

Board of Trustees Meeting

Tuesday, February 23, 2021

3:45 pm

Welcome!

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

SUNSHINE LAW

COMPLIANCE ANNOUNCEMENT

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, remote delivery, on Tuesday, February 23, 2021, 3:45 p.m., Chairperson Mark Walton presiding. Notification has been posted on the College website, www.cincinnatiastate.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

- 21.20** Approval of the Proceedings of the Regular Board Meeting of January 26, 2021
- 21.21** Consideration of Items for Possible Addition to the Agenda
- 21.22** Recognition of Accomplishments Reflective of the College Mission
- 21.23** Consent Agenda for Recurring Items
 - A. Personnel Reports
 - B. Facilities Reports
 - C. Public Safety Monthly Incident Reports
 - D. Workforce Development Report

Action Items

- 21.24** Finance Report
- 21.25** Capital and Federal Stimulus Priorities
- 21.26** Vendor Contracts Approval
- 21.27** Academic Quality & Student Learning Updates - Faculty Tenure Recommendations

Status of the College Community

- 21.28** Student Engagement & Education / Student Activities Report
- 21.29** Shared Governance / Faculty Senate Report
- 21.30** President's Report
- 21.31** Trustee Chairperson's Report

Old Business

New Business

Adjourn to Executive Session

Adjournment

- **21.20 Approval of the Proceedings of the Regular Board Meeting of January 26, 2021**
- **21.21 Consideration of Items for Possible Addition to the Agenda**

- **21.22 Recognition of Accomplishments**

Recognition of Accomplishments

Dan Ramsey, Bursar

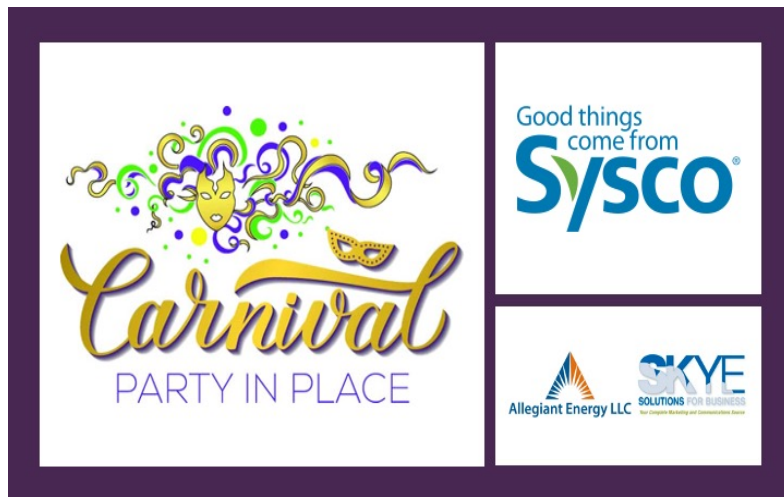
- Started March 1989
- Retiring on February 28, 2021
- Dan has lead the College's Bursar office and treasury operations during this tenure
- Responsible for all Billing and Collections
- Invaluable to the planning necessary to restore the College to positive cash flow
- Built a superior, efficient, professional team.



Recognition of Accomplishments

Mardi Gras: Carnival in Place

- Virtual event on 'Fat Tuesday' 2/16
- Produced by Cincinnati State Alumni Board



Recognition of Accomplishments

- Featuring Debbie Gannaway '72 of Gramma Debbie's at Findlay Market and Dillon Ruby '12 of Jeff Ruby Culinary Entertainment
- Raised over \$5,500 for scholarships
- Created social media excitement
- Live TV coverage in promotions on Channel 19 and Channel 12 (\$11,520.83 value)
- Promotion of College, MCI and proud alums



- **21.23 Consent Agenda for Recurring Items**
 - A. Personnel Reports**
 - B. B. Facilities Reports**
 - C. Public Safety Monthly Incident Reports**
 - D. Workforce Development Report**



Main Building Recovery

February 23, 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

- Focus on preparing Main to be re-occupied in early May, but in concert with Responsible Return to Work Plan to ensure COVID precautions as may be needed
- Develop with Deans and Managers progression of re-occupancy for Summer and Fall Semesters
- Surge Purge to remove unneeded materials/equipment to ensure access to electrical, and ease of deep cleaning

Restoration of Systems to Occupy Main Building

- Chillers (Main & HPB Building cooling) – replacements received; chilled water lines being installed
- Main Building Hot Water Supply – whole building system designed & heat exchangers received
- Air Handlers – all units (50) undergoing assessment and repairs as may be needed; replacements for 3 destroyed units located in tunnels scheduled for delivery mid-March; identified 8 units that do not meet COVID air circulation standards – design for replacement underway
- Electrical Supply – A & B Wings completed; C Tunnel complete; D tunnel 60% complete; E-G tunnels and 3-4 stories above remaining, along with completion of restoration of permanent power to mechanical room
- Elevators – repairs and inspections of 3 damaged units complete; Gym elevator awaiting parts, repair and inspection.
- Cooling towers & pump house repairs underway including electrical and control panels
- Fire Loop replacement design underway in preparation of putting out for bid

Restoration of Systems to Occupy Main Building

- Restoration of Damage to Fitness Level (drywall, carpet, cove molding) complete
- Asbestos & insulation removal (100% complete); re-insulation 60% complete
- Building automation controls complete to new boilers; ongoing as new systems come online
- Consider and Execute Opportunities to Improve Infrastructure for Long Term Continuity of Main Building

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

21.24



February 23, 2021
Financial Report and
Presentation to the Board
of Trustees

Finance Committee and Disclosures

Finance Committee: February 22, 2021 Agenda

- January 2021 Finance Committee Meeting Minutes
- January 2021 Financial Report
- Stimulus and Capital Priorities
- Fiscal Year 2022 Budget Draft and Assumptions
- Cash Reserves Analysis
- FY20 Audit Update

Next Finance Committee meeting: March 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.

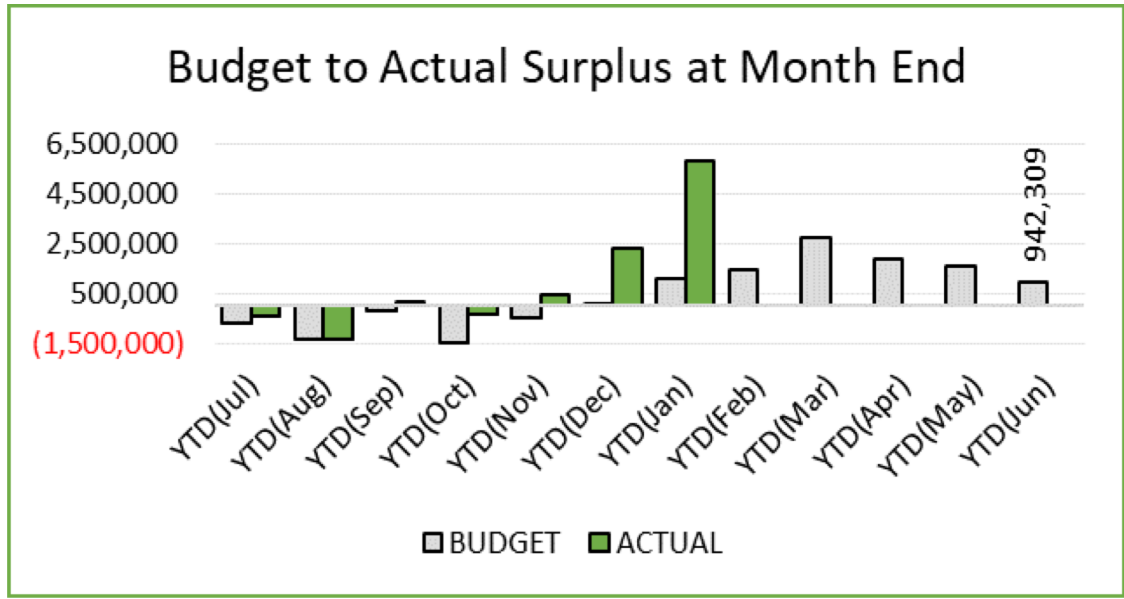
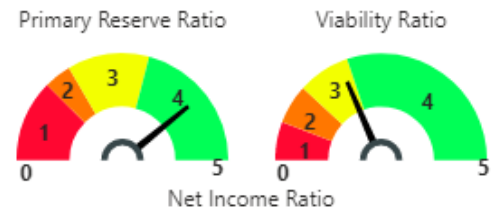
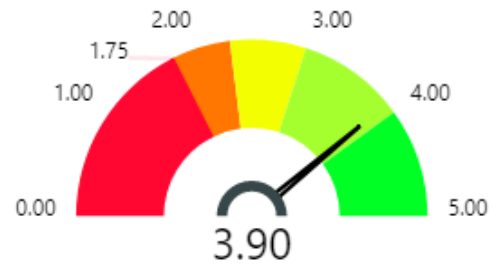
January 2021 Fiscal KPI Dashboard

+\$1,708,926
Year-over-Year
Change in Cash

\$5,804,149
Year-to-Date
Net Surplus

3.90
LTM* Senate Bill 6
Composite Score

+\$4,489,077
Budget to Actual
Variance



Fiscal Year 2020 Audit

- Fiscal Year 2020 Independent Financial Audit Certified by the Ohio Auditor of State in early February 2021
- Financial Statements were submitted in October and are unchanged
- State and federal grant audit was delayed pending guidance related to CARES Act expenditures

The College's FY20 Independent Financial Audit is now publicly available via the Auditor of State website:

<https://audits2.ohioauditor.gov/Request.aspx?d=0f0841a9-56d3-4254-93a9-ab975529076e>

21.25



Capital and Federal Stimulus Priorities Discussion February 2021

Summary of Federal Stimulus Expenditures

Actual Higher Education Emergency Relief Fund and
Coronavirus Relief Fund Expenditures through December 31,
2020

• Emergency Financial Aid to Students	\$2,358,657
• COVID Related Technology (PCs, Hotspots, Software)	\$1,055,639
• COVID Safety, Cleaning, PPE Expenses	\$827,603
• COVID Related Instruction Equipment and Supplies	\$434,718
• COVID Student Refunds (Parking, Meal Plan)	\$186,124
TOTAL	<u>\$4,862,741</u>

Unencumbered Capital and Stimulus Allocations

Approximately \$20,000,000 Available

Capital Appropriations

Main Building	\$7,923,058
IT Modernization	\$2,714,848
Instruction	<u>\$2,714,969</u>
Total	\$13,035,875

Institutional Stimulus

HEERF Part 1	\$142,464
CRF Round 1 & 2	\$20
HEERF Part 2	<u>\$7,109,623</u>
Total	\$7,252,107

Capital

~\$13,000,000

Excludes JUAs and aggregates similar line items into general categories.

Institutional Stimulus

~\$7,000,000

Excludes Emergency Financial Aid and Mental Health allocations.

Strategy

- As we combine and leverage capital and stimulus dollars we can provide a safe, modern Main building and support remote instruction and operations consistent with the master plan and strategic priorities that existed prior to COVID and the Main Building Flood.
 - Due to water damaged building systems, we have had to reprioritize funds that were intended for other Main building projects.
- This strategy allows us to fully utilize Stimulus funds, optimize capital appropriations and accelerate our master planning.

Capital and Institutional Stimulus Priorities

Tier	Priority	Estimate or Budget	Notes
1	Main Building Recovery Budget ¹	\$5,584,893	Capital, Budget less \$3M in Actual Insurance proceeds collected
1	ERP & IT Modernization Estimate ¹	\$2,500,000	Capital, but Stimulus <u>if</u> related to remote instruction or operations
2	Health Professions Sim Lab Estimate ¹	\$1,850,000	Capital, less % related to remote instruction or distance learning
3	WDC Instructional Equipment Estimate ¹	\$381,000	Capital, less % related to remote instruction or distance learning
1	Main Building Fire Loop Replacement Estimate ¹	\$3,500,000	Capital, no insurance expected
3	Clifton Campus Exterior Improvements Estimate ¹	\$2,000,000	Capital, based on McGill Punshon study
3	Main Building Other Estimate ¹	TBD	Capital (1 st Floor Main, Gym Roof, Division Offices)
2	COVID Deficient Air Handler Budget ¹	\$2,000,000	Capital, eligible but could be 100% Stimulus based on CDC guidelines
1	COVID Safety, Cleaning, PPE Budget	\$350,000	100% Stimulus
2	COVID Instructional Equipment Budget	\$700,000	100% Stimulus (restrict to qualifying equipment)
3	COVID Strategic Planning Priorities Budget	\$350,000	100% Stimulus (restrict to qualifying expenses)
2	COVID Remote On-Boarding/Advising Budget	\$200,000	100% Stimulus
	TOTAL	<u>\$19,415,893</u>	¹ Capital projects total \$17.8 million

Proposed Institutional Stimulus Budget

Budget Item	Budget	Notes
COVID Safety and Sanitizing	\$350,000	On-going PPE, cleaning and other expenses related to safety or sanitizing
COVID Instructional Equipment	\$700,000	Instructional equipment related to remote instruction or social distanced instruction
COVID Strategic Planning Priorities	\$350,000	Eligible projects from 2025 Strategic Plan
COVID Remote On-Boarding/Advising Budget	\$200,000	Remote technology to improve enrollment, via remote on-boarding and advising
COVID Deficit Air Handler Budget	\$2,000,000	Replacement of air handling units that do not meet COVID CDC guidelines
ERP & IT Modernization for Remote Instruction and Operations	\$2,500,000	TBD if 100% of estimate can be allocated to remote instruction/operations
Health Professions Sim Lab Remote Instruction, Distance Learning, and Air Purification	\$500,000	Sim lab budget allocated to eligible COVID expenses
Contingency	\$600,000	TBD, based on ED guidance and actual costs of above line items
TOTAL	\$7,200,000	

The \$6.6mm Institutional Stimulus budget is included in capital and institutional priorities total on slide 5 above.

Next Steps

- Incorporate Feedback from Stakeholders
 - ✓ Board Leadership Discussions (mid February 2021)
 - ✓ Finance Committee (February 22, 2021)
 - ✓ College Common Time/Employee Presentation (February 22, 2021)
 - Board Meeting Discussion (February 23, 2021)
 - Budget Advisory Team (late February, after BOT Meeting)
 - Facility Committee (TBD)
 - On-going Updates, Contract Approvals (March 23, 2021 Board Meeting)
- Incorporate, re-evaluate with future stimulus (if any)

Financial Report to the Board of Trustees is Concluded

- **21.26 Vendor Contracts Approval**

Academic Quality & Student Learning Updates

21.27 Faculty Tenure Recommendations

Faculty Excellence

Tenure is only granted to those faculty members who have demonstrated excellence in their respective areas of expertise and made consistent, valuable contributions to the college and community.

Tenure Selection Process

- Tenure Committee
- Academic Deans
- Provost
- President
- Board of Trustees

2020-21 Tenure Recommendations

Kelly Hubbard	Humanities & Sciences	<i>Early Childhood Education Program</i>
Candice Jones	Business Technologies	<i>Dietetics Program</i>
Jessica Loomis	Health & Public Safety	<i>Biology Department</i>
LaVon Moore	Health & Public Safety	<i>Surgical Tech Program</i>
Barbara Ratliff	Health & Public Safety	<i>Practical Nursing Program</i>

Faculty Tenure Recommendations

Kelly Hubbard, M.Ed.

Humanities & Sciences Division

- Instructor & Program Chair,
Early Childhood Education (ECE)
- Extensive experience (15yrs)
administering public and private early
childhood education centers
- College's lead upon state-wide curriculum review panels establishing
state-wide learning standards for early childhood education courses
- Pivotal to Cincinnati State's ECE program winning national accreditation
(NAEYC)



Faculty Tenure Recommendations

Candice Jones, B.S., M.Ed.

Business Technologies Division

- Instructor & Program Chair, *Dietetics Technology (DT)*
- Extensive experience (13yrs) in the dietetics field and community
- Established partnerships with 12 new clinical and foodservice affiliation sites
- Leadership in the Community for nutrition and equity (e.g. Organizer for Nutrition Section of First Ladies Health Day; Health & Nutrition Advisory Boards at UC and XU)



Faculty Tenure Recommendations

Jessica Loomis, B.S., M.S.

Health and Public Safety Division

- Instructor, *Biology Department*
- Chair of Scholarship Committee – instituted significant improvements to the institutional scholarship process
- Created a model oversight infrastructure of CCP biology courses – including CCP instructional training/support in partnership with high school administrators and course instructors at 15 high school campuses
- Transitioned *Anatomy & Physiology I & II* to remote learning during COVID-19 with faculty team to provide continuity of course content and support for students and faculty



Faculty Tenure Recommendations

LaVon Moore, A.S., B.S.

Health and Public Safety Division

- Instructor & Program Chair, *Surgical Tech Program (ST)*
- Cincinnati State Graduate
- Extensive experience (30yrs) in the field as a Certified Surgical Tech
- Successfully led program to re-accreditation by Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and increased program enrollment through extensive high school outreach



Faculty Tenure Recommendations

Barbara Ratliff, B.S., M.S.

Health and Public Safety Division

- Instructor & Program Chair,
Practical Nursing Certificate Program (PNC)
- Successfully led PNC program to full approval by the Ohio Board of Nursing
- College representative on the Ohio Board of Nursing Education Advisory Committee (only 2 educators on the committee for the entire state)
- Surge Pantry Advocate for Health and Public Safety to help students meet their most basic needs



- **21.28 Student Engagement & Education / Student Activities Report**

Student Activities and Student Government Report

February 2021

Programming is in full swing for students and all programs are continuing to be delivered remotely to protect the health & wellness of students and staff.

Here are some highlights from February:

- On February 2nd, there was the virtual Club Day.
- February 9th, Student Activities hosted Genealogy Day.
- Tomorrow, Women Helping Women will be providing a workshop on Healthy Relationships.
- Student Government has been hard at work this semester.

- **21.29 Shared Governance / Faculty Senate Report**

Faculty Senate

February 2021

- Tenure Committee
- Faculty Senate Committees
- Budget Advisory Team
- Marketing & Enrollment Response Team (MERT)
- Faculty Excellence Awards

- **21.30 President's Report**

President's Report



- Lobby
- Exhibit Hall
- Video Vault
- Resources
- Backpack
- Auditorium
- Help Desk
- Survey

Virtual exhibition hall featuring various booths and logos:

- Messer: We Are Building.
- St. Elizabeth Healthcare
- American Student Assistance: A path for every student. A plan for every future.
- JA Inspire Virtual
- GE
- KeyBank
- P&G
- Greater Cincinnati Fdn.
- Cincinnati State Business Technologies
- MIAMI UNIVERSITY
- GRADUATING CHAMPIONS
- MIAMI UNIVERSITY
- Announcement
- Survey

President's Report

Bachelor's in Land Surveying

- Fall 2020 – 15 graduates
- Spring 2021 – additional graduates

Virtual Press Conference Planned



Ohio
Opportunities
for Ohioans
with Disabilities

Partnership with Opportunities for Ohioans with Disabilities (OOD) to give CState students with disabilities-- even if they are not Ohio residents-- access to the services provided by OOD.

President's Report

Marketing

Locale has been delivering best-in-class marketing services to our clients for over 10 years.

As a wholly owned subsidiary of The Superlative Group, the Locale team is well versed in the dynamics of institutions of higher learning including community colleges. We have navigated the higher education waters with great success and hope to do the same on behalf of Cincinnati State.

LOCALE

Superlative 



President's Report

LOCALE

Strategically Driven

Humanity Obsessed

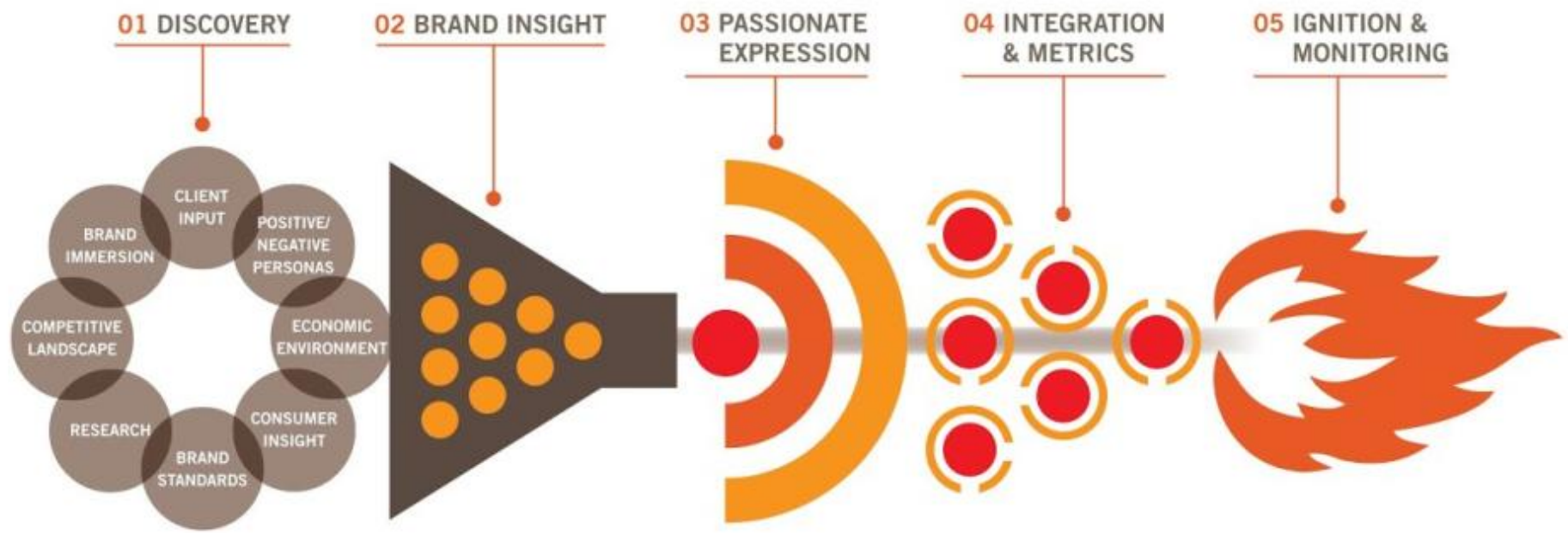
System Thinkers

Creatively Led

President's Report

Locale

Our Process



President's Report

Locale

Team Members

Tim Coughlin, Managing Partner

Greg Gantzer, Chief Creative and Strategy Officer

Jessica Studeny, Senior Project Manager

- **21.31 Trustee Chairperson's Report**

Old Business

New Business

Adjourn to Executive Session

Executive Session Resolution

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 matters.

Executive Session In Progress

PUBLIC SESSION RESOLUTION RESOLUTION

I move that the Board meet in Regular Public Session on Tuesday, March 23, 2021 at 3:45 pm, Cincinnati State Technical and Community College, remote delivery, pursuant to the provisions of the Ohio Revised Code Section 121.22.

Return from Executive Session

Adjournment

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