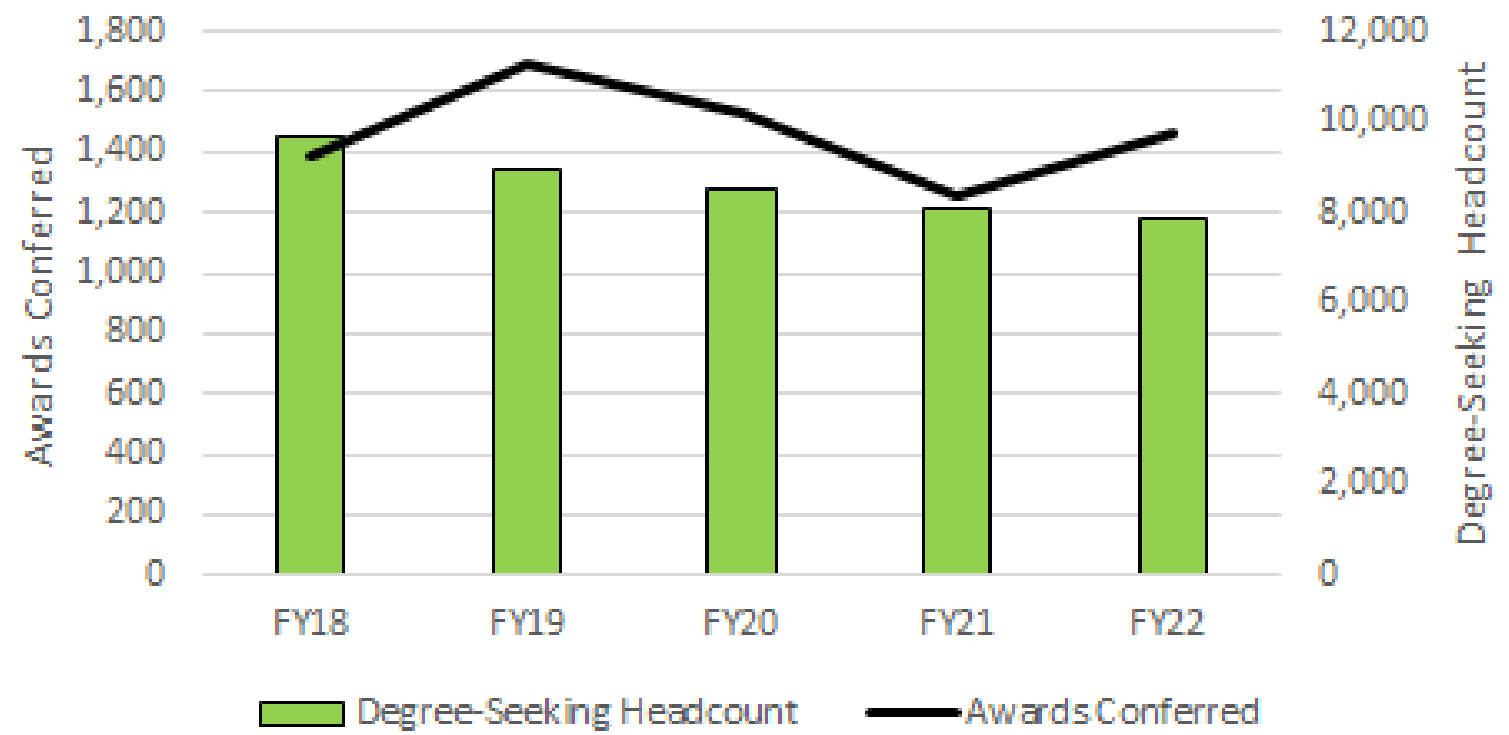


# **STUDENT SUCCESS & CAMPUS COMPLETION PLAN 2022-2024**

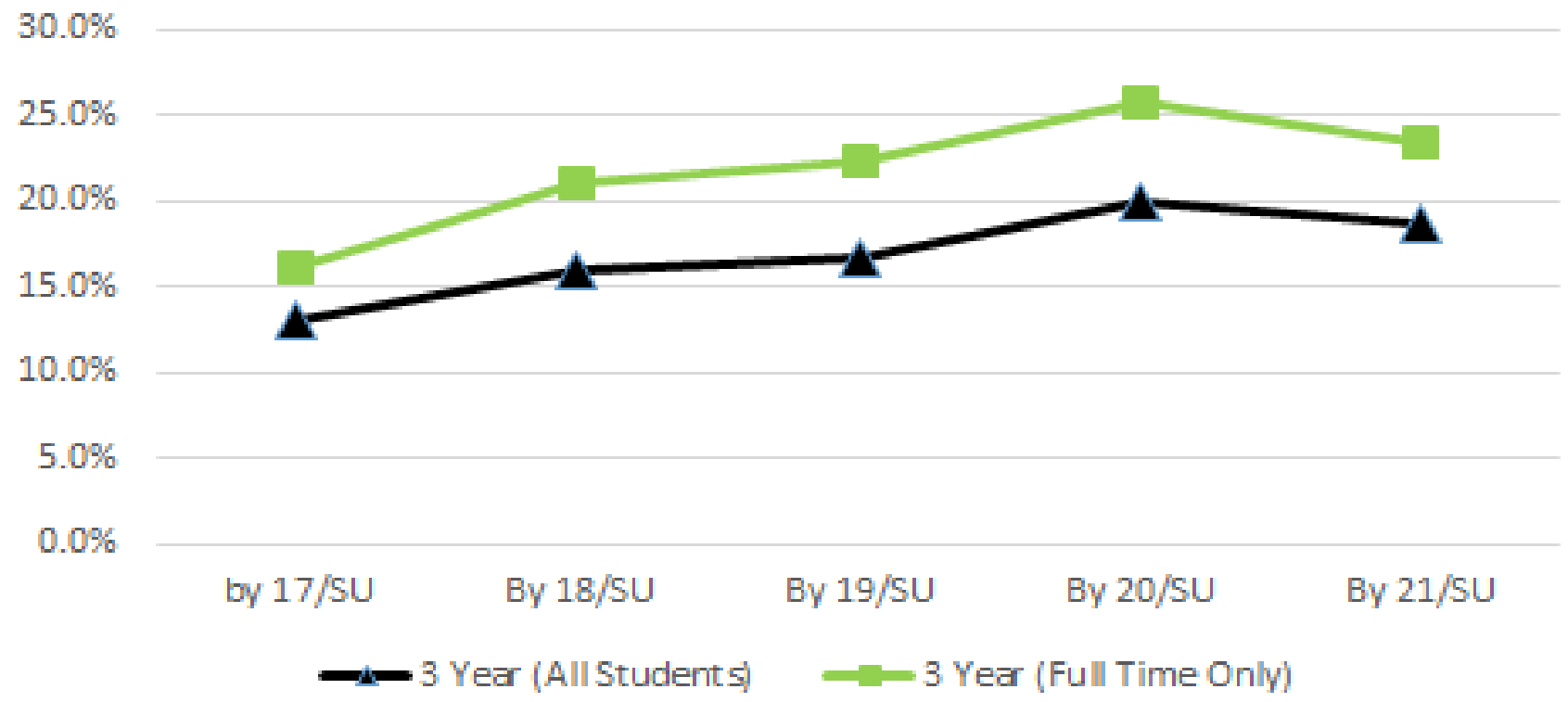
Resolution 22.54

June 28, 2022

### Chart 1. Awards Conferred vs. Enrollment



### Chart 2. Three Year Graduation Rates



## Key Initiatives

# 13 Objectives within 5 Pillars

Connection, First Year Entry, Progress, Completion, Workforce

*Heavy emphasis on instruction, completion, and post-graduation outcomes.*

*Key Performance Indicators: Pass Rate, Average Credits Earned and Fall to Spring Persistence*

**Connection** = prospective students **guided through the enrollment process.** (e.g. invest in academic advising; align all onboarding units; modernization of IT for improved student experience)

**Progress** = Students will encounter **fewer registration barriers (as it relates to retention and persistence).** (e.g. audit of registration holds; provide completion grants for students near completion)

**Workforce** = Students enrolled in programs aligned with Ohio's workforce development priorities will have the financial and academic support needed to complete a credential. (e.g. Choose Ohio First, Ohio Short Term Certificate grants).

# Acad Updates: BSN, BOT Acad Comm

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## **BOT Academic Committee**

### **BOT Members**

Cynthia Booth

Justin Howe

### **Faculty**

Greg Klein

Marianne Niese

Lesli Rice

### **Administration**

Robbin Hoopes

Monica Posey

Kick-off Meeting held on June 14, 2022

## **22.55** Student Engagement & Education / Student Activities Report

- **No report during summer semester**

## **22.56** Shared Governance / Faculty Senate Report



## **22.57 President's Report**

# President's Report

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## Summer 2022 On-Campus

### *Recruiting & High School Connections*

- Cincinnati Youth Collaborative (CYC)
- Cincinnati Recreation Commission Youth to Work Summer Program
- Upward Bound Summer Program
- CPA Camp with Ohio Society of CPAs
- GRAD Cincinnati - CPS Scholars
- CState Accelerate Bridge Program
- High School Visits - Seven Hills, CPS, Hamilton
- Fire Information Session
- MCI (Midwest Culinary Institute) Fast Track
- Edge Teen Center Visit (Middletown)
- Boys & Girls Club College Fair (Middletown)

# President's Report

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## Summer 2022 On-Campus

### *Community/Business Connections and Engagement*

- Naturalization Ceremony
- Cincinnati Recreation Commission Youth to Work Summer Program
- Urban League Small Business Resource Fair
- Visiting Colleges – UC Medicine, ECU, MSJ, Miami, Franklin, Antioch, Ivy Tech
- Women's Business Enterprise Council
- Cincinnati Recreation Commission Aquatics Training
- Goldman Sachs 10,000 Small Businesses
- Juneteenth Celebration
- NAACP Fine Arts Competition
- Kroger Welding Training
- Aviation Career Fair (Harrison)
- Ford Welding Training
- National Police Night (Middletown)

# President's Report



- Handed out over 3000 treat bags
- Culinary and Brewing students volunteered and showcased our school

Chef Lasorella  
Chef Galvin  
Chef Khoury  
Chef Sheldon  
Chef Vanfleet\*  
Jay Zwerin



\*added after BOT meeting

# President's Report

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## **Ohio Association of Community Colleges**

*OACC advances Ohio's 23 community colleges through advocacy, policy and professional development*

### **Chair, Chief Academic Officers Council**

Robbin Hoopes

### **Chair, Chief Fiscal Officers Council**

Chris Calvert

### **Vice Chair OACC and Chair President's Council**

Monica Posey

*Important Topics - State Subsidy, Capital Funds, Super RAPIDS*

# President's Report

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## Scheduled Board Meeting Dates for 2022

Wednesday, July 20, 2022      1:30 PM – Kenwood Country Club

*(Retreat with Foundation Board, replaces July 26 meeting)*

Tuesday, September 27, 2022    3:45 PM – Clifton Campus

Tuesday, October 25, 2022      3:45 PM – Clifton Campus

Tuesday, December 6, 2022    3:45 PM – Evendale Campus

\*Months without meetings – August, November

## **22.58 Trustee Chairperson's Report**

**Old Business**

**New Business**

**Adjourn to Executive Session**



# Executive Session Resolution

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I move that the Board adjourn to meet in Executive Session pursuant to the provisions of the Ohio Revised Code Section 121.22 to consider personnel and legal matters.

# Executive Session In Progress

# Resume Public Session

# PUBLIC SESSION RESOLUTION RESOLUTION

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I move that the Board meet in Regular Public Session on Wednesday, July 20 at 1:30 pm, Kenwood Country Club, 6501 Kenwood Rd, Cincinnati, Ohio 45243 pursuant to the provisions of the Ohio Revised Code Section 121.22.

## **Adjournment**

**Next Meeting:  
July 20<sup>th</sup> at 1:30pm**

**Kenwood Country Club  
6501 Kenwood Rd  
Cincinnati, Ohio 45243**