

**Board of Trustees Meeting**

**Tuesday, January 26, 2021**

**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**

---

- 21.01 Approval of the Proceedings of the Regular Board Meeting of October 27, 2020**
- 21.02 Consideration of Items for Possible Addition to the Agenda**
- 21.03 Recognition of Accomplishments Reflective of the College Mission**
- 21.04 Consent Agenda for Recurring Items**
  - A. Personnel Reports**
  - B. Facilities Reports**
  - C. Public Safety Monthly Incident Reports**

*Action Items*

- 21.05 Finance Report**
- 21.06 FY22 Budget Planning -Affirmation of Fiscal Priorities**
- 21.07 FY20 Efficiency Report Approval**
- 21.08 Vendor Contracts Approval**
- 21.09 FOP Contract Extension Approval**
- 21.10 2020 Clery Report**
- 21.11 Academic Quality & Student Learning Updates - Student Success & Campus Completion Plan 2020-22 Approval**
- 21.12 Annual Review of College Mission, Vision and Values Approval**
- 21.13 2021-2022 Academic Calendar Approval**
- 21.14 Election of Board of Trustees Officers**

*Status of the College Community*

- 21.15 Student Engagement & Education / Student Activities Report**
- 21.16 Shared Governance / Faculty Senate Report**
- 21.17 President's Report**
- 21.18 Trustee Chairperson's Report**

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

- **21.01 Approval of the Proceedings of the Regular Board Meeting of October 27, 2020**
- **21.02 Consideration of Items for Possible Addition to the Agenda**

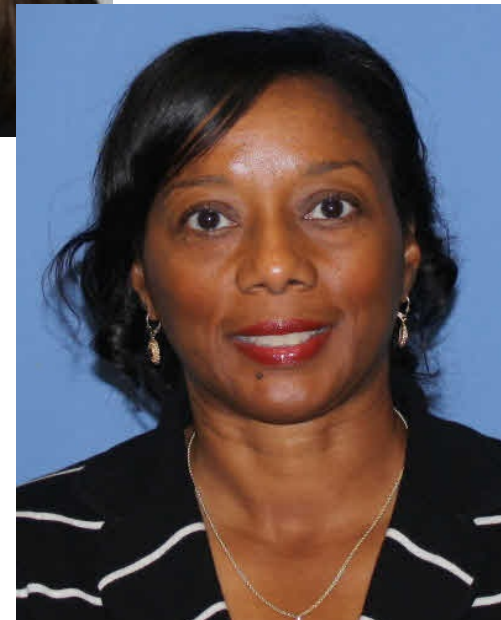
# Recognition of Accomplishments

---

**Jodie Driggs, End User  
and Classroom  
Support Specialist in IT  
Services**



**Patty Edwards, Manager  
of End User and  
Classroom Support in IT  
Services**



# Recognition of Accomplishments

---



**Julee Johns, Director of the  
Center for Teaching and  
Learning**



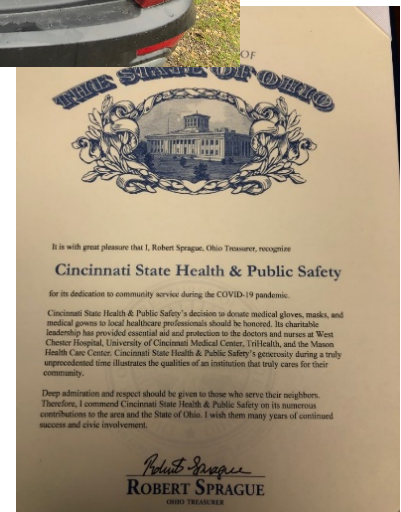
**Dr. Jon McKamey, Instructional  
Designer in the Office of Online  
Learning.**



# Recognition of Accomplishments

**Health & Public Safety  
recognition by State of Ohio  
for community service  
during COVID-19.  
Specifically donation of PPE  
to hospitals.**

**Thanks faculty and  
administration plus lab  
techs Tom Kindig and Tom  
Cholmondeley for assisting  
Dean McCord with  
distribution.**





# Main Building Recovery

January 26, 2021

Board of Trustee Update

# Strategic Priorities Related to Crisis

---

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

---

- A & B Wings re-opened 1/4/21; return of Engineering, CNC, Welding, Automotive, Laser, Robotics, Fire Safety, Horticulture labs and accessible for instruction for Spring Semester on first day 1/19/21
- Remainder of Building closed as contractors continue repair and installation of major systems -- On track to re-open entire Building for Summer Semester in May 2021
- Numerous classes and Labs continue to be located in other campus locations
- Disability Services, Library Director, Laptop Loaner program, Sr. Director Student Success & Development continue to operate in other campus buildings
- Mallory Child Care Center remains closed with state approval of temporary closure
- H&S, BTD, EIT Divisions, Deans/Associate Deans continue to be located in other campus locations; Faculty do not have access to office space
- Finance, Payroll, Purchasing, Receiving, Facilities, HR, Wilmington College have limited space in ATLC, but normal operations continue

# Restoration of Systems to Occupy Main Building

---

- Boilers (Main Building heating) – installed and operable as of 11/01/20;
- Chillers (Main & HPB Building cooling) – replacements ordered; estimated delivery mid-February
- Main Building Hot Water Supply – whole building system designed; temporary instant hot water system in place for A & B Wings
- Compressed Air Systems – new system in place, repairs completed of existing lines throughout the building
- Air Handlers – all units (50) undergoing assessment and repairs as may be needed; 3 units located in tunnels destroyed; replacements ordered and estimated delivery mid-February
- Electrical Supply – A & B Wings completed; C Tunnel 85% completed; D-G tunnels and 3-4 stories above remaining, along with completion of restoration of permanent power to mechanical room
- Fire Suppression - Repairs complete; system 100% operable
- Elevators – repairs and inspections of 3 damaged units complete; 1 un-used freight elevator yet to be de-commissioned

# Restoration of Systems to Occupy Main Building

---

- Restoration of Damage to Fitness Level (drywall, carpet, cove molding) – 80% complete
- Asbestos & insulation removal (100% complete); re-insulation 50% complete
- Installation of new chilled water lines commenced mid-January
- Building automation controls complete to new boilers; ongoing as new systems come online
- Fire Loop water line – preliminary design options for replacement underway
- Consider and Execute Opportunities to Improve Infrastructure for Long Term Continuity of Main Building
  - Cooling Towers – pump house controls, data controls, electrical repairs
  - Removal of de-commissioned hot/chill water lines in tunnels & mechanical room
  - Removal of de-commissioned plenum & incinerator in mechanical room
  - Repair of leaking lines as identified

# Management of Insurance Claim

---

- Claim filed with Carrier in September
  - Carrier: Traveler's
- College is Coordinating with Carrier and Adjuster to Determine Losses
  - Policy and Limits: Full Replacement Value, General Policy Limit is equal to building and contents value
  - Carrier has not invoked any exclusions or limitations to date
  - Carrier has continued to make cash advances to College
- OFCC Declaration of Public Exigency and OBM Notice of Intent to Reimburse Provide Procurement flexibility and ability to Reimburse using Capital Appropriations to cover any amount not reimbursed by insurance



**January 26, 2021**  
**Financial Report and**  
**Presentation to the Board**  
**of Trustees**

# Finance Committee and Disclosures

---

Finance Committee: January 25, 2021 Agenda

- October 2020 Finance Committee Minutes
- December Financial Report
- Spring 2021 Enrollment
- Main Building Recovery
- FY21-FY22 Ohio Capital Appropriations
- Federal Stimulus
- FY22 – FY24 Budget and Fiscal Planning
- FY20 Audit
- Bursar Search

Next Finance Committee meeting: February 22, 2021

## Disclosures

Interim financial presentations do not 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.

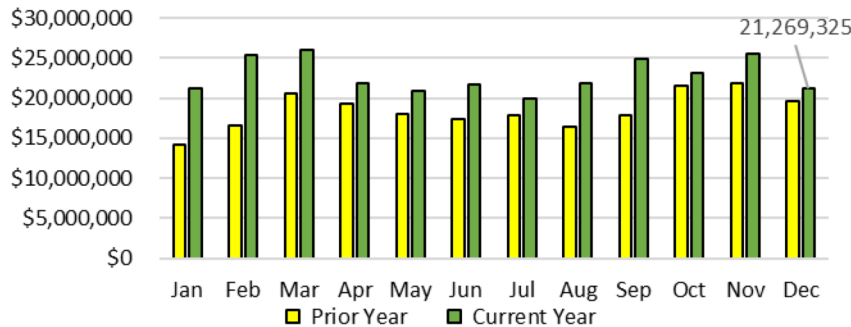
# December 2020 Fiscal KPI Dashboard

**+\$2,197,652 Year-over-Year Change in Cash**

**\$2,302,952 Year-to-Date Net Surplus**

**3.90 LTM\* Senate Bill 6 Composite Score**

Unrestricted Cash Compared to Prior Year



Change in State Subsidy (SSI)  
-\$639,887

Change in Student Collections  
+281,586

Change in Benefits Eligible Payroll  
-\$994,364

Change in Payments Vouchered  
+668,695



Primary Reserve Ratio



Viability Ratio



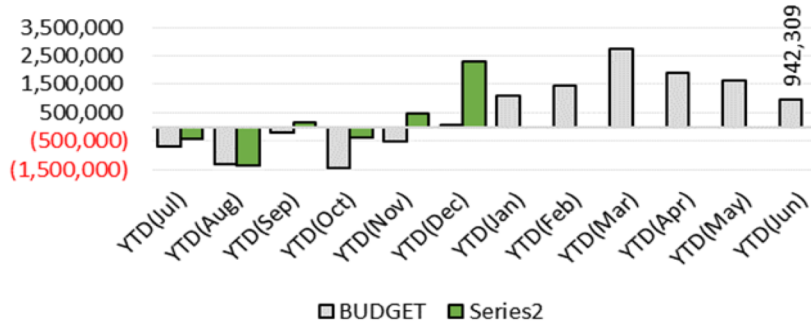
Net Income Ratio



Consolidated YTD Budget to Actual Variance  
+\$2,226,167

General Fund YTD Budget to Actual Variance  
+\$663,203

Budget to Actual Surplus at Month End



# SSI, Federal Stimulus (CARES, CRRSA)

- ODHE restoration of FY21 SSI budget cuts announced Friday (Jan 22).
  - \$1,225,951 in additional SSI Distributions (cash) to College Feb – Jun, 2021.
- Cincinnati State allocated \$9,223,681 in federal stimulus under the CRRSA (HEERF Part II) which became law in December 2020.
  - \$2,114,057 must be used for emergency financial aid.
  - Institutional portion of HEERF and HEERF II may be used to “defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with transition to distance education, faculty and staff trainings, and payroll)”
  - Deadlines for all federal stimulus extended into FY22.

CARES Act Allocation	Amount of Allocation	Spending Deadline	Amount Remaining
HEERF Emergency Financial Aid	\$ 2,114,057	1/19/2022	\$ 57
HEERF Emergency Financial Aid II	\$ 2,114,058	1/19/2022	\$ 2,114,058
HEERF Institutional	\$ 2,114,057	1/19/2022	\$ 142,464
HEERF Institutional II	\$ 7,109,623	1/19/2022	\$ 7,109,623
Airport Grants	\$ 40,000	3/31/2024	\$ -
CRF State of Ohio Round 1	\$ 972,886	12/31/2021	\$ 0
CRF State of Ohio Round 2	\$ 486,433	12/31/2021	\$ 20
CRF Mental Health	\$ 44,030	12/31/2021	\$ 44,030
GEER Mental Health	\$ 74,851	6/30/2022	\$ 74,851



# FY22 Budget Fiscal Planning Priorities

---

## Agenda 21.06

President, Executive Team, and Finance Committee Recommend the Following Fiscal Planning Priorities and Key Metrics For FY22 Budget

1. Support student success through the allocation of fiscal resources sufficient to support the College mission and educational programs; and
2. Maintain fiscal sustainability and as evidenced by key fiscal metrics of: Annual Positive Cash Flow, Annual Positive Net Surplus, and Annual Senate Bill Score no less than 3.00 and on a long-term trend to exceed 4.00; and
3. Prioritize fiscal support of investments necessary to stabilize enrollment, maintain aging facilities, and implement strategic planning projects.

# Efficiency Report

---

## Agenda 21.07

- An efficiency report is statutorily required to be submitted to ODHE annually and approved by the Board of Trustees (House Bill 49, Section 381.50).
- The efficiency report is an annual process to assess and document affordability and efficiency in higher education.
- FY20 efficiency report documents \$9,547,197 in savings at Cincinnati State compared to the FY16 Baseline.
- President and Executive Team Request the Board of Trustees approve Resolution 21.07 to accept the report as presented.

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

# Resolution 21.08

## Approval of Vendor Contracts

---

**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 FY21 as follows:

- 1) Ferrilli, \$57,500.00 for IT Infrastructure Assessment and Web Advisor to Self Service Fit Gap Analysis initial phase of ERP & IT Modernization project and remote operations enhancements (CARES funding);
- 2) Locale, NTE \$80,000.00 for marketing services (General Fund);
- 3) Scherzinger Drilling, not to exceed \$65,000.00 for construction of retaining wall at 885 Clifton Crest to remediate and prevent further hillside slippage (General Fund);
- 4) Signal Vine, \$70,590.00, for two way texting capabilities with students and prospective students (CARES funding).

**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.

- **21.09 FOP Contract Extension Approval**
- **21.10 2020 Clery Report**

# **21.11 Academic Quality & Student Success Update**

*Student Success & Campus  
Completion Plan 2020-22*

# Student Success & Campus Completion Plan 2020-22

---

## **Objective**

- Accelerate students' completion of credentials (“credit momentum”)
- KPIs: 2025 Targets are the key leading indicators of credit momentum
- Strategic Plan Alignment – Pillar I, Strategic Goals 1 & 2

## **Process**

- Student & Enrollment Services
- Faculty Senate
- Deans Council
- Executive Team

## **Key Features**

- Part I: Look Back → Progress toward accelerating completion of the past 2 years
- Part II: Look Forward → Strategic next steps to further accelerate completion
  - Multiple Measures for placement
  - New Student Orientation (fully Online)
  - Comprehensive “audit” of student onboarding (steps, communications, etc.)

## **Request**

- Board resolution adopting the *Student Success & Campus Completion Plan 2020-22*.

## 21.12 Alignment with College's

---

### Mission/Vision/Values

#### *The Mission/Vision/Values ...*

- ❖ Continues to guide the manner in which the college serves the public good of the community
- ❖ Is manifest in the Strategic Plan and related projects, including:
  - Completion Plan
  - Recruitment Plan
  - Fiscal Priorities

#### *Request...*

- ❖ Board's reaffirmation that the Mission, Vision & Values of the College continue to guide its work in service of the public good.



## 21.13 Academic Calendar 2021-22

---

### *Key Points:*

- ▶ Follows pattern of current academic calendar (holidays, start/end of semesters, etc.)
- ▶ Complies with Ohio Department of Education's semester requirements
- ▶ Provides sufficient time to onboard spring students

### *Vetting Process:*

- ▶ Calendar Committee\*
- ▶ Student and Enrollment Services
- ▶ Faculty Senate
- ▶ Deans Council
- ▶ Executive Team

### *Request:*

- ▶ Approval of Board to implement for upcoming academic year.

---

\*Calendar Committee: Denise Rohr, Assoc Provost; Jason Moore, Sr Director of Enrollment Services & Registrar; Penny Parsons, Director of Financial Aid Director; Karen Magness-Lewe, Registration Supervisor; Abbey Yee, Prof & APCC Co-Chair; Janet Schlaak, Professor; Jackie Turner, Professor; Paula Kirchsmith, Professor

**Fall Semester 2021**

<b>Full Semester Begins</b>	<b>Monday, August 30,2021</b>
<b>Holiday- Labor Day (College closed)</b>	<b>Monday, September 6, 2021</b>
<b>Ten Week Session</b>	<b>Monday, October 4, 2021</b>
<b>Holiday – Veteran’s Day (College closed)</b>	<b>Thursday, November 11, 2021</b>
<b>Holiday – Thanksgiving (College closed)</b>	<b>Wednesday, November 24, 2021 – Sunday, November 28, 2021</b>
<b>Semester Ends</b>	<b>Saturday, December 18, 2021</b>
<b>Winter Break (College closed)</b>	<b>Friday, December 24, 2021 – Sunday, January 2, 2022</b>

**Spring Semester 2022**

<b>Full Semester Begins</b>	<b>Tuesday, January 18, 2022</b>
<b>Holiday – Martin Luther King Jr. Day (College closed)</b>	<b>Monday, January 17, 2022</b>
<b>Ten Week Session</b>	<b>Tuesday, February 22, 2022</b>
<b>Holiday – Presidents’ Day (College closed)</b>	<b>Monday, February 21, 2022</b>
<b>Semester Ends</b>	<b>Monday, May 2, 2022</b>

**Summer Semester 2022**

<b>Full Semester Begins</b>	<b>Monday, May 9, 2022</b>
<b>Ten Week Session</b>	<b>Monday, June 6, 2022 – Saturday, August 13,2022</b>
<b>Holiday – Memorial Day (College closed)</b>	<b>Monday, May 30, 2022</b>
<b>Holiday – Independence Day (College closed)</b>	<b>Monday, July 4, 2022</b>
<b>Semester Ends</b>	<b>Monday, August 20, 2022</b>

# Election of Board of Trustees Officers

---

Chair

Vice Chair

Secretary

# Resolution of Appreciation

## Mark D. Walton '78

---

**WHEREAS**, Mark D. Walton has served as Chair of the Cincinnati State Technical and Community College Board of Trustees from 2016 through 2020, and

**WHEREAS**, during this period he has provided extraordinary leadership and support to advance the mission, vision, and values of the College, and

**WHEREAS**, during this period with his assistance, leadership and guidance, the College has

- Increased student success,
- Significantly improved its fiscal position,
- Taken fundraising engagement and commitments to new levels,
- Built community awareness and appreciation,
- Gained successful Higher Learning Commission reaccreditation,
- Enhanced its facilities including creating the Welcome, Career and Transfer Centers,
- Gained approval to be one of the first community colleges in Ohio to offer Bachelor's Degrees, and
- Achieved many other advancements, and

# Resolution of Appreciation

## Mark D. Walton '78

---

**WHEREAS**, as a Distinguished Alumni (honored in 2000) of this college with an outstanding career in the financial services industry, he has unselfishly provided this level of unfailing commitment, dedication and time to the college for many years, and hopefully many more, as a multiple-term Trustee, multiple-term Trustee Chair, Chair of the Ohio Association of Community Colleges, and respected advocate, adviser, and problem-solver, and

**WHEREAS**, his generous, gracious, and positive spirit have made those who are associated with the College and those who come before the Board of Trustees feel welcomed and valued,

**IT IS HEREBY** deemed that the Cincinnati State Board of Trustees expresses sincere appreciation to Mark D. Walton; and that the College's employees and students share in this gratitude and admiration, and that the Cincinnati State community as a whole thanks and honors Mark D. Walton today.

**BE IT FURTHER RESOLVED,**

By Order of the Board of Trustees, on this day of January 26, 2021

## **Status of the College Community**

- **21.15 Student Engagement & Education / Student Activities Report**
- **21.16 Shared Governance / Faculty Senate Report**

**Board of Trustees Student Activities and Student Government Report**

January 2021

Introductions of newly elected Student Government Leaders

**Shane Winslow**

President

Computer Programming and Database Management - Software Engineering Technology Major

**Sokhna Baro**

Vice President

Associates of Science

**Miranda Capadona**

Secretary

Associates of Arts

**Abigail Malsbary**

Ombudsman

Pre-Mortuary Science

**Jon Kiger**

Business Technologies Division Senator

Hospitality Management

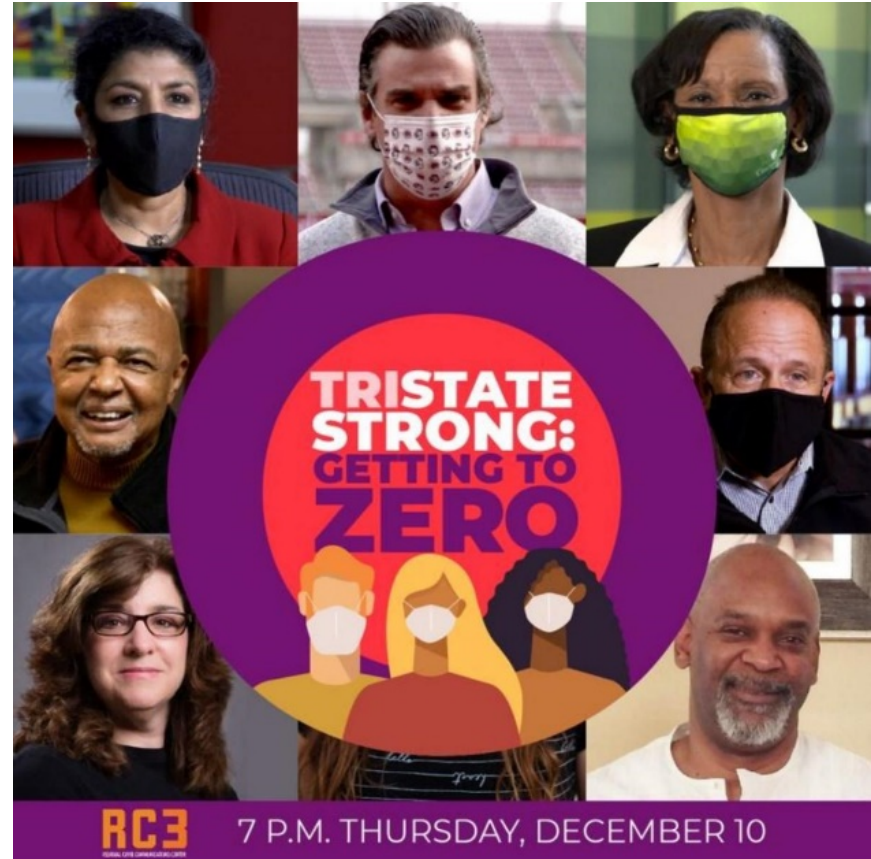
**Vidal Rivera**

Member at Large

Computer Programming and Database Management- Computer Software Development Major (CSD)

# President's Report

**“TriState Strong: Getting to Zero”** will be offered on Enquirer.com, Local 12 TV, Radio One, WCET-TV, WCPO-TV and WVXU public radio.





# President's Report

---

## January Highlights

- **IT Modernization - Assessment, Gap Analysis**
- **Workforce Development IT training partnership w/ Verizon**
- **Aviation Maintenance approved by the State of Kentucky for WIOA training funds**
- **Transfer Center's virtual visits include UC, XU, MSJ, Ohio Uni, Ohio State, Franklin Uni, Miami, Indiana Tech, and more**

**NOTE: House Bill 404 extends virtual board meeting provisions through July 1, 2021**

## **21.18 Trustee Chairperson's Report, Recognition, Convening of Nominating Committee**

**Old Business**

**New Business**

**Adjourn to Executive Session**

# Executive Session In Progress

## **Return from Executive Session**

### **Adjournment**

**Next Meeting:  
February 23, 2021  
3:45 pm  
Remote Delivery**