

BOARD OF TRUSTEES PROCEEDINGS

At the regular meeting of the Board of Trustees held on March 27, 2012, the Board of Trustees of Cincinnati State Technical and Community College, by roll call vote, approved by a majority of a quorum of the members present a motion to meet in public session on Tuesday, April 24, 2012 beginning at 3:45 p.m., at the College.

REGULAR MEETING April 24, 2012 3:48 P.M.

Cincinnati State Technical and Community College Conference Center

SUNSHINE LAW COMPLIANCE ANNOUNCEMENT

The Board of Trustees of the Cincinnati State Technical and Community College District, Hamilton County, Ohio, met in regular session, pursuant to the rules, in the Conference Center of Cincinnati State Technical and Community College, 3520 Central Parkway, on Tuesday, April 24, 2012 at 3:48 p.m., Chairperson Crain presiding. Notification had been posted on the College website, www.cincinnatistate.edu, and given to the following metropolitan newspapers: The Cincinnati Enquirer, The Cincinnati Herald, The Middletown Journal, the Press Community Newspapers, the Harrison Press, City Beat and other press outlets in compliance with the requirements of Ohio Revised Code, Section 121.22.

ROLL CALL										
MEMBER	PRESENT	ABSENT	MEMBER	PRESENT	ABSENT					
Dr. Bankston	X		Mr. Ringel	X						
Mrs. Crain	X		Mr. Steele	X						
Mrs. Leonard	X		Ms. Waller		X					
Mr. McKenna	X		Mr. Walton		X					
Mr. Oestreicher	X		TOTAL							
				7	2					

12.27 Approval of the Proceedings of the Regular Meeting of March 27, 2012 Mr. Steele so moved and Dr. Bankston seconded the motion for approval.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	X				
Mrs. Leonard	X			Ms. Waller					
Mr. McKenna	X		-	Mr. Walton					
Mr. Oestreicher	X			Mrs. Crain	X				
Mr. Ringel			х						
				TOTAL	6	0	1		

12.28 Consideration of Items for Possible Addition to Agenda

There were none.

12.29 Recognition for Outstanding Accomplishments

There were none.

12.30 Professor Emeritus

Dr. Posey presented the names of eight faculty members for consideration of Professor Emeritus status. The eight individuals were: Michael Carroll; Dan Cayse; Paul DeNu; Linda Knepp; Dr. Larry Morris; Thomas Stormer; John Wagner and Gary Walton. The status of Professor Emeritus provides recognition for the individuals including listing in the College catalog and the Faculty Wall of Excellence.

Mrs. Leonard moved to grant Professor Emeritus status to the individuals and Mr. Steele seconded the motion.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	X				
Mrs. Leonard	X			Ms. Waller	1				
Mr. McKenna	Х			Mr. Walton					
Mr. Oestreicher	Х			Mrs. Crain	X				
Mr. Ringel	X								
		1		TOTAL	7	0	0		

12.31 Sabbatical Recommendations

Dr. Posey presented two candidates for sabbatical, John Buttelwerth and Meg Clark. John's request is for one semester to research and implement new construction management software in College courses. Meg has requested a sabbatical to attain her Certified Financial Planner Certificate and use that knowledge in the enhancement of her classes.

Mrs. Leonard moved to grant the sabbaticals and Dr. Bankston seconded the motion.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	Х				
Mrs. Leonard	X			Ms. Waller					
Mr. McKenna	Х			Mr. Walton					
Mr. Oestreicher	X			Mrs. Crain	Х				
Mr. Ringel	X								
				TOTAL	7	0	0		

12.32 Consent Agenda for Recurring Items

Dr. Bankston moved to accept the Consent Agenda and Mr. Oestreicher seconded the motion.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	X				
Mrs. Leonard	X			Ms. Waller					
Mr. McKenna	Х			Mr. Walton					
Mr. Oestreicher	X			Mrs. Crain	Х				
Mr. Ringel	X								
				TOTAL	7	0	0		

12.33 Adjunct Faculty Compensation

Dr. Posey reported that the adjunct faculty compensation was being adjusted for semesters and needed approval from the Board. The new rate will be \$550 per course unit for new hires. Adjuncts who complete at least three (3) semesters of instruction at the College and complete required entry-level professional development will be paid \$600 per course unit. In addition, the tuition remission benefits for Adjunct Faculty will start after three (3) semesters of instruction are completed. Full tuition waiver is available to active adjunct faculty, and half-rate for their dependents. Currently employed adjunct faculty under the term system in Level 1 or Level 2 will be paid \$550 per course unit; those in Level 3 will be paid \$600 per course unit.

Mrs. Leonard moved to approve the new adjunct faculty compensation and Dr. Bankston seconded the motion.

ROLL CALL VOTE										
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED			
Dr. Bankston	X			Mr. Steele	x					
Mrs. Leonard	X			Ms. Waller						
Mr. McKenna	X			Mr. Walton						
Mr. Oestreicher	X			Mrs. Crain	X					
Mr. Ringel	X									
				TOTAL	7	0	0			

12.34 Course and Lab Fee Policy

Dr. Posey reported that the course and lab fees would be adjusted for semesters. This adjustment will not bring in any new revenue, but keep us at the same level as terms.

The College is comparable to other colleges in fees. A discussion on fees and how it would affect students followed. The following Resolution was proposed for adoption by the Board:

12.34.1 Course and Lab Fee Policy

Whereas, Cincinnati State Technical and Community College charges course and lab fees in addition to tuition to recoup a portion of the cost of the consumables, special supplies, and equipment used in classes, and high instructional costs;

Whereas the College continues to strive for equity and to assess course and lab fees consistently throughout the academic curriculum;

Therefore, be it resolved that this policy will be implemented for semesters, starting Fall 2012.

Each lab contact hour will be assessed at a standard fee of \$30.00. Exceptions:

- Health & Public Safety (excluding HIM, Health & Fitness, Physical Education and Public Safety*), Culinary Arts, Dietetics, Pastry Arts and Personal Chef lab courses shall have a fee of \$50.00 per lab contact hour.
- Co-op and internship courses will have a flat fee of \$30.00. Directed practice and practicums will have a fee of \$40.00 per course.
- Academic Foundations courses will have a fee of \$10.00 per course.

The maximum amount charged for any one course will not exceed \$300.00.

Each web-based course section will be assessed a fee of \$5.00 per credit hour.

A supplementary course fee may be added to specific courses or course sections in which specialized materials (books, uniforms, course packets, etc.) are required and used by each registered student in the course.

Dr. Bankston moved to accept the new course and lab fee policy and Mr. Steele seconded the motion.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	X				
Mrs. Leonard	X			Ms. Waller					
Mr. McKenna	X			Mr. Walton					
Mr. Oestreicher	Х			Mrs. Crain	X				
Mr. Ringel	Х								
				TOTAL	7	0	0		

^{*}These will have the \$30 fee.

12.35 Financial Report

Mr. Geoghegan presented the Financial Report as contained in the packet. The Schedule of Net Assets are up \$3.32 million, or 5.2%, from March 31, 2001. Net assets from operations increased \$830,000 (3.2%) and Investment in Capital Assets, net of related debt increased \$2.5 million (6.6%). Restricted Net Assets increased \$3.08 million (96.8%) due primarily to transfers of \$2.625 million from General Fund Unrestricted Net Assets into the Restricted Plant Fund for Deferred Maintenance.

Total Revenues are down \$365,000, or 0.5%, from March, 2011. Key components of the revenue decreases are as follows:

Through FY12 Winter Term, tuition and fees are down \$859,000, or 2.4%. Credit hours are down 3.8% from March 2011, but tuition revenues are down only 1.2% (\$345,000) due to the 3.5% tuition rate increase this year and the fact that 2011 Summer Term credit hours were up 3.5%. Fees are down \$85,000, or 1.9%, from March 2011. The new long-distance learning fee revenue of \$134,000 helped offset what would otherwise have been a 4.9% decline.

Sales and Services (WDC) revenues are down \$907,000, or 42%, due mostly to \$787,000 in tuition waivers that were recorded as revenues in FY11.

Auxiliary Services revenues are up a net \$388,000, or 11.3%. The revenues from the U.C. Faculty Club accounted for \$441,000 of the gross increase. Other revenue increases were realized from the Parking (\$59,000), Overlook (\$111,000), Airport (\$36,000), and CIT Studies (\$3,000) Auxiliaries. Revenue decreases were incurred in the Child Care Center (\$25,000) and MCI (\$237,000) Auxiliaries.

Subsidy is up \$86,000, but this is due to a revenue recognition timing difference as a result of a three (3) pay period month in March. This will adjust and show an approximately \$1 million reduction from the prior year as a result of the State budget for FY12. State Capital Appropriations are up \$797,000 due to reimbursements from the State for State-funded capital projects undertaken on the campus.

Total Expenses are down a net \$529,000, or 0.8%. The third payroll for March, which occurred in April last year, approximates \$2 million including benefits and accounted for a large portion of the increases in the Instruction, Public, Academic and Institutional Support areas. Public Support spending was also higher due to increased spending on program grants. Student Services expenses were down due to decreased spending on student grants. The \$1.16 million reduction in spending in Operations & Maintenance of Plant is the result of the one-time MSD Parking Lot C Project expenses incurred last year. There were also expenses reductions of \$1.35 million in Scholarships due mostly to the accounting change for WDC and Athletic tuition waivers this year.

Auxiliary Services expenses were up \$555,000, or 16%. Debt Service expenses at March 31, 2012 were down \$1.05 million due to the savings generated by the ATLC Bond refunding in February and the new debt service structure on the refunding bonds. This will have a favorable impact on the Senate Bill 6 Score for FY12.

Total revenues exceeded total expenses by \$1.3 million at March 31, 2012 compared to \$1.1 million at March 31, 2011.

The Senate Bill 6 Composite Score is 3.5. When computed on a twelve month trailing basis, the Score is 3.0.

General Fund Revenues were down \$1.7 million (2.9%). Tuition is down \$1.5 million (5%) due to reduced enrollment/credit hours. Fees are up \$132,000 (3.1%) due to the new long-distance learning fee revenues of \$133,000. Interest income is up \$22,000, or 8.3%; Other Income is up \$102,000 (11.9%) and WDC programming revenue is down \$421,000 (24.5%)

General Fund Expenditures are running 1.9% under year-to-date budget. Personnel expenditures were 0.1% net over year-to-date budget. Positive variances were realized in all personnel categories except Faculty Adjunct, Faculty Overload, and Student Wages.

Operating Expenditures were down 8.0% to year-to-date budget. Travel, Advertising and Promotion, Capital Purchases and Other expenses have realized positive spending variances through March 31.

General Fund Revenues exceeded General Fund expenditures by \$1.45 million but when \$3.2 million in transfers are included (Deferred Maintenance, Semester Transition, and Perkins Grants), the net result is General Fund Expenditures and Transfers in excess of Revenues in the amount of \$1.7 million.

The Workforce Development Center Fund reflected a net profit of \$1.3 million, including State subsidy.

The market and cost values of the investment portfolio at March 31, 2012 were \$21,475,935 and \$21,194,171 respectively. The weighted average rate of return at March 31 was 1.31%. Average weighted maturity of the investment portfolio is 1.25 years. The shortened duration of the portfolio makes it very liquid for cash flow purposes but results in lower yield.

The Auxiliary Enterprise Operations have lost \$277,804 for FY12 through March 31, a negative change of \$238,359 from March, 2011. Approximately \$70,000 can be attributed to losses from the U.C. Faculty Club, which opened this year and \$95,000 to the third payroll in March which didn't occur until April last year. The cumulative profits from the Parking and CIT Studios Auxiliaries were offset by losses at the Overlook, Airport, Child Care Center, MCI Auxiliaries and the U.C. Faculty Club, including both the Club Operating Account and College Administrative Account.

Mr. Geoghegan fielded questions regarding the losses in the auxiliaries.

Mrs. Leonard moved to approve the Financial Report and Dr. Bankston seconded the motion.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	X				
Mrs. Leonard	X			Ms. Waller					
Mr. McKenna	X	7.		Mr. Walton	1				
Mr. Oestreicher	Х			Mrs. Crain	X				
Mr. Ringel	X								
				TOTAL	7	0	0		

12.35.1 Resolution on Tuition Increase for FY 2013

Mr. Geoghegan gave a Powerpoint presentation on different scenarios regarding revenue and income based on different amounts of tuition increase. A discussion of cost cutting versus a tuition increase was held.

Mr. Geoghegan submitted the following Resolution for approval by the Board:

12.35.1 Cincinnati State Technical and Community College Tuition Increase for FY 2013

WHEREAS, the Treasurer and President recommended increasing tuition by the amounts provided in the State of Ohio Budget, HB 153, for Fiscal Years 2012 and 2013, up to a maximum of \$200 annually for a full-time students; and

WHEREAS, the Treasurer and President recommend implementing only a 3.5% tuition increase for FY 2012, or \$135, and received a waiver from the Chancellor of the Ohio Board of Regents for the remaining 1.7%, or \$65, which is set to expire; and

WHEREAS, the College is converting to the semester system for FY 2013 and anticipates an enrollment decline of ten percent (10.0%) resulting in a tuition and fee revenue reduction of \$4.4 million for FY 2013; and

WHEREAS, a \$4.4 million reduction in tuition and fee revenue for FY 2013 will cause the College's Senate Bill 6 Financial Composite Score to fall to 2.3 from its current projected 3.0 before consideration of contractual salary increases, higher health care costs and other inflationary expenses required for FY 2013; and

WHEREAS, while the College's FY 2013 budget is being developed with significant reductions in operational expenses, it will still be necessary to implement the full \$200 annual statutory tuition increase for FY 2013 in order to maintain the high quality instructional and support services for students and provide for financial stability; and

WHEREAS, the College's FY 2013 annualized tuition and fees of \$4,523, after the \$200 annual tuition increase, will remain lower than all but four of the 12 other regional colleges, universities and branch campuses, without the benefit of local tax support;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Cincinnati State Technical and Community College authorizes the Treasurer to implement the full \$200 statutory tuition increase for FY 2013 beginning with the FY 2013 Fall Semester Term and that said tuition increase be communicated to students in a timely manner.

Mrs. Leonard moved to accept the resolution for tuition increase and Dr. Bankston seconded the motion.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	X				
Mrs. Leonard	Х			Ms. Waller					
Mr. McKenna	Х			Mr. Walton					
Mr. Oestreicher	Х			Mrs. Crain	X				
Mr. Ringel	X								
				TOTAL	7	0	0		

12.36 Faculty Senate Report

Diane Stump presented the Faculty Senate Report as contained in the packet. In addition to what was reported, the Senate met with Dr. David Hickey to discuss and learn more about plans for the IT department. The Senate met with Joyce Rimlinger to learn more about changes in academic probation and dismissal procedures. Ryan Hunt shared information regarding graduation dates for 2013. It was reviewed and recommendations were discussed with him. The Senate will also send out a request for faculty volunteers for the new Cincinnati State Advising Council. Dr. Owens will be at the next Senate Faculty meeting.

Mrs. Crain asked how the faculty is handling semester transition. Ms. Stump replied that many were frustrated because of the extra work needed for converting. But work is moving forward and a very good job is being done.

12.37 President's Report

Anne Foster reported on Semester Transition. A lot of progress has been made and we are on target. A lot of milestones have been met. The online application has been launched and so far there have been 1500 applications. The Registrar is beginning to create the Fall schedule. There are two events coming up to celebrate how far we have come. There is a student event on May 10th to communicate how semester transition is going and disseminate the new information on tuition and fee increases.

Dr. Owens reported on a meeting he attended on workforce development called by the Governor. The Governor is not happy with what he sees in workforce development and has divided the state into 14 regions. We will be the first region involved. The first process is to do a survey of employers to see what is needed immediately and then train workers to meet those needs.

Dennis Ulrich gave a report on the Workforce Development Center and how it secures new customers, retains them and gives them meaningful training. There are currently 184 clients served by the WDC. Dr. Ulrich asked for more help in growing the WDC.

Mrs. Leonard asked Dr. Ulrich to create a list of his dream targets and see if the Board could smooth the way into introductions. Mrs. Leonard also asked if the WDC needed more employees to reach their target. Dr. Ulrich replied that one or two dedicated salesmen would pay for themselves in new clients.

Mrs. Leonard made comments on the groundbreaking for the Middletown campus. It was a wonderful event and Cincinnati State is so welcomed in Middletown.

Jean Manning reported that we have our first Middletown student, who has applied to the hospitality program. The College's name is getting out in that area and we are hoping for a

great response. Monetta Pennington has been hired in the Marketing Department to concentrate on Middletown. She will be meeting with all the different organizations in that area and create leads for our Admissions department.

The building is planned to be complete by mid-July and there will be a big opening ceremony. The College's presence is definitely felt. The College is shooting for 200 students by opening day.

Dr. Owens thanked Mr. McKenna for help with the Harrison airport hangers. Mr. McKenna has also made available to the College a 40 foot mobile welding van. There is such a demand for qualified welders. Future welders must be able to do multiple types of welding and have multiple certificates.

Dr. Owens thanked Julie McLaughlin and Joyce Rimlinger for interviewing for the new Athletic Director. Dr. Owens introduced Tom Hathaway as the new Director. Mr. Hathaway made comments on his excitement at being at the College and touched on his plans for the future. Mr. Hathaway will officially begin May 14th. Interviews for the women's basketball coach are continuing.

The mayor of Cincinnati will be the graduation speaker this year and receive an honorary degree. Hamilton County Sheriff Si Leis will be an honorary degree recipient, also.

Dr. Owens asked the Board to let him know how many times they want to be updated on development. Mrs. Crain asked for an update at least every other meeting.

Mrs. Crain asked about parity, which was brought up during the labor negotiations. Dr. Owens replied that we are wrapping up a few items on the contract. Dr. Posey responded that the teams were working well to complete work on service days, which had been a sticking point. This will help address work load parity.

12.38 Chairperson's Report and Trustee Association Report Mrs. Crain proposed the following resolution for Board approval:

12.38.1

RESOLVED, that, in recognition of President O'dell Owens' first year performance, the Board of Trustees hereby awards the President with a performance bonus of \$30,000 for the fiscal year 2010-2011. This award is in recognition of the work accomplished by Dr. Owens during his first year and the manner in which he successfully addressed numerous challengers facing the College. At the same time, this award recognizes the difficult economic environment in the State of Ohio, and the financial challenges faced by the College.

This award is pursuant to Section 5.B of the President's contract that provides that for each twelve month period ending on August 31, 2011-2015, the President shall have the opportunity to earn a performance bonus for such 12-month period as determined by the Board.

Mrs. Leonard moved to approve the motion and Dr. Bankston seconded the motion.

ROLL CALL VOTE									
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED		
Dr. Bankston	X			Mr. Steele	X				
Mrs. Leonard	X			Ms. Waller					
Mr. McKenna	Х			Mr. Walton					
Mr. Oestreicher	Х			Mrs. Crain	х				
Mr. Ringel	Х								
				TOTAL	7	0	0		

Mrs. Crain announced that all Board members would be required to give to the Annual Fund

Dr. Owens thanked the Board members for helping Middletown become a reality.

Mrs. Crain asked about the Strategic Plan and the parking issue. Dr. Owens responded that the Strategic Plan was on course. Parking will be included in the Strategic Plan. .

NEW BUSINESS

Mrs. Leonard moved to adjourn to Executive Session pursuant to the provisions of the Ohio Revised Code Section 121.22 to consider personnel matters related to the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official; to consider the purchase or sale of public property; and to discuss matters concerning collective bargaining. Mr. McKenna seconded the motion.

Before the Board adjourned, Dr. Owens congratulated Tony Cruz on achieving his PHD.

ROLL CALL VOTE										
MEMBER	AYES	NOES	ABSTAINED	MEMBER	AYES	NOES	ABSTAINED			
Dr. Bankston	X			Mr. Steele	Х					
Mrs. Leonard	Х			Ms. Waller						
Mr. McKenna	Х			Mr. Walton						
Mr. Oestreicher	X			Mrs. Crain	х					
Mr. Ringel	X									
				TOTAL	7	0	0			

The public meeting adjourned to Executive Session at 5:53 pm.

The public meeting resumed at 6:50 pm.

ADJOURNMENT

Mrs. Leonard moved that the Board meet in Public Session on Tuesday, May 22, 2012 at 3:45 pm at the College, pursuant to the provisions of the Ohio Revised Code Section 121.22. Mrs. Crain seconded the motion. A voice vote was unanimous. The public meeting adjourned at 6:51 pm.

Respectfully submitted,

Laurie Leonard, Secretary Board of Trustees Next Public Meeting Tuesday, May 22, 2012 3:45 pm Conference Center