Cincinnati State

Board of Trustees Meeting

Tuesday, May 28, 2024
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 Cincinnati State, 3520 Central Parkway, Cincinnati, Ohio 45223, on Tuesday, May 28, 3:45 p.m., Chairperson John Silverman presiding. Notification has been posted on the College website, www.cincinnatistate.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.

Roll Call

24.28	Approval of the Proceedings of the Regular Board Meeting of March 26, 2024
24.29	Consideration of Items for Possible Addition to Agenda
24.30	Recognition of Accomplishments Reflective of the College Mission
24.31	Consent Agendas for Recurring Items

      A. Personnel Reports
      B. Facilities Reports
      C. Public Safety Report

Action Items

24.32	Finance Report
24.33	FY25 Draft Budget Discussion
24.34	Capital Priorities Affirmation
24.35	Vendor Contracts
24.36	Academic Quality & Student Learning Updates

Status of the College

24.37	Student Engagement & Education/Student Activities Report
24.38	Shared Governance/Faculty Senate Report
24.39	President's Report
24.40	Chairperson's Report

24.28 Approval of the Proceedings of the Regular Board Meeting of March 23, 2023

24.29 Consideration of Items for Possible Addition to Agenda

24.30 Recognition of Accomplishments

![Cincinnati State logo]

House/Bruckmann
Faculty Excellence Award

Kelly Hubbard

Program Chair
Early Childhood Education
Humanities & Sciences Division

- **CS leader for the Bold Beginnings in Higher Education grant**
- **Key to Learning Grove partnership & reopening our child learning center**
- **Facilitating student participation in the Leading Men Fellowship**
- **Member of the Butler County Educational Advisory Board**

House/Bruckmann
Faculty Excellence Award

Jeff Wright
Program Chair
Aviation Maintenance Technology
Engineering & Information
Technologies Division

- **Nearly doubled enrollment over the past five years, to 180 students, making the program one of the 10 largest AMT programs in the U.S.**
- **Program awarded numerous FAA and other grants close to $1 million & large private gifts**
- **Cincinnati State AMT graduate**

Adjunct
Faculty Excellence Award

Chanyung (James) Park

Sociology Instructor
Humanities & Sciences Division

- Developing courses: Intro to Sociology, Race & Ethnicity, and Social Problems
- Leads Credit Plus offerings of Intro to Sociology at several high schools.
- Preparing materials required for Ohio Dept Ed Transfer 36 approval
- Faculty advisor for student organizations Phi Theta Kappa honor society and the CS Gamer's Club

Professor Emeritus

Jason Caudill

Retired Program Chair
Graphic Design
Engineering & Information
Technologies Division

- **Established Portfolio Review course where students present work to industry professionals**
- **Initiated student involvement in the annual American Advertising Federation ADDY award competition**
- **Led work of the College's Arts Advisory Group**

Professor Emeritus

Jason Caudill

Retired Program Chair
Graphic Design
Engineering & Information
Technologies Division

- **Established Portfolio Review course where students present work to industry professionals**
- **Initiated student involvement in the annual American Advertising Federation ADDY award competition**
- **Led work of the College's Arts Advisory Group**

Professor Emeritus

Susan Herking

Retired Biology Instructor
Health & Public Safety Division

- **Helped develop full sequence of courses in human anatomy and physiology (A&P) and online versions**
- **Established biology courses at Middletown campus and coordinated offerings with Great Oaks**
- **Lead instructor Human Body Health & Disease for all Practical Nursing and Medical Asstg students**

CEIA 2-Year Program Student Award Recipient

Pamela Alvarado Cervantes
Marketing Major
Business Technologies Division

- **International Student**
- **Bilingual (English/Spanish)**
- **3.6 GPA**
- **Co-op experience at VEGA America INC. in Mason - proficiency in CRM utilization and bilingual skills helped extend services to the Canadian market**

24.31   Consent Agenda for Recurring Items

A. Personnel Reports

B. Facilities Reports

C. Public Safety Monthly Incident Reports

➢**Main Building Air Handler Unit Installations – In Progress**

- Both AHU 1 (2nd floor) and AHU 24 (basement) are in service, with final punch list items to occur by June 14, 2024

➢**Clifton Campus Exterior Improvements & Wayfinding – In Progress**

- Landscaping and Main building Automotive Wing garages/roadway work on track for completion by August 17

➢**Clifton Campus Master Plan – In Progress**

- Reviewed by Facilities Committee and Faculty Senate representatives at the May 14th meeting, and final copy of plan being forwarded to Board for review before June Facilities and Full Board meetings

ATLC Roof Replacement

- ~$3.2 Million project for 45,215 s/f of area replaced over four months
- On track for completion by August 17, 2024

➤ **Practical Nursing Skills Lab Renovation**

- ~$600k project, including renovations and equipment funded by Hamilton County ARPA Grant
- Construction in Main 266, 268, and 270 on track for completion by July 31, 2024

➤ **Main Building Locker Cover-Up Project - Coming Soon**

- Work to begin in July with completion by August 16th
- Focus on second and third-floor connector hallways to HPB and ATLC
- Project funded from Deferred Maintenance funds ($125k of $550k FY25 budget)
- Listed as #3, Axcraft Inc. under FY25 contract approval resolution

24.32   Financial Report
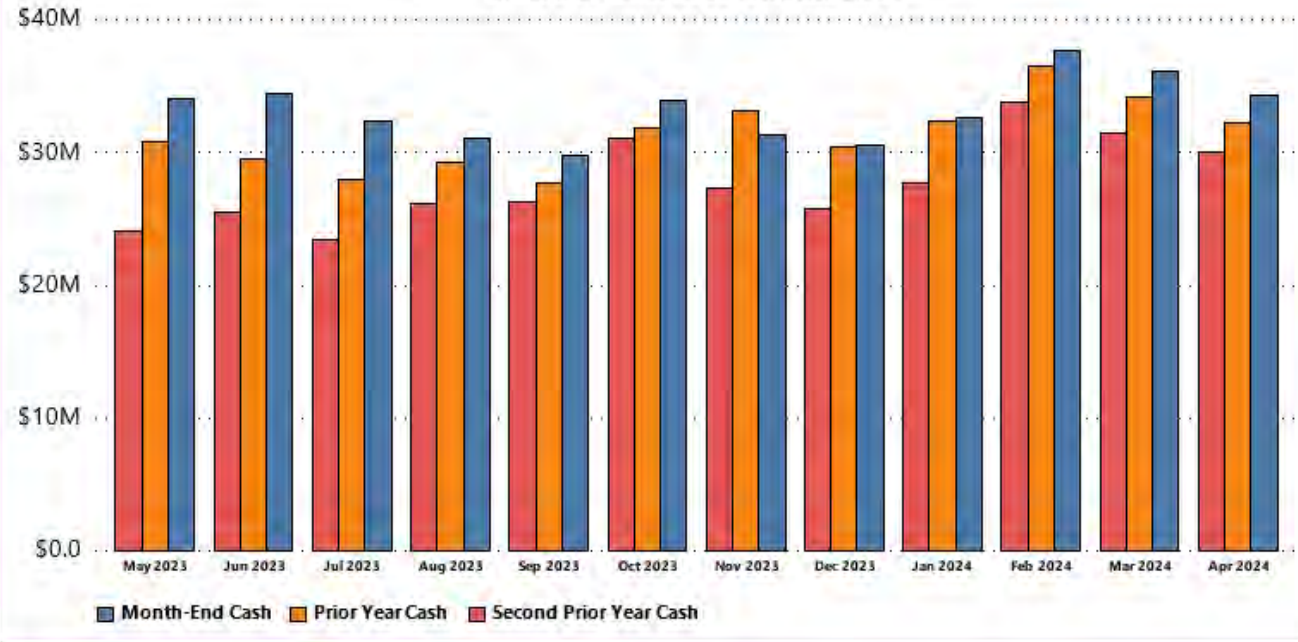
Cincinnati State Fiscal KPI Dashboard

Year-Over-Year Change in Unrestricted Cash*
$2,005,834

Budget to Actual Variance (YTD)
$1,111,051

LTM Senate Bill 6 Composite Score
5.00

Senate Bill 6 Composite Score Details

Cincinnati State Technical & Community College
Senate Bill 6 Composite Score
Last Twelve Months Actual Excluding GASB 68/75

Results as of: 4/30/2024

A	B	C	D	F
Expendable Net Assets	Plant Debt	Total Revenue	Total Expense	Change in Total Net Assets
$45,166,626	$15,778,580	$75,731,275	$70,054,023	$5,677,252

Primary Reserve (50%)		Viability (30%)		Net Income (20%)	
Ratio	Score	Ratio	Score	Ratio	Score
A/D = 64.47%	5	A/B = 286.25%	5	F/C = 8.10%	5

Senate Bill 6 Composite Score

5.00

24.33 Y25 Budget Planning

Timeline and Goals:

* Draft Budget May BOT Finance Committee (5/20) BOT Meeting (5/28)
* Final Budget June BOT Finance Comm (6/17) BOT Meeting (6/25)
* Surplus Budget $200,000 - $300,000 General and Auxiliary Funds

Assumptions for Discussion:

- SSI 4.53% Increase (+1.3M) - 7th highest out of 24 peer schools
- Enrollment +1%, includes approved $5.00 tuition increase
- Increases in personnel due to wages and plan to fill open positions
- Four new FT faculty and four new staff positions in complement
- Attrition assumption of -4.0% will offset some costs
- Increase in benefits of 8.8%
- Increase in operating expenses to better reconcile with FY24 actuals
- Deferred Maintenance budget of $550k (Same as FY23 and FY24)
- Marketing expenses of $1.1 M
- Learning Management Software (LMS) potential conversion costs of $150K
- ITS potential reporting services remediation of $489k

FY25 Budgeted Revenue Draft
General & Auxiliary Fund

Revenue	FY23 Actual	FY24 Budget	LTM @ 3/31/24	FY25 Draft Budget @ 5/23/24
State Appropriations, SSI	$28,346,311	$29,385,576	$29,556,855	$30,895,781
Instructional Fees	$26,838,926	$26,863,756	$27,322,917	$28,383,473
Instructional Fees,CCP	$1,232,003	$1,227,111	$1,532,951	$1,561,479
Grants & Contracts	$403,050	$0	$360,309	$0
Other Revenue	$3,871,079	$2,555,683	$4,374,814	$3,825,342
WDC Revenue	$1,994,689	$2,183,534	$2,050,291	$2,183,534
Total Revenue	**$62,686,057**	**$62,215,660**	**$65,198,138**	**$66,849,609**

FY25 Budgeted Personnel Expenses Draft
General & Auxiliary Fund

	A	D	G	H	J
2	**Personnel Expense**	**FY23 Actual**	**FY24 Budget**	**LTM @ 3/31/24**	**FY25 Draft Budget @ 5/23/24**
14	Adjunct	$4,318,315	$4,526,406	$4,320,991	$4,526,403
15	Administrative Unit	$7,616,054	$8,166,820	$8,011,661	$8,849,710
16	Benefits	$7,346,402	$8,980,357	$7,874,145	$9,328,593
17	Faculty Overload	$2,629,073	$2,204,013	$2,934,100	$2,888,211
18	Faculty Unit	$11,111,446	$11,136,273	$11,476,317	$11,883,099
19	Retirement	$4,463,052	$4,559,331	$4,614,527	$4,775,272
20	Student Wages	$94,774	$125,275	$234,270	$234,270
21	Support Unit	$5,105,080	$5,792,514	$5,448,452	$5,469,162
22	WDC Adjunct	$267,725	$358,187	$274,901	$358,197
23	FT Attrition Assumption	$0	$0	$0	($450,000)
24	New Full-Time positions	$0	$0	$0	$744,000
25	**Total Personnel Expenses**	**$42,951,921**	**$45,849,176**	**$45,189,365**	**$48,606,917**

FY25 Budgeted Operating Expenses Draft
General & Auxiliary Fund

	Operating Expense	FY23 Actual	FY24 Budget	LTM @ 3/31/24	FY25 Draft Budget @ 5/23/24
27	Advertising & Promotion	$1,381,559	$1,046,070	$1,225,208	$1,297,161
28	Capital Expenditure	$637,906	$274,429	$1,897,286	$175,514
29	Contracted Services	$4,046,946	$2,394,640	$4,077,867	$4,097,867
30	Informer 5 Remediation	$0	$0	$0	$520,260
31	Information & Communication	$721,808	$919,717	$709,448	$846,564
32	Other Expenses	$1,619,355	$2,607,548	$1,511,799	$2,151,258
33	Repairs & Maintenance	$2,184,772	$2,550,214	$2,349,543	$2,329,543
34	Scholarships & Waivers	$69,717	$175,941	($3,534)	$35,031
35	Supplies	$1,560,915	$1,460,313	$1,638,356	$1,638,356
36	Travel	$238,138	$194,659	$267,546	$299,856
37	Utilities	$1,286,077	$1,501,578	$1,216,966	$1,338,663
38	**Operating Expenses**	**$13,747,192**	**$13,125,109**	**$14,890,486**	**$14,730,073**

FY25 General Fund & Auxiliary Funds Draft Budget

	FY23 Actual	FY24 Budget	LTM @ 3/31/24	FY25 Draft Budget @ 5/23/24
Revenue	$62,686,057	$62,215,660	$65,198,138	$66,849,609
Personnel Expenses	$42,951,921	$45,849,176	$45,189,365	$48,606,917
Operating Expenses	$13,747,192	$13,125,109	$14,890,486	$14,730,073
Net SurplusBefore Transfers	$5,986,943	$3,241,375	$5,118,287	$3,512,619
Transfers	$5,759,160	$2,971,646	$4,659,657	$3,273,007
Net Surplus(Deficit)	$227,783	$269,742	$458,630	$239,612

24.34 Capital Priorities Strategy Affirmation

On-going Public Discussion of Priorities for Stimulus Funding and Capital Appropriations (May 2020 – Present). Last BOT Presentation October, 2023.

Strategies (Based on Prior Board of Trustee Meeting Discussions and Resolutions):

- As we combine and leverage capital and institutional stimulus dollars we can provide a modern campus, support innovative instruction, and operations consistent with strategic priorities and master planning.

- This strategy allows us to fully utilize institutional stimulus funds, optimize capital appropriations and accelerate our master planning to attract students and address aging infrastructure.

- Preferable to utilize capital first (state's money) and maximize stimulus lost revenue.

Capital Priorities Sources/Uses Analysis

Sources Exceed Uses by $6.6M (Through Fiscal Year 2026)

Sources of Unrestricted Funding:
$26.9M

- Unspent capital appropriations through FY25-26 biennium

- COVID Stimulus allocated by BOT,

- Estimated FY25-26 capital appropriations,

- AARPA Grant

Added May 2024

- Potential Federal "Community Project Appropriations" Bill of $4.0M for Advanced Manufacturing (Main B-Wing) renovation

Uses of Unrestricted Funding:
$20.3M

- Clifton Exterior

- ERP/IT Modernization

- ATLC Roof

- Main Building Wifi, Sprinklers, HVAC

- LPN Skills Lab

- HPB Curtain Wall Windows

Added May 2024

- HVAC Controls and Boiler Replacements for ATLC and HPB (+$1.9M)

- Replacement of Kairak Walk-In Coolers/Freezers (+$1.2M)

- Potential Advanced Manufacturing (Main B-Wing) renovation $5.2M (Net cost of $1.2M to College)

Projects NOT Included in Sources/Uses Analysis

Project	Concept Estimate	Source of Funding	Notes
Clifton Campus Master Plan Phase 1 - Main Building 1st Floor Renovation	$6.4M	Sources less Uses (Currently at $6.6M)	Concept Completed (2024)
Other Main Building AHU's - 25 Units 40+ Years Old	$5.0M	Future Capital Appropriations past FY26	Currently planning in phases
Clifton Campus Classroom Technology - Classroom technology updates inall three buildings	$2.0M	Future Capital Appropriations past FY26	Currently planning in phases
Aviation Maint. Expansion Harrison - MSP Completed concept for expanding Harrison location with new hangar and classrooms	$8.0M	External/Internal Sources TBD	Concept Completed (2023)
Aviation Maint. Expansion CVG Hangar - MSP Completed concept for new hangar at CVG	$4.0M	External/Internal Sources TBD	Concept Completed (2023)
Clifton Campus Master Plan Phases 2-12 - Various Revitalization Projects to be done in phases	$60.0M	External/Internal Sources TBD	Concept Completed (2024)
WDC Smart Factory Concept - Relocation of WDC to new construction in Evendale. Possible Partnership with Village of Evendale and/or Miami University.	$28M	External/Internal Sources TBD	Concept Completed (2022)
Clifton Campus Elevator Replacements - 2030 and beyond	$0.5M	Future Capital Appropriations past FY26	Not before 2030

24.35 Contracts Resolution (1 of 2)

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 as follows:

FY24 Contracts

1. Dell Technologies: $87,148 for 20 employee and 55 student loaner laptops. Funded via General Fund.
2. Fusion WKS: $70,000 for targeted SEO advertising word buys, streaming advertising, and display advertising. Funded via General Fund.

FY25 Contracts

3. Axcraft, Inc.: $124,058 for general contracting on Main building locker cover-up. Funded via General Fund.
4. Ferrilli, Inc.: $281,600 for ERP programming expert for eleven months. Funded via General Fund.
5. Campus Works: $142,825 for Informer Report Writing expert for five months. Funded via General Fund.
6. Follett Bookstore: $850,000 One-year renewal for bookstore services. Funded via General Fund.
7. Schrudde & Zimmerman Construction: $92,316 for ATLC 123 ITS server room HVAC upgrade. Funded via General Fund.
8. University of Cincinnati: $103,168 for annual police dispatch services. Funded via General Fund.
9. Elegant Fare: Up to $50,000 for campus foodservice in the Overlook. Funded via General Fund.
10. Crawford, Murphy and Tilly, Inc.: $159,000 Airport runway safety area tree trimming and removal. Funded 95% via Ohio Department of Transportation Grant, and remaining 5% funded via General Fund.
11. Crawford, Murphy and Tilly, Inc.: $80,000 in design services to add new rental hangars onto the North side of Cincinnati West hangars C and D. Funded 90% via FAA Grant, 5% Ohio Department of Transportation Grant, and remaining 5% funded via General Fund.

24.35 Contracts Resolution (2 of 2)

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:

Approvals required due to work of an emergency nature:

Approvals not of an emergency nature, made by Board Chair Silverman on May 9, 2024 to ensure availability of fully grant funded equipment in Fall semester 2024:

1. IST Ohio, Inc. $296,600 - 10 PLC/HMI Trainers in the Electro-Mechanical Engineering Technology Program. Funded via Super Rapids Grant Funds.
2. Toolkit Technologies. $89,981.25 - 5 Industrial Motor Control Trainers in the Electro-Mechanical Engineering Technology Program. Funded via Super Rapids Grant Funds.

![Cincinnati State logo]

24.36   Academic & Student Success Update

Higher Learning Commission Comprehensive Quality Review

Accreditation Reaffirmation – Procedural Posture

Apr 1   *Assurance Argument -* **Submitted**

Apr 29/30   *HLC Evaluation Team Site Visit -* **Completed**

May 17   *Final Report & Recommendation -* **Received**

July   xx   *Institutional Action Council Approval -* **Pending**

Review Team Report – Recommendations

- ➤ All Core Components "met"

- ➤ Option of Standard Pathway or Open Pathway

- ➤ Next comprehensive visit 2033-34

Higher Learning Commission
Comprehensive Quality Review (CQR)

Core Team: Denise Rohr, Lead; Crissy Ross; Jen Martin; Geoff Woolf

Criterion 1 - *Mission*:
> Margaret Breidenbaugh, Lead; Karen Magness-Lewe; Julie Rohling

Criterion 2 - *Integrity: Ethics & Responsible Conduct*:
> Ann Latham, Lead; Amy Waldbillig; Penny Parsons; Angelica Kennedy

Criterion 3 – *Teaching & Learning: Quality, Resources & Support*:
> Kelly Edmondson and Audrey Woods, Leads; Soni Hill; Janet Schlack

Criterion 4 – *Teaching & Learning: Evaluation & Improvement*:
> Geoff Woolf, Lead; Michael House; Heather Hatchett; Jen Martin

Criterion 5 – *Resources, Planning & Institutional Effectiveness*:
> Mollie Miller, Lead; Doug Bowling; Yvonne Baker; Mark Tiemeier;
> Steve Morris

Higher Learning Commission
Comprehensive Quality Review (CQR)

Questions?

Comments?

24.37 Student Engagement & Education / Student Activities Report

24.38 Shared Governance/ Faculty Senate Report

24.39   President's Report

President's Report

State Share of Instruction (SSI)

Year	Ohio CC SSI	CS SSI	% of Total
2015	$419,101,196	$28,392,389	6.77%
2016	$438,707,456	$29,158,940	6.65%
2017	$456,255,736	$29,531,858	6.47%
2018	$456,256,006	$28,805,256	6.31%
2019	$456,254,263	$28,283,185	6.20%
2020	$461,010,182	$28,357,383	6.15%
2021	$470,034,467	$28,742,630	6.12%
2022	$474,064,305	$28,298,189	5.97%
2023	$478,463,002	$28,346,312	5.92%
2024	$484,972,000	$29,413,703	6.07%
2025(Est)	$491,877,000	$30,746,788	6.25%

President's Report

Key Efforts Proving to be Effective

Advising Students
- **Increased FT Academic Advisors in each Academic Division**
- **Adoption of *holistic* academic advising**
- **Required for incoming students**

Placing Students
- **Adoption of *multiple measures* to better place and shorten time to degree**

Orienting Students
- **Online tool significantly increasing # students oriented and quality.**

Improving Student Online Experience
- **Improved IT Self-Service Tools for Students (Registration, Finaicial Aid, etc)**
- **Faculty professional development for online teaching (ACUE Certifications)**

24.40 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 and legal matters.

Executive Session In Progress

Resume Public Session

PUBLIC SESSION RESOLUTION RESOLUTION

I move that the Board meet in Regular Public Session on Tuesday, June 25, 2024, 3:45 pm, Clifton Campus, 3520 Central Parkway, Cincinnati Ohio 45223, pursuant to the provisions of the Ohio Revised Code Section 121.22.

Adjournment

Next Meeting:
June 25th at 3:45 pm

Clifton Campus
3520 Central Parkway
Cincinnati, Ohio 45223