

Where
education
works



2015-2016 Budget

The mission of Central Ohio Technical College
is to meet the technical education and training
needs of students and employers in the area.



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Proposed Budget Fiscal Year 2015-2016

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CENTRAL OHIO TECHNICAL COLLEGE

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CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

Budget Overview

This document presents the projected unrestricted sources of funds and expenditures of the Central Ohio Technical College Budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016 (FY2016). The Budget of \$25,793,729 was developed to support the priorities of the College Board of Trustees and is consistent with its strategic plan, *Focusing on our purpose*, 2014 – 2018.

Focusing on our purpose continues to support COTC's overall mission to meet the technical education and training needs of students and employers in the area. Properly aligning our budget resources with our strategic priorities will ensure that the College can continue to provide quality education, service to our communities, and contributions to the economic development of our area. To that end, the strategic plan was used to guide the effective allocation of resources and to produce the FY2016 budget.

COTC was presented with a number of unique challenges as it faced the development of its FY2016 Budget. The FY2016 academic year coincided with the first year of the state's biennial budget. Resounding themes for higher education in the budget were – a concern with the cost of tuition, the resultant student loan debt, and the demand for efficiency. Tuition caps and limited new investment in higher education through the State Share of Instruction have been the natural results of state budget development. Another factor affecting the budget development was the continuing enrollment concerns felt statewide with the strengthening economy. The College has experienced dropping enrollment and projected further decline for the FY16. In response to these challenges and similar challenges being experienced by its co-located partner Ohio State Newark, the College made extensive reductions in cost-shared expenditures on the campus. This strategy has allowed the College to move forward in planning for the FY2016 year. The proposed FY2016 budget maintains several guiding principles.

The FY16 budget ***emphasizes the College's commitment to technical education*** and COTC continues to be highly aligned with local employers' needs and economic development goals. The College strategically has protected its academic core from reductions and, in some cases has further invested in targeted academic areas. For example, the College has invested heavily in engineering technologies, directly the result of needs of local employers. This revitalized program has been a major focus over the last several fiscal years.

COTC is committed to providing **access** to quality education for all those who seek it, recognizing their diversity and needs. The College has worked hard to remain in the lower quartile of two-year peer colleges in terms of its tuition level. The Next Generation Challenge scholarship campaign has made available a record number of scholarship dollars to further assist students with the cost of attending college.

COTC is **student centered**. The College is committed to providing a learner-centered environment offering quality instruction, resources and services while presenting challenging opportunities for the continued growth, development and success of our students. In addition, the College assists students in clarifying their lifelong goals, fostering entrepreneurship, developing interpersonal skills and maximizing their potential. Ohio has adopted a new funding formula that directly rewards outcomes of student success. COTC has performed well under this new formula but must be diligent in continuing to seek improvements in all aspects of the student experience.

Lastly, Central Ohio Technical College continues to value its **partnership with the Ohio State University at Newark**. For reasons of efficiency and economy, the College continues to explore ways to further the partnership with Ohio State to meet the diverse higher educational needs of our service area. Several major projects are occurring on the campus that involve the collaboration of the two schools. A new Facilities Operation building is under construction that will better serve the needs of the campus while freeing up valuable space in Adena Hall for a new project to expand wellness and recreational needs of students, staff and faculty. A robust cost-shared capital budget has been maintained in the FY16 budget that continues to support the technology infrastructure of the campus as well as preserving the physical plant through repairs and maintenance.

As part of the cost-saving measures included in this budget, academic support services will be combined into a cost-shared office under the leadership of the Director of the Student Success Center, with a new cost-shared reporting structure. The new office will include learning skills, the math center, tutoring and writing center. Due to efficiencies gained with this model we are able to continue serving students in a more cost-effective manner. Tutoring services will remain on the COTC extended campuses.

Approval of the Budget by the Board of Trustees constitutes authority for the administration to expend funds within the total dollar limit of the budget. The President of the College is authorized to make budget adjustments as needed to meet the goals of the College, in accordance with the policies and rules of the College Board of Trustees and the Ohio Board of Regents.

CENTRAL OHIO TECHNICAL COLLEGE
Proposed I & G Budget Statement
Fiscal Year 2015-2016

REVENUES

Operating Revenues

Tuition and Fees	13,934,890	
Sales and Services of Educational Departments	172,975	
Auxiliary Enterprises	45,392	
Other Operating Revenue	<u>68,315</u>	
Total Operating Revenues		\$14,221,572

EXPENSES

Operating Expenses

Education and General		
Instructional	11,270,645	
Public Service	160,697	
Academic Support	1,667,582	
Student Services	3,917,078	
Institutional Support	5,112,956	
Operation and Maintenance of Plant	2,411,280	
General Overhead	1,244,468	
Auxiliary Enterprises	<u>9,023</u>	
Total Operating Expenses		\$25,793,729

NON-OPERATING REVENUES

State Appropriations	11,507,157	
Interest Income	<u>65,000</u>	
Net Non-operating Revenues		<u>\$11,572,157</u>

VARIANCE		<u><u>\$0</u></u>
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CENTRAL OHIO TECHNICAL COLLEGE

Comparative Budget 2014-2015 vs 2015-2016

	2014-15 Budget	2015-16 Proposed	Increase (Decrease)	Percent Inc/(Dec)
REVENUES				
Operating Revenues				
Tuition and Fees	14,662,201	13,934,890	(727,310)	-5.0%
Sales and Services of Educational Departments	170,906	172,975	2,069	1.2%
Auxiliary Enterprises	48,402	45,392	(3,010)	-6.2%
Other Operating Revenue	70,456	68,315	(2,141)	-3.0%
Total Operating Revenues	\$14,951,964	\$14,221,572	(\$730,392)	-4.9%
EXPENSES				
Operating Expenses				
Education and General				
Instructional	11,261,353	11,270,645	9,293	0.1%
Public Service	124,594	160,697	36,103	29.0%
Academic Support	1,683,747	1,667,582	(16,165)	-1.0%
Student Services	4,018,289	3,917,078	(101,210)	-2.5%
Institutional Support	5,173,516	5,112,956	(60,560)	-1.2%
Operation and Maintenance of Plant	2,449,412	2,411,280	(38,132)	-1.6%
General Overhead	1,674,768	1,244,468	(430,300)	-25.7%
Auxiliary Enterprises	9,941	9,023	(918)	-9.2%
Total Operating Expenses	\$26,395,618	\$25,793,729	(\$601,889)	-2.3%
NON-OPERATING REVENUES				
State Appropriations	11,388,454	11,507,157	118,703	1.0%
Interest Income	55,200	65,000	9,800	17.8%
Net Non-operating Revenues	\$11,443,654	\$11,572,157	\$128,503	1.1%
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES				
	\$0	\$0	(\$0)	

CENTRAL OHIO TECHNICAL COLLEGE

2014-2015 to 2015-2016

Analysis of Operating Budget Changes

OPERATING REVENUES

Tuition and Fees

- Decrease in tuition due to enrollment decrease offset by proposed 2% tuition and fee increase

Sales and Services of Educational Departments

- Increase in bookstore revenue

Auxiliary Enterprises

- Decrease in auxiliary revenue from reduced vending sale commission

Other Revenue

- Decrease in other revenue from ticket sales from the elimination of Athletics

OPERATING EXPENDITURES

Overall

- Effect of shift in cost-share agreement due to changing enrollment trends between COTC and Ohio State Newark
- Includes merit based salary increase for staff
- Effect of a slight increases in benefit costs

Instructional

- Addition of 12-month Nursing faculty position and elimination of vacant 9 month Engineering faculty position
- Increase in compensation per COTC – Faculty Union contract
- Part-time faculty pay increases
- Reduction in part-time faculty budgets due to enrollment decline
- Reclassification of Center for Academic Success to Center for Student Success (in Student Services)

Public Service

- Addition of Administrative Support Assistant position for WDIC

Academic Support

- Downsize and restructure of Tel-Center to Application Support and change from cost-shared to COTC non-cost-shared
- Elimination of vacant Library Associate position

Student Services

- Center for Student Success re-organization
- Financial Aid re-organization and position elimination
- Student Life restructure and Athletics elimination
- Change in College Credit Plus funding and textbook expense
- Change in printing for COTC Profiles Newsletter

Institutional Support

- Elimination of vacant Office Production Assistant
- Elimination of several campus events
- Restructure of Application Programmer Analyst position to COTC non-cost-shared
- Reassign Digital Media Technican position from Academic Support and restructure to COTC non-cost-shared

Plant

- FY15 position effects

General Overhead

- Decrease in capital funding to meet campus needs for ITS and Facilities

NON-OPERATING REVENUES

State Subsidy

- Reflects expected increase from the State

Interest Income

- Increase in interest income

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016
Proposed Budgeted Revenue

OPERATING REVENUES

Tuition and Fees

Instructional and General	13,794,751
Acceptance Fee	130,000
High School Tuition Reduction	(20,000)
College Credit Plus Reduction	(877,424)

Other Fees

Fines and Penalties	30,000
Non-Resident Fees	60,000
Proficiency Fee	2,000
Tuition Payment Plan Fee	25,000
Transcript Fee	5,000
Ammunition Fee	17,500
EMT Fee	3,440
Nursing Fee	270,540
Surgical Tech Fee	10,868
Heavy Equipment Fee	113,500
WDIC Non-Credit Training Revenue	369,715

Subtotal	13,934,890
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Sales and Services of Educational Departments	172,975
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Auxiliary Enterprises	45,392
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Other Operating Revenue	68,315
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TOTAL OPERATING REVENUES	14,221,572	55.1%
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NON-OPERATING REVENUES

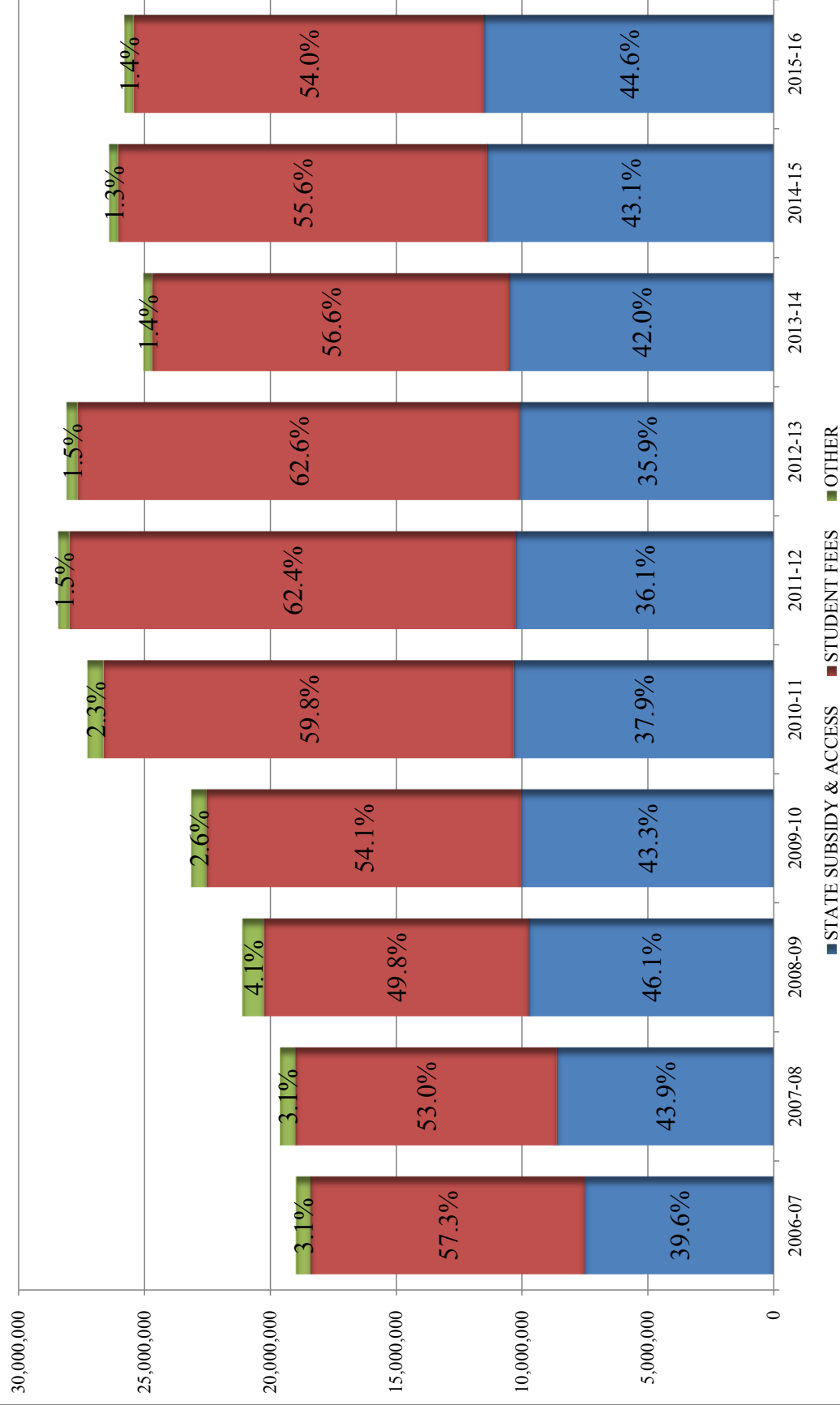
State Appropriations	11,507,157
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Interest Income	65,000
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TOTAL NON-OPERATING REVENUES	11,572,157	44.9%
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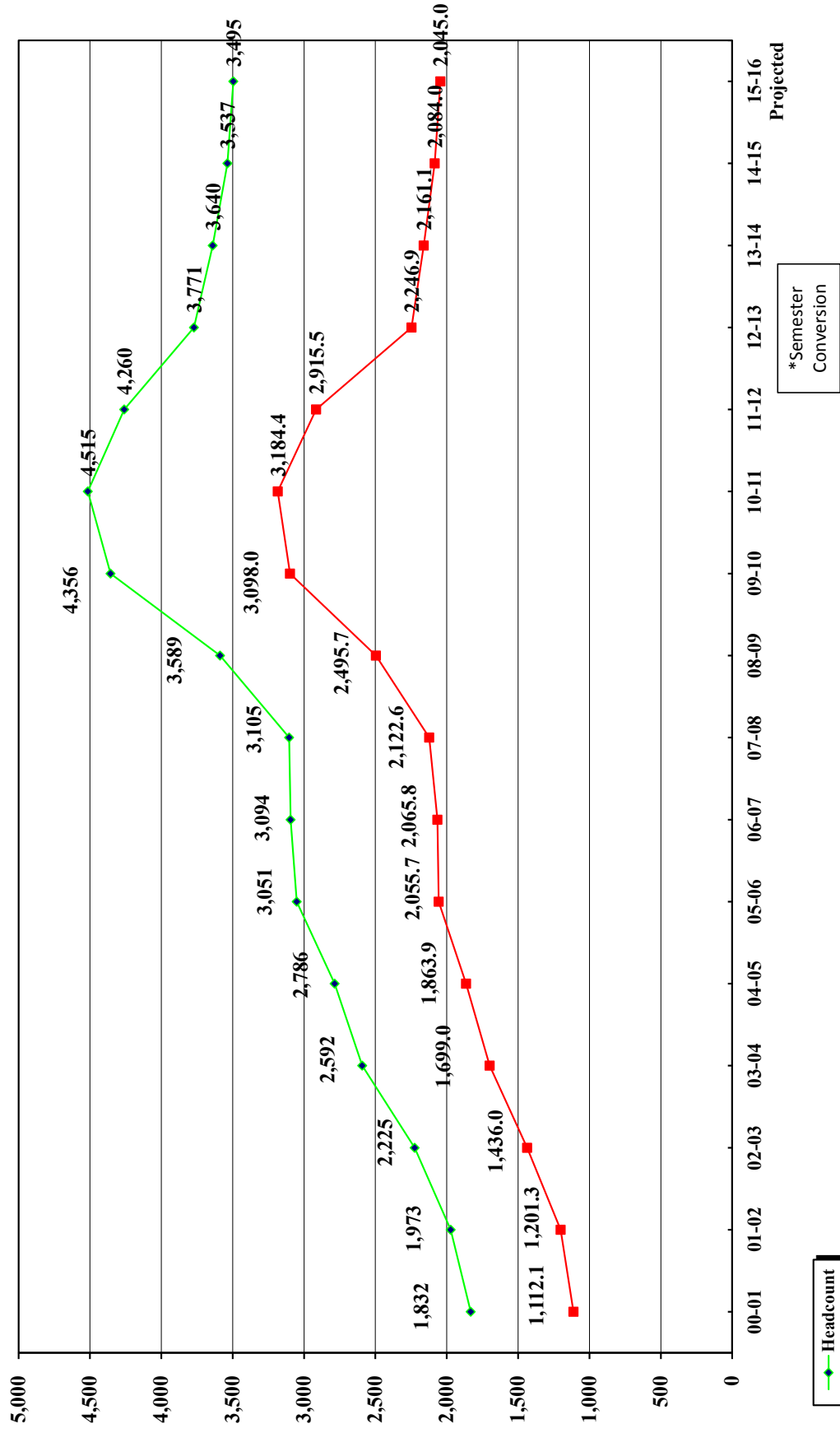
GRAND TOTAL	\$25,793,729	100.0%
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CENTRAL OHIO TECHNICAL COLLEGE **Budgeted Revenue** **Fiscal Years 2007-2016**



CENTRAL OHIO TECHNICAL COLLEGE

Comparison of Headcount to FTE
(Autumn Only)



Central Ohio Technical College

Budgeted Enrollment Projections Fiscal Year 2015 - 2016

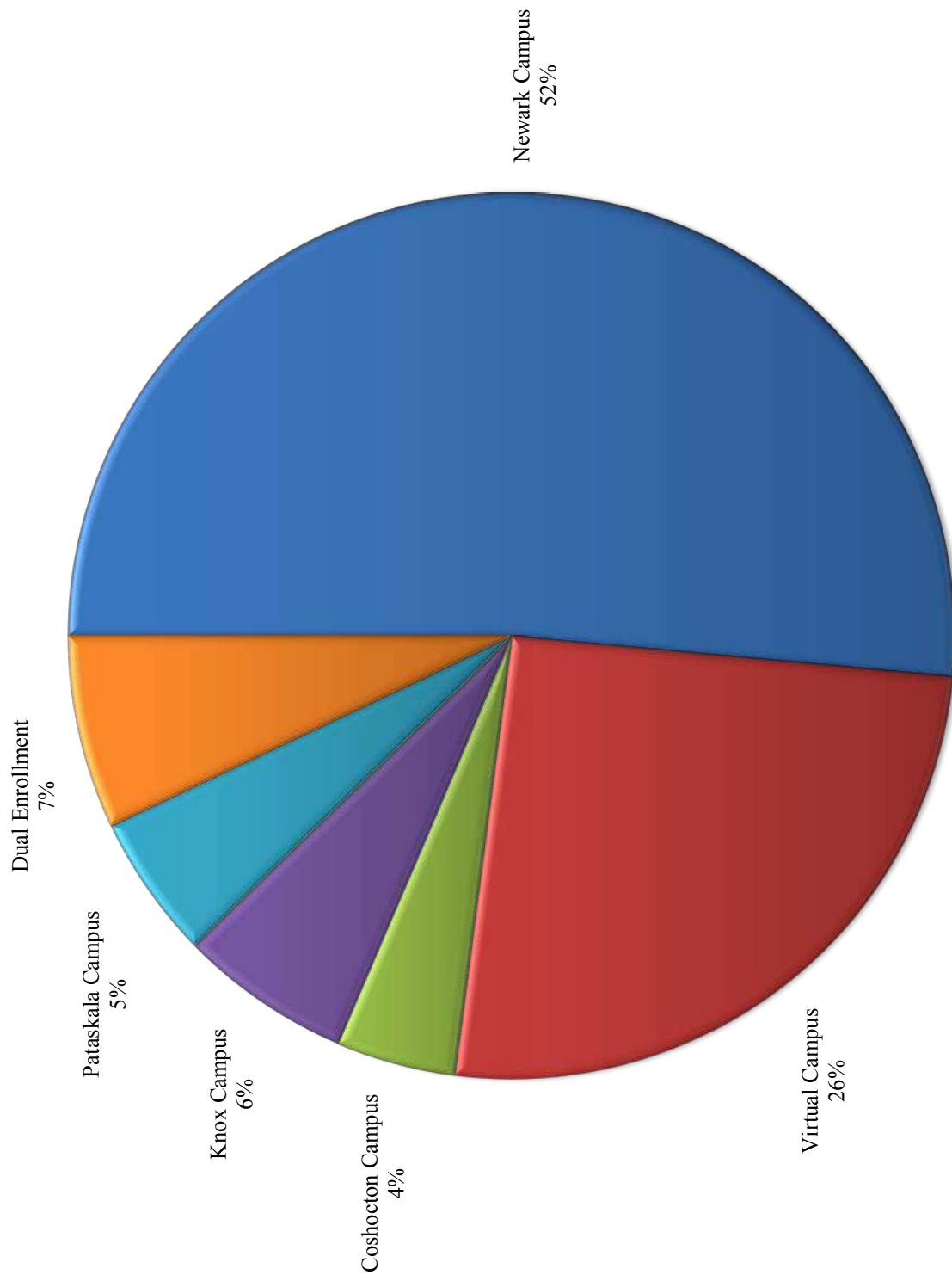
HEADCOUNT: NEWARK CAMPUS				FTE: NEWARK CAMPUS			
	14-15 Budget	14-15 Actual	15-16 Budget		14-15 Budget	14-15 Actual	15-16 Budget
Summer	1,438	1,294	1,252	Summer	630	605.7	567
Autumn	2,409	2,254	2,212	Autumn	1,212	1,177.5	1,139
Spring	2,275	2,059	2,017	Winter	1,136	1,071.7	1,033
Total	6,122	5,607	5,481	Total	2,978	2,854.9	2,737.9
HEADCOUNT: VIRTUAL CAMPUS				FTE: VIRTUAL CAMPUS			
	14-15 Budget	14-15 Actual	15-16 Budget		14-15 Budget	14-15 Actual	15-16 Budget
Summer	1,167	1,096	1,096	Summer	405	360.6	361
Autumn	1,855	1,581	1,581	Autumn	602	533.8	534
Spring	1,686	1,417	1,417	Spring	570	466.2	466
Total	4,708	4,094	4,094	Total	1,577	1,360.7	1,360.6
HEADCOUNT: COSHOCTON CAMPUS				FTE: COSHOCTON CAMPUS			
	14-15 Budget	14-15 Actual	15-16 Budget		14-15 Budget	14-15 Actual	15-16 Budget
Summer	189	137	137	Summer	66	53.0	53
Autumn	270	219	219	Autumn	130	99.1	99
Spring	240	182	182	Spring	110	79.6	80
Total	699	538	538	Total	306	231.7	231.7
HEADCOUNT: KNOX CAMPUS				FTE: KNOX CAMPUS			
	14-15 Budget	14-15 Actual	15-16 Budget		14-15 Budget	14-15 Actual	15-16 Budget
Summer	161	186	186	Summer	57	79.0	79
Autumn	310	291	291	Autumn	137	134.7	135
Spring	280	254	254	Spring	119	120.1	120
Total	751	731	731	Total	313	333.9	333.8
HEADCOUNT: PATASKALA CAMPUS				FTE: PATASKALA CAMPUS			
	14-15 Budget	14-15 Actual	15-16 Budget		14-15 Budget	14-15 Actual	15-16 Budget
Summer	196	212	212	Summer	60	59.3	59
Autumn	356	281	281	Autumn	129	99.0	99
Spring	320	289	289	Spring	112	121.4	121
Total	872	782	782	Total	301	279.6	279.7
HEADCOUNT: DUAL ENROLLMENT				FTE: DUAL ENROLLMENT			
	14-15 Budget	14-15 Actual	15-16 Budget		14-15 Budget	14-15 Actual	15-16 Budget
Summer	988	1,152	1,152	Summer	263	264.0	264
Autumn	-	175	175	Autumn	-	39.8	40
Spring	302	327	327	Spring	78	71.6	72
Total	1,290	1,654	1,654	Total	341	375.4	375.4
HEADCOUNT: TOTALS				FTE: TOTALS			
	14-15 Budget	14-15 Actual	15-16 Budget		14-15 Budget	14-15 Actual	15-16 Budget
Summer	3,271	3,265	3,223	Summer	1,481	1,421.6	1,383
Autumn	3,690	3,537	3,495	Autumn	2,210	2,084.0	2,045
Spring	3,720	3,383	3,341	Spring	2,125	1,930.6	1,892
Total	10,681	10,185	10,059	Total	5,816	5,436.2	5,319

-1.24% 15-16 Budget to 14-15 Actual
-5.82% 15-16 Budget to 14-15 Budget

-2.15% 15-16 Budget to 14-15 Actual
-8.54% 15-16 Budget to 14-15 Budget

CENTRAL OHIO TECHNICAL COLLEGE

Projected FY2016 FTE by Campus



CENTRAL OHIO TECHNICAL COLLEGE TUITION INCREASE FISCAL YEAR 2015-2016

The cost of tuition has been a critical point in legislative discussion. If allowable, we are recommending a tuition increase effective Autumn semester of 2015-2016. Factors which affected this decision:

- * Tuition was not increased in FY15 even though it was allowable under legislative language.
- * 2% fee caps per academic year are proposed in the FY16 budget bill introduced by the Governor. We have built a budget under that assumption.
- * The college has produced a responsible budget for the 2015-2016 fiscal year which has necessitated the increase.
- * Legislative language and funding levels may change the final recommendation going to the June Board meeting.

TECHNICAL & COMMUNITY COLLEGES

Annualized Fee Comparison

FY 2014-2015 (as of Autumn 2014)

	FY14/15		Per Credit	
	Annualized	Hour Fees	Capped	
	Fees	FY 14/15	/Uncapped	
Ohio State Newark Lower Level	\$ 7,140	\$ 297.50	12-18	
Rhodes State	\$ 4,806	\$ 160.20	Uncapped	
Cincinnati State	\$ 4,718	\$ 157.27	Uncapped	
Stark State	\$ 4,608	\$ 153.60	Uncapped	
Zane State	\$ 4,560	\$ 152.00	Uncapped	
Washington State	\$ 4,490	\$ 149.67	Uncapped	
North Central	\$ 4,488	\$ 149.60	Uncapped	
Terra State	\$ 4,461	\$ 148.70	Uncapped	
Belmont Tech	\$ 4,409	\$ 146.97	Uncapped	
Hocking Tech	\$ 4,390	\$ 182.92	12-18	
Marion Tech	\$ 4,382	\$ 168.54	13-16	
Central Ohio Technical College	\$ 4,296	\$ 179.00	12-15	
Southern State	\$ 4,232	\$ 141.07	Uncapped	
Clark State	\$ 4,195	\$ 139.83	Uncapped	
Columbus State	\$ 4,078	\$ 135.93	Uncapped	

NOTE: Full-time Fees as shown include all mandatory tuition-related fees at the 15 credit-hour load.

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

Fee Revenue Projection

	<u>Summer 2015</u>	<u>Autumn 2015</u>	<u>Spring 2016</u>	<u>Summer 2016</u>	<u>TOTAL</u>
Instructional Fee	872,063	4,019,360	3,721,838	1,856,623	10,469,884
General Fee	276,523	1,276,909	1,182,389	589,047	3,324,867
Subtotal	1,148,586	5,296,269	4,904,227	2,445,669	13,794,751
Miscellaneous Fees:					
Fines and Penalties					30,000
Non-resident Fee					60,000
Acceptance Fee					130,000
Proficiency Fee					2,000
Tuition Payment Plan Service Fee					25,000
Transcript Fee					5,000
Ammunition Fee					17,500
Nursing Course/Testing Fee					270,540
Surgical Tech Fee					10,868
EMT Fee					3,440
Heavy Equipment Fee					113,500
WDIC Non-Credit Training Revenue					369,715
Subtotal					1,037,563
High School Student Fee Reduction					(20,000)
Dual Enrollment Reduction					(877,424)
TOTAL					\$13,934,890

CENTRAL OHIO TECHNICAL COLLEGE

Percentage Fee Increase History

<u>Academic Year</u>	<u>Percentage Increase</u>
1995-1996	6.51%
1996-1997	4.70%
1997-1998	3.00%
1998-1999	2.90%
1999-2000	0.00%
2000-2001	-5.00%
2001-2002	8.00%
Spring 2002	6.00%
2002-2003	4.00%
2003-2004	9.81%
2004-2005	3.70%
2005-2006	3.90%
Spring 2006	2.10%
2006-2007	4.20%
2007-2008	0.00%
2008-2009	0.00%
2009-2010	0.00%
Winter 2010	3.50%
2010-2011	3.50%
2011-2012	3.30%
Spring 2012	1.81%
2012-2013	3.70%
2013-2014	2.20%
2014-2015	0.00%
2015-2016	2.00% (proposed)

CENTRAL OHIO TECHNICAL COLLEGE

Schedule of Instructional & General Fees

Fiscal Year 2015-2016

Per Credit <u>Hour</u>	(1) Instructional <u>Fee</u>	(2) General <u>Fee</u>	<u>TOTAL</u>
1	138.66	43.84	182.50
2	277.32	87.68	365.00
3	415.98	131.52	547.50
4	554.64	175.36	730.00
5	693.30	219.20	912.50
6	831.96	263.04	1,095.00
7	970.62	306.88	1,277.50
8	1,109.28	350.72	1,460.00
9	1,247.94	394.56	1,642.50
10	1,386.60	438.40	1,825.00
11	1,525.26	482.24	2,007.50
12	1,663.92	526.08	2,190.00
13	1,663.92	526.08	2,190.00
14	1,663.92	526.08	2,190.00
15	1,663.92	526.08	2,190.00
16	1,802.58	569.92	2,372.50
17	1,941.24	613.76	2,555.00
18	2,079.90	657.60	2,737.50
19	2,218.56	701.44	2,920.00
20	2,357.22	745.28	3,102.50

(\$115.00 per credit hour out of state surcharge for non-residents of Ohio)

1. Instructional Fee - For educational and associated operational support of institution
2. General Fee - For non-instructional services such as buildings and grounds and other instructional support such as computer labs, library, etc.

CENTRAL OHIO TECHNICAL COLLEGE

Schedule of Fees Fiscal Year 2015-2016

Acceptance Fee	\$80.00
"On-Demand" Transcripts	\$15.00
Diploma Replacement Fee	\$20.00
Fingerprinting Fee	\$25 - \$60
Program Entrance Test Fees	\$5.00 - \$50.00
Proficiency Fee	\$30.00
Portfolio Fee	\$75.00
Tuition Payment Plan Service Fee	\$21.00 - \$27.00
Reenrollment Fee	\$55.00
Late Payment Fees	\$30.00
EMS/Paramedic Course Fees	\$100.00 - \$250.00
Law Enforcement Ammunition Fee	\$250.00
Nursing Course/Testing Fees	\$20.00 - \$200.00
Surgical Tech Course/Testing Fees	\$30.00 - \$250.00
Heavy Equipment Fees	\$1,750.00 - \$3,200.00

SENIOR CITIZENS - NON CREDIT

- no charge -

CENTRAL OHIO TECHNICAL COLLEGE

Proposed Staff and Faculty Compensation Investments

Fiscal Year 2015 – 2016

SALARY INCREASES

Employee Group	Salary Pool	Expense (Salary & Benefits)
Staff		
COTC Non-Cost Shared	2%	\$ 90,345
Cost-shared	2%	<u>\$ 73,730</u>
Subtotal		\$164,075
Faculty		
Full-time	2%	\$110,743
Part-time	2%	<u>\$ 64,386</u>
Subtotal		\$175,129
GRAND TOTAL		<u>\$339,204</u>

NOTE: Central Ohio Technical College's compensation philosophy provides a market-based, performance-driven framework for compensation; all recommended increases must be based on performance, market, and equity considerations. The compensation process should be utilized to inspire achievement and to reinforce performance and accountability. For Staff, there are no minimum or across-the-board increases. Full-time faculty salary increase pool and distribution are governed by the Agreement between Central Ohio Technical College and the United Faculty/Central Ohio Technical College, AFT/OFT. Part-time faculty are paid per contact hour based upon degree level in accordance with the following: Associates or less = \$30.00, Bachelors = \$34.75, Masters = \$40.75, and Doctorate = \$41.00. New part-time faculty rates are effective Autumn 2015.

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL SUPPORT BUDGET

SUMMARY

	Arts and Sciences	Business, Engineering and Information Technologies	Health Sciences	Institute for Public Safety	Miscellaneous	Total Instructional Support
PERSONNEL						
Salaries	2,673,505	1,260,666	2,800,894	899,746	(16,515)	7,618,294
Benefits	637,117	348,236	810,257	230,015	32,928	2,058,554
Subtotal	3,310,622	1,608,902	3,611,151	1,129,760	16,413	9,676,848
OPERATING						
Supplies & Services	119,425	273,925	687,018	208,330	268,759	1,557,457
Equipment & Software	-	6,700	17,800	4,400	7,440	36,340
Subtotal	119,425	280,625	704,818	212,730	276,199	1,593,797
Grand Total	\$3,430,047	\$1,889,527	\$4,315,969	\$1,342,490	\$292,612	\$11,270,645

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL BUDGET

Arts and Sciences

Page 1 of 2

	Pre-College	English & Comm.	Math	Behavioral Science	Natural Science
PERSONNEL					
Salaries	92,694	538,951	476,697	421,480	670,048
Benefits	14,831	136,146	106,215	107,114	156,898
Subtotal	107,525	675,096	582,912	528,594	826,946
OPERATING					
Supplies & Services	6,500	11,750	9,200	9,800	41,000
Equipment & Software	-	-	-	-	-
Subtotal	6,500	11,750	9,200	9,800	41,000
Grand Total	\$114,025	\$686,846	\$592,112	\$538,394	\$867,946

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL BUDGET

Arts and Sciences

Page 2 of 2

	Culinary	Education Technology	Digital Media Design	Total Arts and Sciences
PERSONNEL				
Salaries	80,074	110,367	283,196	2,673,505
Benefits	23,609	30,608	61,696	637,117
Subtotal	103,683	140,975	344,892	3,310,622
OPERATING				
Supplies & Services	18,000	6,750	16,425	119,425
Equipment & Software	-	-	-	-
Subtotal	18,000	6,750	16,425	119,425
Grand Total	\$121,683	\$147,725	\$361,317	\$3,430,047

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL BUDGET

Business, Engineering, and Information Technologies

Page 1 of 2

	Business Management	Accounting	Computer Info Tech	Engineering	Electronics Engineering Tech	Mechanical Engineering
PERSONNEL						
Salaries	480,322	179,880	231,732	34,610	67,436	84,364
Benefits	134,851	45,690	64,717	5,538	20,572	27,441
Subtotal	615,173	225,569	296,449	40,148	88,008	111,805
OPERATING						
Supplies & Services	8,650	5,250	4,350	-	3,900	3,500
Equipment & Software	-	200	1,000	-	1,200	-
Subtotal	8,650	5,450	5,350	-	5,100	3,500
Grand Total	\$623,823	\$231,019	\$301,799	\$40,148	\$93,108	\$115,305

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL BUDGET

Business, Engineering, and Information Technologies

Page 2 of 2

	Architectural Engineering	Civil Design Technology	Applied Tech Electrical	Manufacturing Technology	Heavy Equipment	Total Business, Engineering, & Information Tech
PERSONNEL						
Salaries	121,977	45,362	-	14,984	-	1,260,666
Benefits	30,927	16,715	-	1,785	-	348,236
Subtotal	152,904	62,077	-	16,769	-	1,608,902
OPERATING						
Supplies & Services						
Equipment & Software	8,000	4,850	65,000	40,425	130,000	273,925
Subtotal	300	500	-	3,500	-	6,700
	8,300	5,350	65,000	43,925	130,000	280,625
Grand Total	\$161,204	\$67,427	\$65,000	\$60,694	\$130,000	\$1,889,527

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL BUDGET

Health Sciences

	Med Imaging in Rad Sci Tech	DMS	Surg Tech	Health Services	Nursing PN	Nursing	Nursing NA	Total Health Sciences
PERSONNEL								
Salaries	203,043	165,945	162,995	-	272,825	1,996,085	-	2,800,894
Benefits	59,415	48,430	48,489	-	78,829	575,093	-	810,257
Subtotal	262,458	214,375	211,485	-	351,654	2,571,178	-	3,611,151
OPERATING								
Supplies & Services	19,400	21,275	27,143	30,000	9,200	408,500	171,500	687,018
Equipment & Software	3,000	-	1,300	-	4,500	9,000	-	17,800
Subtotal	22,400	21,275	28,443	30,000	13,700	417,500	171,500	704,818
Grand Total	\$284,858	\$235,650	\$239,928	\$30,000	\$365,354	\$2,988,678	\$171,500	\$4,315,969

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL BUDGET

Institute for Public Safety

	EMT	Criminal Justice/ Law Enforcement	Fire Science	Forensic Science	Human Services	Total Institute for Public Safety
PERSONNEL						
Salaries	247,011	240,320	45,064	45,093	322,257	899,746
Benefits	50,895	64,473	16,715	15,407	82,524	230,015
Subtotal	297,906	304,793	61,779	60,501	404,781	1,129,760
OPERATING						
Supplies & Services	72,720	64,760	42,900	18,050	9,900	208,330
Equipment & Software	4,400	-	-	-	-	4,400
Subtotal	77,120	64,760	42,900	18,050	9,900	212,730
Grand Total	\$375,026	\$369,553	\$104,679	\$78,551	\$414,681	\$1,342,490

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED INSTRUCTIONAL BUDGET

Miscellaneous

	Communication Resource Center	W.D.I.C. Non- Credit Training	Faculty Development	Faculty Redistribution	Total Miscellaneous
PERSONNEL					
Salaries	110,000	-	-	(126,515)	(16,515)
Benefits	22,100	-	-	10,828	32,928
Subtotal	132,100	-	-	(115,687)	16,413
OPERATING					
Supplies & Services	2,000	221,829	25,750	19,180	268,759
Equipment & Software	-	-	-	7,440	7,440
Subtotal	2,000	221,829	25,750	26,620	276,199
Grand Total	\$134,100	\$221,829	\$25,750	(\$89,067)	\$292,612

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED PUBLIC SERVICE BUDGET

	Conference Services	Non-Credit Training	Total Public Service
PERSONNEL			
Salaries	20,507	71,700	92,207
Benefits	9,179	28,533	37,712
Subtotal	29,686	100,233	129,919
OPERATING			
Supplies & Services	(16,875)	19,000	2,125
Equipment & Software	-	28,653	28,653
Subtotal	(16,875)	47,653	30,778
Grand Total	\$12,811	\$147,886	\$160,697

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED ACADEMIC SUPPORT BUDGET

	Academic Admin	COTC Accreditation & Assessment	CS Career Services	Academic Division	Application Support	NCS & CS Library	CollegeASPIRE	Total Academic Support
PERSONNEL								
Salaries	373,591	-	30,301	393,945	55,230	170,106	11,000	1,034,174
Benefits	150,713	-	10,636	156,222	16,602	55,086	1,760	391,019
Subtotal	524,305	-	40,938	550,166	71,832	225,192	12,760	1,425,193
OPERATING								
Supplies & Services	35,630	15,000	4,649	25,950	67,600	73,629	16,000	238,458
Equipment & Software	-	-	-	-	3,250	681	-	3,931
Subtotal	35,630	15,000	4,649	25,950	70,850	74,310	16,000	242,389
Grand Total	\$559,935	\$15,000	\$45,586	\$576,116	\$142,682	\$299,502	\$28,760	\$1,667,582

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED STUDENT SERVICES BUDGET

Page 1 of 3

	Gateway: Newark	Gateway: Coshocton	Gateway: Knox	Gateway: Pataskala	NCS Recruitment	NCS Coshocton Recruitment	NCS Knox Recruitment
PERSONNEL							
Salaries	940,682	112,836	142,119	120,716	-	-	-
Benefits	347,485	36,870	47,997	38,844	-	-	-
Subtotal	1,288,167	149,706	190,117	159,559	-	-	-
OPERATING							
Supplies & Services	118,913	7,300	8,656	9,550	297,812	85,382	83,312
Equipment & Software	-	-	-	-	-	-	-
Subtotal	118,913	7,300	8,656	9,550	297,812	85,382	83,312
Grand Total	\$1,407,080	\$157,006	\$198,773	\$169,109	\$297,812	\$85,382	\$83,312

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED STUDENT SERVICES BUDGET

Page 2 of 3

	NCS Pataskala Recruitment	Financial Aid	NCS Commencement	COTC Orientation	NCS Campus Access Committee	CS Student Life Admin	CS Sports & Organizations
PERSONNEL							
Salaries	-	247,387	-	979	-	129,980	50,802
Benefits	-	103,349	-	39	-	51,475	7,404
Subtotal	-	350,735	-	1,018	-	181,455	58,206
OPERATING							
Supplies & Services	82,312	14,450	54,200	2,500	25,000	16,200	49,982
Equipment & Software	-	-	-	-	-	313	-
Subtotal	82,312	14,450	54,200	2,500	25,000	16,513	49,982
Grand Total	\$82,312	\$365,185	\$54,200	\$3,518	\$25,000	\$197,968	\$108,188

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED STUDENT SERVICES BUDGET

Page 3 of 3

	CS Student Success Skills	CS Center for Student Success	CS Testing Center	NCS Coshocton GED	CS Disability Services	Dual Enrollment	Total Student Support
PERSONNEL							
Salaries	35,885	224,654	57,279	3,259	105,791	-	2,172,369
Benefits	13,278	43,615	13,742	521	39,269	-	743,888
Subtotal	49,163	268,270	71,021	3,781	145,060	-	2,916,257
OPERATING							
Supplies & Services	2,641	5,951	2,222	2,255	4,844	107,000	980,479
Equipment & Software	313	117	19,050	-	550	-	20,342
Subtotal	2,953	6,068	21,272	2,255	5,394	107,000	1,000,821
Grand Total	\$52,116	\$274,338	\$92,293	\$6,036	\$150,453	\$107,000	\$3,917,078

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 1 of 4

	NCS & CS Executive Office	NCS & CS Institutional Development	NCS Board of Trustees	NCS Governmental Relations	NCS & CS Business & Finance	CS Staff Develop.
PERSONNEL						
Salaries	311,811	93,058	-	113,031	138,213	-
Benefits	113,696	35,598	-	38,497	171,907	-
Subtotal	425,507	128,656	-	151,528	310,120	-
OPERATING						
Supplies & Services	162,825	23,425	16,475	25,000	85,100	1,003
Equipment & Software	17,500	-	-	5,000	-	-
Subtotal	180,325	23,425	16,475	30,000	85,100	1,003
Grand Total	605,832	\$152,081	\$16,475	\$181,528	\$395,220	\$1,003

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 2 of 4

	NCS & CS Human Resources	Institutional Research	NCS & CS Planning Support	NCS & CS Purchasing	NCS & CS Bursar	NCS & CS Accounting
PERSONNEL						
Salaries	155,387	175,128	-	94,491	118,245	137,067
Benefits	60,166	66,549	-	42,254	47,925	57,346
Subtotal	215,553	241,676	-	136,744	166,170	194,412
OPERATING						
Supplies & Services	97,173	25,450	14,700	7,175	9,846	491,138
Equipment & Software	-	-	-	-	-	-
Subtotal	97,173	25,450	14,700	7,175	9,846	491,138
Grand Total	\$312,726	\$267,126	\$14,700	\$143,920	\$176,016	\$685,550

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 3 of 4

	NCS & CS Technology Services	CS Marketing & Public Relations	CS Performing Arts	CS Welcome Center	CS Services Center	CS Telecomm.
PERSONNEL						
Salaries	672,405	162,946	-	22,250	34,060	-
Benefits	236,879	62,085	-	6,740	14,099	-
Subtotal	909,285	225,031	-	28,990	48,159	-
OPERATING						
Supplies & Services	586,215	23,488	15,000	825	81,503	141,388
Equipment & Software	3,815	518	-	-	201	1,363
Subtotal	590,030	24,006	15,000	825	81,704	142,750
Grand Total	\$1,499,315	\$249,037	\$15,000	\$29,815	\$129,863	\$142,750

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 4 of 4

	Telephone Coshocton	Telephone Knox	Telephone Pataskala	Total Institutional Support
PERSONNEL				
Salaries	-	-	-	2,228,090
Benefits	-	-	-	953,741
Subtotal	-	-	-	3,181,831
OPERATING				
Supplies & Services	26,200	30,600	38,200	1,902,729
Equipment & Software	-	-	-	28,396
Subtotal	26,200	30,600	38,200	1,931,125
Grand Total	\$26,200	\$30,600	\$38,200	\$5,112,956

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED OPERATING & MAINTENANCE OF PLANT BUDGET

Page 1 of 2

	NCS & CS Facilities	NCS Coshocton Facilities	NCS Knox Facilities	NCS Pataskala Facilities	CS Utilities	CS Custodial
PERSONNEL						
Salaries	145,943	80,897	76,538	78,540	-	180,261
Benefits	58,062	37,930	36,201	36,886	-	90,263
Subtotal	204,005	118,827	112,739	115,426	-	270,524
OPERATING						
Supplies & Services	57,173	180,340	147,195	163,950	394,865	34,486
Equipment & Software	3,543	-	-	-	-	-
Subtotal	60,715	180,340	147,195	163,950	394,865	34,486
Grand Total	\$264,720	\$299,167	\$259,934	\$279,376	\$394,865	\$305,010

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED OPERATING & MAINTENANCE OF PLANT BUDGET

Page 2 of 2

	CS Maintenance	CS Grounds	NCS Hall House	CS Public Safety	Total Facilities
PERSONNEL					
Salaries	111,500	84,590	-	103,211	861,480
Benefits	55,290	33,522	-	39,905	388,058
Subtotal	166,790	118,112	-	143,116	1,249,538
OPERATING					
Supplies & Services	51,950	66,512	30,350	31,378	1,158,200
Equipment & Software	-	-	-	-	3,543
Subtotal	51,950	66,512	30,350	31,378	1,161,742
Grand Total	\$218,740	\$184,625	\$30,350	\$174,494	\$2,411,280

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2015-2016

PROPOSED GENERAL OVERHEAD BUDGET

	NCS & CS Capital Equipment	NCS Coshocton Capital Equip.	NCS Knox Capital Equip.	NCS Pataskala Capital Equip.	Total General Overhead
PERSONNEL					
Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Subtotal	-	-	-	-	-
OPERATING					
Supplies & Services	1,070,468	58,000	42,000	74,000	1,244,468
Equipment & Software	-	-	-	-	-
Subtotal	1,070,468	58,000	42,000	74,000	1,244,468
Grand Total	\$1,070,468	\$58,000	\$42,000	\$74,000	\$1,244,468

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2015-2016

PROPOSED AUXILIARY ENTERPRISES BUDGET

	CS	
	Food Service	Total Auxiliary
PERSONNEL		
Salaries	-	-
Benefits	-	-
Subtotal	-	-
OPERATING		
Supplies & Services	7,018	7,018
Equipment & Software	2,005	2,005
Subtotal	9,023	9,023
Grand Total	\$9,023	\$9,023

CENTRAL OHIO TECHNICAL COLLEGE

I & G Expenditures

2015-2016 Proposed Budget by Category

	<u>Instructional Support</u>	<u>Public Service</u>	<u>Academic Support</u>	<u>Student Services</u>	<u>Institutional Support</u>	<u>Operation & Maintenance of Plant</u>	<u>General Overhead</u>	<u>Auxiliary Enterprises</u>	<u>Total</u>	<u>%</u>
Salaries	\$ 7,557,929	\$ 74,707	\$ 980,704	\$ 1,909,920	\$ 2,110,663	\$ 837,282	\$ -	\$ -	\$ 13,471,205	52.23%
Benefits	2,058,554	37,712	391,019	743,888	953,742	388,058	-	-	4,572,973	17.73%
Professional Services	1,106,529	-	22,736	159,230	201,458	372,398	-	5,213	1,867,564	7.24%
Capital Equipment	-	-	-	-	245	-	1,244,468	-	1,244,713	4.83%
Annual Srv Agreements/Licensing	8,470	-	86,796	9,500	604,763	-	-	-	709,528	2.75%
Advertising	-	4,250	-	487,622	59,299	-	-	-	551,171	2.14%
Utilities	-	-	-	-	-	549,735	-	-	549,735	2.13%
Student Wages	60,366	-	53,470	262,448	117,427	24,198	-	-	517,909	2.01%
Supplies	185,075	700	15,243	146,289	56,002	107,124	-	1,003	511,436	1.98%
Bad Debts	-	-	-	-	375,000	-	-	-	375,000	1.45%
Professional Development	69,390	1,200	31,282	32,221	70,047	4,410	-	-	208,551	0.81%
Travel	72,910	5,000	7,849	30,265	12,671	3,318	-	-	132,012	0.51%
Equipment Rental/Leasing	13,960	500	218	470	101,955	2,206	-	-	119,309	0.46%
Lunches, Dinners & Receptions	22,618	3,000	18,145	22,354	49,602	1,218	-	-	116,936	0.45%
Dues & Memberships	14,585	675	4,134	9,677	81,967	1,468	-	-	112,505	0.44%
Printing	700	4,000	6,366	77,019	16,787	273	-	-	105,145	0.41%
Phone	-	-	-	313	86,826	9,521	-	-	96,659	0.37%
Space Rental	1,200	-	-	-	-	83,500	-	-	84,700	0.33%
Equipment under \$2,500 & Software	36,340	-	3,931	20,342	10,651	3,543	-	2,005	76,812	0.30%
Insurance	-	-	-	-	70,250	-	-	-	70,250	0.27%
Online Fee Pay Bank Charge	-	-	-	-	60,000	-	-	-	60,000	0.23%
Repairs/Maintenance	23,015	-	305	1,566	2,900	22,684	-	802	51,272	0.20%
Subscriptions, Periodicals & Books	3,280	-	40,475	957	4,688	273	-	-	49,672	0.19%
Overhead	-	28,653	-	-	17,500	-	-	-	46,153	0.18%
Accreditation	32,875	-	4,000	-	-	-	-	-	36,875	0.14%
Postage	550	300	77	1,328	33,633	75	-	-	35,962	0.14%
Scholarships, Medals & Prizes	2,300	-	832	1,670	4,156	-	-	-	8,958	0.03%
Employee Recruitment	-	-	-	-	5,725	-	-	-	5,725	0.02%
Employee Moving Allowance	-	-	-	-	5,000	-	-	-	5,000	0.02%
Total	\$ 11,270,645	\$ 160,697	\$ 1,667,582	\$ 3,917,078	\$ 5,112,956	\$ 2,411,280	\$ 1,244,468	\$ 9,023	\$ 25,793,729	100%

CENTRAL OHIO TECHNICAL COLLEGE

I & G Expenditures

2015-2016 Proposed Budget by Category Compared to 2014-2015

	FY15-16 Proposed Budget		FY14-15 Budget		%		Explanation of Changes
	Total	%	Total	%	Change	%	
Salaries	\$ 13,471,205	52.23%	\$ 13,759,866	52.13%	-2.10%		Position cuts plus part-time faculty budget reductions
Benefits	4,572,973	17.73%	4,487,474	17.00%	1.91%		Benefit percentage increases
Professional Services	1,867,564	7.24%	1,722,031	6.52%	8.45%		Increased contract training and WDIC training
Capital Equipment	1,244,713	4.83%	1,675,026	6.35%	-25.69%		Decreased capital investment
Annual Srv Agreements/Licensing	709,528	2.75%	686,725	2.60%	3.32%		Additional technology-related annual maintenance costs
Advertising	551,171	2.14%	555,273	2.10%	-0.74%		Reallocation of budgets
Utilities	549,735	2.13%	574,611	2.18%	-4.33%		Align budgets to actual expenses for gas, electric, water and sewer; change in cost-share percentage
Student Wages	517,909	2.01%	548,904	2.08%	-5.65%		Restructure of Center for Student Success and Application Support
Supplies	511,436	1.98%	413,407	1.57%	23.71%		Reallocation of budgets and creation of College Credit Plus book budget
Bad Debts	375,000	1.45%	450,000	1.70%	-16.67%		Reallocation of Post Secondary bad debt to College Credit Plus offset
Professional Development	208,551	0.81%	221,259	0.84%	-5.74%		Budget reductions and reallocation
Travel	132,012	0.51%	139,926	0.53%	-5.66%		Reallocation of budgets
Equipment Rental/Leasing	119,309	0.46%	123,694	0.47%	-3.55%		Change in cost-share percentages
Lunches, Dinners & Receptions	116,936	0.45%	121,375	0.46%	-3.66%		Budget reductions for campus events
Dues & Memberships	112,505	0.44%	119,685	0.45%	-6.00%		Reallocation of budgets
Printing	105,145	0.41%	111,241	0.42%	-5.48%		Reduction in extended campus printing costs
Phone	96,659	0.37%	109,233	0.41%	-11.51%		Align budgets to actual expense for phone
Space Rental	84,700	0.33%	76,000	0.29%	11.45%		Slight increase in space rental
Equipment under \$2,500 & Software	76,812	0.30%	90,982	0.34%	-15.57%		Reallocation of budgets
Insurance	70,250	0.27%	73,500	0.28%	-4.42%		Slight decrease in insurance premiums
Online Fee Pay Bank Charge	60,000	0.23%	75,000	0.28%	-20.00%		Decrease in online fee pay bank charge
Repairs/Maintenance	51,272	0.20%	46,631	0.18%	9.95%		Reallocation of budgets
Subscriptions, Periodicals & Books	49,672	0.19%	54,170	0.21%	-8.30%		Budget reductions
Overhead	46,153	0.18%	39,394	0.15%	17.16%		Increased for WDIC
Accreditation	36,875	0.14%	33,975	0.13%	8.54%		Increased program accreditation costs
Postage	35,962	0.14%	51,746	0.20%	-30.50%		Alignment of postage budget to actual expense
Scholarships, Medals & Prizes	8,958	0.03%	23,619	0.09%	-62.07%		Reallocation of budgets
Employee Recruitment	5,725	0.02%	5,870	0.02%	-2.47%		Not significant
Employee Moving Allowance	5,000	0.02%	5,000	0.02%	0.00%		No change
Total	\$ 25,793,729	100%	\$ 26,395,618	100%			

**Central Ohio Technical College
Proposed Capital & Maintenance Projects
Fiscal Year 2015-2016**

Campus Maintenance & Improvements

Central Ohio Technical College	Proposed Budget	
1 Hall House Maintenance Updates	\$ 34,200	
2 Forensic Lab Remodel	20,000	
3 Snow Removal Contingency Fund	5,000	
4 Academic Affairs Renovation	70,000	
5 Coshocton Campus - Parapet Wall Recaulking	10,000	
6 Coshocton - Parking Lot Maintenance	15,000	
7 Pataskala Campus - Painting	5,200	
8 Pataskala Campus - Master Plan	35,000	
	<hr/>	
		\$ 202,700
Cost-shared		
9 Reese Center Landscaping	\$ 5,000	
10 Campus Parking Lot Lighting Study	10,000	
11 Reese Center Auditorium Improvements	26,500	
12 Hopewell Hall Room 120 New Ceiling and Lights	6,000	
13 Reese 145 / 149 Work Surface Repairs	6,500	
14 Founders Patio Landscaping Wall	9,500	
15 Reese Center Kitchen Modifications	9,000	
16 Founders Hall - Misc. Ceiling Replacements	10,000	
17 Reese Center Window Repairs	30,000	
18 Hopewell South Parking Lot Drainage	20,000	
19 Acid Neutralization Basins Maintenance	22,000	
20 Human Resources Ceiling Replacement	11,000	
21 Campus Tree Trimming	7,500	
22 Electrical Projects Discretionary Funds	10,000	
23 Parking Lot Light Pole Painting	20,000	
24 Miscellaneous Sidewalk and Curb Repair / Replacement	10,000	
25 Project Manager Discretionary Fund	20,000	
26 Snow Removal Contingency Fund	20,000	
27 Rotary Park - New Fencing	20,000	
28 Adena Boiler Room Floor Coating	13,000	
29 LeFevre Hall Electrical Switchgear Scanning and Cleaning	8,500	
30 Bike Path Asphalt Repairs	7,500	
31 Storage Barn Metal Siding Replacement	7,000	
32 Business & Finance Remodel (Contingent on OSU Exec. Office Expansion)	25,000	
	<hr/>	
		\$ 348,000

Replacement of Campus Furniture, Fixtures & Equipment

Central Ohio Technical College	Proposed Budget
33 COTC Renewals & Replacements	\$ 25,000
34 New Hire Furniture & ITS Equipment	5,000
35 Firing Range Portable Site Lighting	7,000

**Central Ohio Technical College
Proposed Capital & Maintenance Projects
Fiscal Year 2015-2016**

Replacement of Campus Furniture, Fixtures & Equipment (cont.)

Central Ohio Technical College	Proposed Budget	
36 Digital Radiography Equipment for RT Lab	\$ 78,760	
37 LET / BPA Equipment	23,147	
38 Engineering - Mechanical Drives Training Module	14,000	
39 Engineering - Hydraulic Training Module	15,000	
	<hr/>	
		\$ 181,307
Cost-shared		
40 Facilities Operations Building Furniture Contingency	\$ 45,250	
41 Maintenance Department Utility Vehicle	17,000	
42 Gymnasium Floor Covers	15,000	
43 Newark Campus Escape Chairs	5,200	
44 Wellness Furniture Initiative	15,000	
45 Salt Spreader	5,300	
46 Grasshopper Tractor	20,500	
47 Reese Window Shading	15,000	
48 2016 Cost Shared Renewals & Replacements	14,000	
49 Light Pole Banner Replacement	7,500	
50 Carpet Extractor	5,600	
51 Custodial Equipment	5,000	
52 Hopewell Patio Furniture	8,000	
53 Reese Conference Services Renewals & Replacement Funds	5,000	
54 Reese Center Podiums	6,000	
55 Reese Center Walk-In Coolers - Temperature Alarms	5,000	
	<hr/>	
		\$ 199,350

Replacement of Information Technology Equipment and Software

Central Ohio Technical College	Proposed Budget	
56 Ellucian Financial Aid Self-Services	\$ 16,700	
57 Recruiter-Phase II Expansion of Licensing	7,200	
58 Reporting Analytics Self Service & Dashboards	9,000	
59 COTC NCS AV / Multimedia Refresh	18,450	
60 Ellucian Mobile Application	6,000	
61 COTC External Web Site Enhancements	15,000	
62 Upgrade COTC DMD Classrooms	46,875	
63 COTC NCS Desktop Refresh	177,405	
64 SharePoint Administration - Control Point	19,900	
65 Manufacturing 3D Printer	5,000	
	<hr/>	
		\$ 341,980
Cost-shared		
66 iPad Cart, iPads, and Apps for Student Classroom Learning	\$ 14,000	
67 Upgrade SCCM Software & Hardware	15,000	
68 Network Upgrades - Switches	27,700	
69 Network Upgrade - Firewalls	19,600	

**Central Ohio Technical College
Proposed Capital & Maintenance Projects
Fiscal Year 2015-2016**

Replacement of Information Technology Equipment and Software (cont.)

Cost-shared	Proposed Budget	
70 Network Upgrade: Copper Infrastructure	\$ 26,400	
71 Cellular Enhancement: Phase I	25,000	
72 Network Upgrade: Wireless Adtran Network	18,610	
73 Cost Shared AV / Multimedia Refresh	122,050	
74 COTC Desktop Refresh	63,325	
75 Server Refresh	21,000	
76 Security Risk Mgmt Program - Offsite Backup Storage	15,000	
77 Disaster Recovery - Newark Campus	75,000	
78 Cutter/Slitter Machine	<u>5,675</u>	
		\$ 457,515

New Initiatives

Central Ohio Technical College	Proposed Budget	
79 AmeriCore College Completion Coaches Program	\$ 34,000	
80 45th Anniversary Celebration - COTC	31,000	
81 Independent Contract for Plan of Study Conversion	18,000	
		\$ 106,800
Cost-Shared	Proposed Budget	
82 Cost Shared Engineering Lab	\$ 35,250	
		\$ 35,250

CENTRAL OHIO TECHNICAL COLLEGE

Development Fund

Board Designated Account

Proposed Budget 2015-2016

Program	Institution		Total
	COTC	BOTH	By Program
Faculty/Staff/Student Support			
Faculty Orientation	5,500		
Flower Fund		2,000	
Employee Recognition		4,200	
Student Recognition		1,000	
Total Faculty/Staff/Student Support			\$12,700
Community Relations			
Advisory Programs	2,000		
President's Discretionary	20,500	2,800	
Newark Campus Outreach & Engagement		4,000	
Total Community Relations			\$29,300
Development Fund Total Budget			\$42,000

NEWARK CAMPUS COTC DEVELOPMENT FUND PROPOSED BUDGET Project Description 2015-2016

<u>Faculty/Staff/Student Support</u>	<u>Institution</u>	<u>Description</u>
Faculty Orientation	COTC	COTC has a week long faculty orientation program before classes start each fall. The funds are used for programs to update instructional skills and present new techniques.
Flower Fund	Both	These funds are used to send flowers to employees, their family members and friends of the campus on occasions such as hospitalizations, births and deaths.
Employee Recognition	Both	These funds are used to provide recognition to the campus. The programs include a fall, holiday, and spring event.
Student Recognition Program	Both	This fund is used to honor top academic students at both COTC and Ohio State Newark.

<u>Community Relations</u>	<u>Institution</u>	<u>Description</u>
Advisory Programs	COTC	Each technology has a citizen's advisory committee to assist in the direction of their COTC program. These committees meet 2-3 times a year to discuss curriculum matters. The funds are used to provide materials and refreshments for these groups.
President's Discretionary	COTC	These funds provide an alternative source of funding to be used by the President or designees for programs and events.
Newark Campus Community Outreach and Engagement	Both	The funds are used to encourage outreach and community involvement with the campus.

**Proposed FY16 Collaboration Agreement
between The Ohio State University and Central
Ohio Technical College**

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Collaboration Agreement Between The Ohio State University and Central Ohio Technical College

I. Prologue

This Collaboration Agreement is between The Ohio State University at Newark, hereafter called the University, and Central Ohio Technical College, hereafter called the College. It replaces and supersedes all previous cost-share and other related agreements, whether written or verbal, between the respective institutions. This Agreement pertains only to operations conducted on sites shared by the University and the College situated between Granville Road and Country Club Drive in Newark, Ohio, hereafter called the Campus.

II. Compact

In accordance with state policy and by mutual accord, the University and the College share resources and connect programs to benefit the students of both institutions. This collaboration allows them to provide multiple pathways for student education; reduce unnecessary duplication; and promote the effective use of state fiscal, physical, and personnel resources. The University and the College agree to collaborate and partner wherever possible with the goal of heightening academic quality, operational transparency, and economic efficiency. The Appendices that follow define the ways that the University and the College will share resources to accomplish that goal. These Appendices are incorporated into this Agreement as if fully rewritten herein.

III. Responsibility for Acts or Omissions

Each institution agrees to be responsible for the negligent acts or omissions by or through itself or its agent, employees, and contracted servants. Each party further agrees to defend itself and pay any costs arising from such negligent acts or omissions, but the parties agree to cooperate in the defense of any actions or claims to the fullest extent possible.

IV. Term, Review, Modification, or Termination of the Agreement

This Agreement shall take effect as of July 1, 2015 and shall remain in effect for a period of one year. This Agreement shall be reviewed by both institutions annually, but no later than 90 days before the end of each fiscal year. It may be modified by mutual written agreement. Either party wishing to negotiate a modification shall provide the other party with notice in writing not less than 30 days before such negotiations are to be commenced. Either party may terminate this agreement by providing notice of intent to effect termination to the other party, in writing, not less

than one calendar year prior to the date of such termination.

IN WITNESS WHEREOF, the individuals listed below set their hands to duplicates of this Agreement the day and year as respectively noted.

_____	_____
Date	William L. MacDonald, Ph.D., Dean and Director, The Ohio State University at Newark

_____	_____
Date	Bonnie L. Coe, Ph.D., President, Central Ohio Technical College

APPENDIX A

Collaboration Agreement Working Principles

A-1. General Overview

In the spirit of collaboration and efficiency, to the extent feasible, services will be provided to the entire Campus and cost-shared proportionately by both institutions.

- Both institutions will participate in defining the level of service desired, in setting a budget for the service requirements, in monitoring the quality of service, in monitoring budgets, in hiring, and in administering the personnel, purchasing, and other requirements of the service.
- Appendices C through K specify the various services provided to the Campus. Each Appendix defines one service, specifies which institution is responsible for providing it, details the scope of the provided service, and states the formulas by which the budget is established and the costs of the services are assessed.

A-2. Administration

The section that follows is meant to describe the functions necessary to the collaborative and efficient administration of the Agreement. Each Campus retains the ability under the terms of this Agreement to use the nomenclature it deems most appropriate for the committees and subcommittees charged to administer the Agreement.

A Shared Services Committee referred to as Campus Council shall be formed to plan and monitor Campus-wide services. Its membership shall be agreed upon by the institutions and may include the chief financial officer of each institution, the superintendent of physical facilities, chief of Campus public safety, a member of the Board from each institution, and a faculty representative from each institution. Campus Council or its Executive Management Subcommittee shall meet regularly on an agreed-upon schedule to:

- Review and monitor shared services budgets. The chief financial officer shall develop shared services budgets annually, which are to be approved by the chief executive officer of each institution. The Executive Management Subcommittee of Campus Council shall review the expenditure record of each shared service. If a service is exceeding its budget, the committee may direct the manager to implement economy measures, or

may approve an addition to the budget, as appropriate.

- Set and monitor service expectations. The committee shall monitor the quality of shared services. If a change in policy or in the scope of a shared service is desired, the unit manager shall prepare a plan of action and an estimate of cost. The committee may direct the implementation such change and augment or reduce the unit's budget, as appropriate.
- Coordinate Campus-wide policy. The committee shall review, approve, or modify Campus-wide policy and may propose new policies, including but not limited to parking fees. The University shall maintain a master file of Campus-wide policy.
- For any construction or renovation project on Campus that exceeds \$50,000 in total cost, regardless of the current ownership or use of the building or space, the Executive Management Subcommittee of Campus Council shall review and approve the project request by a simple majority vote.
- The University and the College shall maintain a joint Master Plan for the Campus, to be updated at minimum every 10 years.

A-3. Campus Space

All assignable space on Campus shall be assigned to one institution or designated as shared. Unless otherwise defined, space assignments shall be made by written agreement between the institutions. Each institution shall secure and maintain appropriate insurance to protect its assigned space against fire, theft, vandalism, liability, and other such eventualities. Insurance to cover shared space shall be jointly funded as agreed upon by the institutions.

Space shall be scheduled Campus-wide by the Physical Facilities Operations Superintendent (see Appendix G) for the benefit of both institutions and according to utilization standards. Whenever feasible, one institution shall allow its assigned space to be reserved by the other upon request. The scheduling of Campus facilities by third parties shall be done by the conference services department for the benefit of both institutions. Both institutions shall abide by mutually agreed-upon policies, fee schedules, and facility rental agreements in scheduling non-instructional use of shared Campus facilities.

A-4. Utilities

All utility expenditures for shared buildings will be paid initially by the College and then billed to the University as a part of the monthly cost share billing referenced in A-5.

A-5. Budgeting Process, Billing, and Payment

Prior to the beginning of each fiscal year, each institution shall develop estimates of budgeted amounts to be expended in shared accounts as a part of their normal operating budget process. The basis for assessing costs from each provided service is detailed in the Appendices. The Office of Business and Finance will produce financial statements quarterly for both the College and the University that contain activity for cost-shared offices. A monthly cost-share billing will be produced that will provide the detail for the monthly invoice between the College and University. Payment is due 15 days after the billing is received.

A-6. Cost-Share Calculation / Formulas

All operating and capital-related expenditures may be initially paid by either party and billed to the other. When positions are cost-shared, salaries and benefits may be paid by either institution based on the assignment of the specified employees. Other factors for calculating cost-share are as follows (Note that the following are examples and actual cost-share factors are denoted in Appendices B-K):

- 50/50, an equal split utilized for agreed-upon services that benefit both sides equally (e.g., conference services, community events, performing arts, welcome center, business offices if personnel are shared)
- Enrollment headcount, which covers services likely to be utilized by individuals regardless of course hours taken (e.g., disability services, parking, registration and financial aid if offices are shared, student career and job skills services, testing center and tutoring, multi-cultural affairs, and student events)
- Enrollment FTE, which covers services likely to be utilized by students based on course load (e.g., library operations including personnel, supplies and equipment, facilities operations, recreation and physical activities, Campus safety, technology services)
- Direct cost factor, which covers uses that vary individually (e.g., bookstore operations, food service operations, child care center, telephone usage, duplication charges;

postage, institution-specific library materials)

- Square footage, which is based upon the square footage for which each institution is responsible, with non-assignable and common space assigned based on the percent of assigned space or percent utilization of shared space (e.g., capital equipment, custodial service, room scheduling, grounds keeping and maintenance, utilities).

APPENDIX B

Newark Campus Cost-share Functional Description

B-1. Cost-share Agreement Description

The Cost-share Agreement is an agreement updated annually between The Ohio State University at Newark (Ohio State Newark) and Central Ohio Technical College (COTC) to share the expenditures for offices that serve both Ohio State Newark and COTC students, faculty and staff. This agreement also includes the shared income/expenditure of Auxiliary Enterprises for both Ohio State Newark and COTC.

The purpose of the cost-share agreement is to systematically allocate costs related to the sharing of personnel, operating expenditures and capital equipment. The guiding principle for the cost-share agreement is the equitable allocation of expenditures while maintaining an agreement that by nature strengthens both institutions and is measurable and logical. It is important that as the two institutions change and evolve, we constantly evaluate and monitor the cost-share agreement and establish that it still accomplishes the primary purpose of equitably sharing costs of departments utilized by both Ohio State Newark and COTC.

The cost-shared departments on campus are fundamentally different and are treated as such. It is with this premise that we utilize five separate factors that directly address the characteristics of these offices. It is important to note that the cost-share factor is a means of splitting costs and therefore, it may not directly relate to individual employees' position descriptions. These factors are directly tied to different utilization methodologies employed by the different departments and reflect a "pay for what you use" concept. This concept protects both institutions in periods of unequal growth, as well as keeps the cost-share formula simple enough to manage in a complex environment. The five factors are outlined below:

50/50 Factor

This factor is used for departments where office workload will always be independent of enrollment swings and should be divided equally. For example, the Business and Finance Office, Accounting Department and the Development Office perform the same amount of work when enrollment is increasing as well as if it were to decrease.

Headcount Factors

This factor applies to departments where workload directly correlates to the actual number of students served regardless of course load. Departments that fall within this factor are classified as either Newark Campus or All Enrollment. This classification is based upon the amount of support that the department provides to COTC's extended campuses.

- **Newark Campus** – departments in which the actual number of students on the Newark Campus dictate their workload. Examples include Student Intramurals and Student Activities.

- **All Enrollment** – departments in which the actual number of students on all campuses dictates their workload. Examples include Financial Aid and the Bursar's Office.

FTE Factors

The "FTE" aspect acknowledges the number of students on campus but also the course load of the students. For example, one full-time student is equivalent to two half time students. This factor applies to departments where utilization is driven by the number of full-time equivalent students utilizing the services of those departments, such as the Library, Facilities and Public Safety. Also included are departments that may not be tied directly to students but to faculty and staff of the institution since this number is indirectly related to the FTE of each institution. Examples of these departments are Human Resources and Purchasing. FTE departments are also classified into one of two categories: Newark Campus and All Enrollment.

- **Newark Campus** – departments that service the FTE of the Newark Campus only. Examples include Grounds and Maintenance.
- **All Enrollment** – departments that service the FTE of all campuses. Examples include Human Resources and Marketing and Public Relations.

The cost-share percentages are calculated annually based upon an average of current year projected enrollment and prior year actual enrollment for COTC and Ohio State Newark. Headcount and FTE All Enrollment factors are calculated using enrollment from Newark, Coshocton, Virtual, Knox and Pataskala Campuses; dual enrollment Headcount and FTE are excluded from all calculations. Headcount and FTE Newark Campus factors include Newark Campus enrollment only.

Appendix B Section 3 (Cost-share Factor Breakdown) categorizes departments according to one of the five factors listed above. Combined, these five factors continue to strengthen both Ohio State Newark and COTC by creating a model of equality. The model of equality accommodates the institutions' varying enrollment trends while continuing to maintain an environment that stimulates growth.

The budget for the cost-shared accounts is established within the budget cycle. The cost-share budget for fiscal year 2015-2016 can be found in Appendix B Section 4 (2015-2016 Cost-share Revenue/Expense). This budget is used to account for items in which the costs are shared by the individual institutions.

The cost of the agreement is projected based on the established budgets at the beginning of the fiscal year and appropriate payments are initiated monthly. All operating and capital-related expenditures are initially paid by COTC and billed to Ohio State Newark. Cost-shared salaries and benefits are paid by either institution based on the assignment of the specified employee. The school that initially pays the employee bills the other school for their portion of the expenses. Before the close of the books within the fiscal year, the cost-shared accounts are reconciled, the

appropriate percentages applied, and the appropriate receivable or payable established. Detailed accounting procedures are outlined in Appendixes C - K.

B-2. Cost-share Factor History**COST-SHARE FACTOR REVIEW**

	Ohio State Newark	COTC	
2008-09	50.0%	50.0%	50/50 Factor
	48.6%	51.4%	Headcount Factor
	57.7%	42.3%	FTE Factor
2009-10	50.0%	50.0%	50/50 Factor
	44.6%	55.4%	Headcount Factor - Newark
	56.3%	43.7%	FTE Factor - Newark
	36.1%	63.9%	Headcount Factor - All Enrollment
	43.5%	56.5%	FTE Factor - All Enrollment
2010-11	50.0%	50.0%	50/50 Factor
	43.0%	57.0%	Headcount Factor - Newark
	52.3%	47.7%	FTE Factor - Newark
	32.8%	67.2%	Headcount Factor - All Enrollment
	39.4%	60.6%	FTE Factor - All Enrollment
2011-12	50.0%	50.0%	50/50 Factor
	44.1%	55.9%	Headcount Factor - Newark
	54.3%	45.7%	FTE Factor - Newark
	33.5%	66.5%	Headcount Factor - All Enrollment
	40.4%	59.6%	FTE Factor - All Enrollment
2012-13	50.0%	50.0%	50/50 Factor
	45.6%	54.4%	Headcount Factor - Newark
	59.6%	40.4%	FTE Factor - Newark
	36.0%	64.0%	Headcount Factor - All Enrollment
	44.3%	55.7%	FTE Factor - All Enrollment
2013-14	50.0%	50.0%	50/50 Factor
	47.0%	53.0%	Headcount Factor - Newark
	59.1%	40.9%	FTE Factor - Newark
	35.8%	64.2%	Headcount Factor - All Enrollment
	43.9%	56.1%	FTE Factor - All Enrollment
2014-15	50.0%	50.0%	50/50 Factor
	44.6%	55.4%	Headcount Factor - Newark
	57.7%	42.3%	FTE Factor - Newark
	34.4%	65.6%	Headcount Factor - All Enrollment
	42.6%	57.4%	FTE Factor - All Enrollment
2015-16	50.0%	50.0%	50/50 Factor
	47.8%	52.2%	Headcount Factor - Newark
	59.9%	40.1%	FTE Factor - Newark
	37.5%	62.5%	Headcount Factor - All Enrollment
	45.5%	54.5%	FTE Factor - All Enrollment

B-3. Cost-share Factor Department Breakdown

Cost-share Agreement Factor Breakdown

50/50 factor includes the following departments:

- Accounting
- Business and Finance Office
- Conference Services
- Development Office
- Executive Office Operations
- Performing Arts
- Planning Support
- Welcome Center

Headcount All Enrollment factor includes the following departments:

- Bursar
- Disability Services
- Enrollment Management
- Financial Aid
- Student Life Administration
- Student Success Skills
- Testing Center

Headcount Newark Campus factor includes the following departments:

- Center for Student Success
- Multi-cultural Affairs
- Student Activities
- Student Intramural Sports
- Student Organizations & Clubs

FTE All Enrollment factor includes the following departments:

- Book Store Revenue
- Career Services
- Facilities Operations
- Human Resources
- Library
- Marketing and Public Relations
- Ohio State Newark/COTC Employee Recognition
- Purchasing
- Technology Services
- Telecommunications

FTE Newark Campus factor includes the following departments:

- Capital Equipment
- Custodial
- Food Service
- Grounds
- Maintenance
- Miscellaneous Revenue
- Public Safety
- Services Center
- Staff Development Committee
- Telephone Services
- Utilities

B-4. Cost-share 2015-2016 Revenue/Expense by Department

2015-2016 COST-SHARE REVENUE/EXPENSE			
	Newark Cost-share	COTC'S Share	Ohio State Newark's Share
PUBLIC SERVICE - Conference Services	25,622	12,811	12,811
ACADEMIC SUPPORT			
Career Services	83,645	45,586	38,058
Library	481,994	262,337	219,656
	565,638	307,924	257,715
STUDENT SERVICES			
Center for Student Success	305,628	159,538	146,090
Disability Services	240,725	150,453	90,272
Enrollment Management	12,500	7,813	4,688
Financial Aid	514,628	321,643	192,986
Student Groups & Activities	207,256	108,188	99,068
Student Life Admin	333,286	205,337	127,950
Student Success Skills	83,386	52,116	31,270
Testing Center	116,188	72,618	43,571
	1,813,597	1,077,704	735,893
INSTITUTIONAL SUPPORT			
Accounting	395,840	197,920	197,920
Bursar	271,913	169,946	101,968
Business & Finance Office	601,411	300,706	300,706
Development Office	147,087	73,543	73,543
Executive Office Operations	56,175	28,088	28,088
Human Resources	443,113	241,497	201,617
Marketing & Public Relations	456,949	249,037	207,912
Performing Arts	20,000	10,000	10,000
Planning Support	4,400	2,200	2,200
Purchasing	259,082	141,200	117,882
Services Center	323,847	129,863	193,984
Staff Development Committee	2,500	1,003	1,498
Technology Services	1,457,480	794,326	663,153
Telecommunications	123,600	67,362	56,238
Telephone Services	188,000	75,388	112,612
Welcome Center	59,630	29,815	29,815
	4,811,028	2,511,893	2,299,135
OPERATION & MAINTENANCE OF PLANT			
Custodial	760,623	305,010	455,613
Facilities	1,414,482	627,621	786,861
Grounds	460,410	184,625	275,786
Maintenance	545,486	218,740	326,746
Public Safety	395,147	158,454	236,693
	3,576,148	1,494,449	2,081,699
GENERAL OVERHEAD - Capital Equipment	1,150,000	461,150	688,850
AUXILIARY ENTERPRISES - Food Service	(76,441)	(30,653)	(45,788)
MISC REVENUE - COTC CS	(15,000)	(6,015)	(8,985)
BOOKSTORE REVENUE - CS	(250,000)	(136,250)	(113,750)
CONFERENCE SERVICES REVENUE - CS	(35,000)	(17,500)	(17,500)
	(300,000)	(159,765)	(140,235)
TOTALS	11,565,592	5,675,512	5,890,080

APPENDIX C
Public Service
FY2015-FY2016 (July 1, 2015-June 30, 2016)

C-1: Conference Services

Conference Services provides comprehensive conference services to both internal and external customers.

Position	FTE	Initially Paid By
Event Planner	1.00	COTC

Cost-share Factor: Revenue and expenses are cost-shared on the 50/50 factor.

APPENDIX D
Academic Support Services
FY2015-FY2016 (July 1, 2015-June 30, 2016)

D-1: Career Services

The function of the Career Services department is to assist students and graduates in developing skills, experience, and necessary preparations in finding employment and pursuing career goals.

Position	FTE	Initially Paid By
Manager, Career Development & Experiential Learning	1.00	COTC

Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor.

D-2: Library

The mission of the Campus Library is to support the diverse educational programs on Campus by providing quality services; comprehensive subject collections; and current, quality information in a variety of formats, to student, faculty, staff, and community library users. The Director of the Campus Library shall be the functional administrator of this service and shall serve as Campus librarian for both the College and the University.

The Library's Scope of Services includes:

- Operate and staff a Campus library for the benefit of all Campus students, faculty, staff, and affiliates of the University and the College;
- Maintain and control the circulation of all books and periodicals entrusted to its care, whether acquired by joint purchase or from institutional budgets;
- Purchase reference works, periodicals, and books for the benefit of the Campus;

- Purchase access licenses for selected data-bases for the benefit of the Campus;
- Arrange for sharing of library resources by way of intra-library or inter-library loan;
- Provide computer access to library electronic catalog, to data-bases, and to the Internet;
- Initiate collaboration with faculty and students in collection development;
- Provide instruction on the use of reference resources and provide direct reference assistance, as needed.

Position	FTE	Initially Paid By
Director of Library	1.00	Ohio State Newark
Special Collections & Reference Librarian	1.00	Ohio State Newark
Reference Librarian	1.00	Ohio State Newark
Library Associate 1	1.00	Ohio State Newark
Library Media Tech Assistant	0.75	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor. Both Ohio State Newark and COTC have established a book, subscription, and periodical budget for acquisitions that apply directly to each institution. These funds are budgeted in the non-cost-shared library budget for each institution. A cost-shared library acquisition budget has been funded for materials that support the general collection and combined with operating expenses are shared on the FTE All Enrollment factor.

APPENDIX E

Student Support Services

FY2015-FY2016 (July 1, 2015-June 30, 2016)

E-1: Enrollment Management

The Enrollment Management account captures shared expenses for both COTC and Ohio State Newark admission offices.

Cost-share Factor: Expenses are cost-shared on the Headcount All Enrollment factor. **No personnel are charged to this department.

E-2: Financial Aid

The Office of Financial Aid provides administrative and student support for all financial aid programs for both COTC and Ohio State Newark.

Position	FTE	Initially Paid By
Director of Financial Aid	1.00	COTC
Assistant Director of Financial Aid	1.00	COTC
Financial Aid Systems Administrator	1.00	COTC

Financial Aid Advisor	4.00	COTC
Financial Aid Coordinator	0.75	COTC

Cost-share Factor: Expenses are cost-shared on the Headcount All Enrollment factor. Costs that are directly associated with either institution will be charged directly to that institution and are not cost-shared.

E-3: Student Life Administration

Student Life Administration provides administrative support to student life and Campus event functions. The joint Student Life Administration shall provide a common structure of student activities for the Campus. The Office of Student Life strives to complement the academic programs on Campus and enhance the overall educational experience of students by providing co-curricular programming that is intended to foster interpersonal and leadership skill development, appreciation for diverse people and opinions, and opportunities for social, cultural, intellectual, physical, and emotional growth. The Director of Student Life shall be the functional administrator of these services.

Scope of Student Life Administration

- Staff and supervise Student Center for the benefit of students of both institutions;
- Design and organize student activities programs for the benefit of students of both institutions;
- Design and organize arts, cultural, and other social events at reasonable cost for the benefit of the Campus and the public.
- Schedule the use of student activity space and facilities.

Position	FTE	Initially Paid By
Director of Student Life	1.00	COTC
Coordinator for Student Involvement	1.00	Ohio State Newark
Administrative Assistant	1.00	COTC
Program Manager, Multicultural Affairs	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the Headcount All Enrollment factor.

E-4: Student Organizations/Clubs/Events, Intramural Sports, and Multi-cultural Affairs

Student Activities for the campus provide social and cultural awareness to the campus community, primarily students.

Position	FTE	Initially Paid By
Program Coordinator	0.75	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the Headcount Newark Campus factor.

E-5: Student Success Skills

Student Success Skills provides services in the area of skill development for Ohio State Newark and COTC students.

Position	FTE	Initially Paid By
Learning Skills Specialist	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the Headcount All Enrollment factor.

E-6: Center for Student Success

Center for Student Success provides math support and tutoring services for Ohio State Newark and COTC students.

Position	FTE	Initially Paid By
Director for Student Success	1.00	COTC
Professional Tutor	0.19	COTC
Math Lab Coordinator	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the Headcount Newark Campus factor. Support is provided by Carl D. Perkins funding through the Federal and State Department of Education. Any expenditure beyond the Perkins grant allocation is cost-shared.

E-7: Testing Center

The Testing Center provides testing accommodations for students with documented disabilities in accordance with applicable law and make-up testing for students as directed by the instructor.

Position	FTE	Initially Paid By
Testing Center Coordinator	1.00	Ohio State Newark
Testing/Tutoring Assistant	0.50	COTC

Cost-share Factor: Expenses are cost-shared on the Headcount All Enrollment factor.

E-8: Disability Services

Disability Services provides services to disabled student in the areas of counseling, classroom support, and special equipment requirements.

Position	FTE	Initially Paid By
Director of Disability Services	0.75	COTC
Case Manager	1.00	COTC
Personal Counselor/Psychiatrist	1.00	Ohio State Newark
Mental Health Therapist	0.50	COTC

Cost-share Factor: Expenses are cost-shared on the Headcount All Enrollment factor. Support is provided by Carl D. Perkins funding through the Federal and State Department of Education. Any expenditure beyond the Perkins grant allocation is cost-shared.

APPENDIX F

Institutional Support

FY2015-FY2016 (July 1, 2015-June 30, 2016)

Overview: The institutional support area provides all the general administration functions for Ohio State Newark and COTC. Institutional support is further defined functionally into many budget areas.

While various expenses of the offices, Business and Finance, Human Resources, Advancement, etc., are cost-shared, non-cost-share budgets have also been developed. Furthermore, travel costs, where applicable, are charged directly to the appropriate institution.

F-1: Executive Office

The Executive Office account captures the shared expenses of the Office of the President of Central Ohio Technical College and the Dean and Director of The Ohio State University at Newark.

Cost-share Factor: Expenses are cost-shared on the 50/50 factor. **No personnel are charged to this department.

F-2: Office of Development

The Office of Development shall be responsible for development and alumni relations services. The shared services shall provide a single portal to address the needs of both institutions in the following areas:

Development:

- Conduct advancement research on corporations, foundations, and individuals able to assist the institutions in meeting their development goal of providing an affordable, quality education;
- Raise funds for the institutions from public, private, and non-profit sources;
- Perform stewardship functions on gifts and publicize the benefit created by the gifts;
- Consider affinity agreements, as appropriate.

Alumni Relations (COTC):

- Through communications and activities, establish and maintain effective relationship between the institutions and their alumni;
- Help foster closer connection between alumni and the alma mater as well as the current student bodies.

Position	FTE	Initially Paid by
Assistant Director of Development	1.00	Ohio State Newark
Office Associate	1.00	COTC

Cost-share Factor: Expenses are cost-shared on the 50/50 factor. The Director of Development position is paid 25% by the OSU Development Office Columbus Campus, 25% Ohio State Newark, and 50% COTC.

F-3: Business and Finance Office

The Business and Finance Office provides budget, accounting, payroll, and overall business support and financial planning to the campus. This office also serves as campus Treasurer.

Position	FTE	Initially Paid By
Director of Business & Finance (Ohio State Newark)/VP for Business & Finance (COTC)	1.00	COTC
Assistant Director of Business & Finance	1.00	COTC
Senior Budget and Grants Accountant	1.00	COTC
Budget and Grants Accountant	0.75	COTC

Cost-share Factor: Expenses are cost-shared on the 50/50 factor.

F-4: Human Resources

This office provides personnel and benefit information to all employees. It is also the designated Affirmative Action Office. The Human Resources Office oversees additional operating budget including: Planning Support (50/50 factor) and Ohio State Newark/COTC Employee Recognition (FTE All Enrollment factor).

Position	FTE	Initially Paid By
Director of Human Resources & Campus Relations (Ohio State Newark)/VP for Institutional Planning and HR Development (COTC)	1.00	Ohio State Newark
Assistant Director of HR	1.00	COTC
Human Resource Generalist	1.00	Ohio State Newark
Human Resources Assistant	1.00	COTC

Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor.

F-5: Purchasing

This office provides support such as processing of purchase orders and ordering of goods and services for COTC and Ohio State Newark. The office coordinates courier services, vehicle maintenance, and major bid and capital purchases (local and state funded) for campus.

Additionally this office manages auxiliary services.

Position	FTE	Initially Paid By
Purchasing & Auxiliary Services Manager	1.00	Ohio State Newark
Purchasing Agent	1.00	COTC
Information Assistant	1.00	COTC
Receiving Clerk/Courier	1.75	COTC

Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor.

F-6: Bursar

This office provides services for cash control, student fees, general deposits, accounting, petty cash, etc. for both institutions.

Position	FTE	Initially Paid By
Bursar	1.00	COTC
Assistant Bursar	1.00	COTC
Accounts Receivable Specialist	1.00	COTC
Account Associate	2.00	COTC
Cashier	0.33	COTC

Cost-share Factor: Expenses are cost-shared on the Headcount All Enrollment factor.

F-7: Accounting

This office provides primary accounting services and payroll for the campus including preparation of Financial and Ohio Board of Regents (OBR) reports. Accounts payable and accounts receivable billing is also part of this department.

Position	FTE	Initially Paid By
Accounting Manager	1.00	COTC
Senior Accountant	1.00	COTC
Accountant	1.00	COTC
Payroll Accountant	1.00	Ohio State Newark
Payroll Technician	1.00	Ohio State Newark
Accounts Payable Clerk	1.00	COTC

Cost-share Factor: Expenses are cost-shared on the 50/50 factor.

F-8: Technology Services

The Technology Services Office provides services for administrative and academic computing for COTC and Ohio State Newark. The administrative computer center provides software support, electronic mail, website management, and network support for the campus. This

department also provides microcomputer repair support for all areas of the campus.

Position	FTE	Initially Paid By
Director of ITS	1.00	Ohio State Newark
Assistant Director, Information Technology Support Services	1.00	Ohio State Newark
Manager, Data Communication Services	1.00	COTC
Manager, Enterprise Application	1.00	COTC
Senior Network Engineer	1.00	COTC
IT Asset Management Coordinator	1.00	Ohio State Newark
Systems Specialist	2.00	Ohio State Newark
Technology Support Services Coordinator	1.00	COTC
Help Desk Analyst	1.00	COTC
Webmaster	1.00	COTC
PC Network Administrator	1.00	COTC
Enterprise Application Support Specialist	1.00	COTC
Distance Education/Audio Visual Multimedia Systems Analyst	1.00	Ohio State Newark
Classroom Technology Specialist	1.00	COTC

Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor.

F-9: Marketing & Public Relations

Marketing and Public Relations provides campus leadership for public relations, marketing and advertising, as well as to coordinate publications, campus website, and press inquiries. The shared services shall provide a single portal to address the needs of both institutions in the following areas:

Communications:

- Implement marketing strategies that incorporate media relations, direct mail, and advertising;
- Produce all official publications and advertising required by both institutions;
- Work with leaders from both institutions to facilitate marketing communications strategies and implementation for their specific areas.

Position	FTE	Initially Paid By
Marketing & Public Relations Director	1.00	Ohio State Newark
Assistant Director of Marketing & Public Relations	1.00	COTC
Marketing Assistant	1.00	COTC
Marketing and Promotions Coordinator	1.00	Ohio State Newark
Communications Coordinator	1.00	COTC

Senior Graphic Designer	1.00	COTC
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Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor.

F-10: Performing Arts

This account provides events for campus and community utilizing the amphitheater and auditorium. Events may include outdoor concerts or travelogues.

Cost-share Factor: Expenses are cost-shared on the 50/50 factor. **No personnel are charged to this department.

F-11: Staff Development Committee

This account provides for the planning of special events and group training on campus for staff.

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor. **No personnel are charged to this department.

F-12: Welcome Center

The Welcome Center provides customer service for the entire Newark Campus. This department supports all external and internal customer inquiries.

Position	FTE	Initially Paid By
Customer Service Representative	1.00	COTC

Cost-share Factor: Expenses are cost-shared on the 50/50 factor.

F-13: Services Center

The Services Center provides reproduction, mail, phone support, and a campus information area for all areas on campus.

Position	FTE	Initially Paid By
Services Center Supervisor	1.00	Ohio State Newark
Office Assistant	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor.

F-14: Telecommunications

The telecommunications budget support maintenance and repair of the campus-wide phone system.

Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor. **No personnel

are charged to this department.

F-15: Telephone Services

This department includes the local and long distance charges for operating the phone system.

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor. **No personnel are charged to this department.

APPENDIX G

Physical Facilities Operations

FY2015-FY2016 (July 1, 2015-June 30, 2016)

G-1: Facility Operations

Under the direction of the Superintendent of Facilities and Support Services, Facility Operations shall provide oversight and coordination to all facility operations, including Maintenance, Grounds, Custodial Services, and Public Safety. The Superintendent of Facilities and Support Services is also responsible for scheduling of classroom space Campus-wide, overseeing Campus Environmental Health and Safety programs, and assists in providing annual required data to the Ohio Board of Regents.

The Superintendent of Facilities and Support Services is selected by the Executive Oversight Committee and reports to the Director of Business & Finance (Ohio State Newark)/VP for Business & Finance (COTC) and shall serve both institutions' interest equally.

Position	FTE	Initially Paid By
Superintendent of Facilities & Support Services	1.00	Ohio State Newark
Assistant Director of Facilities	1.00	COTC
Space Management Coordinator	1.00	COTC
Office Associate	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the FTE All Enrollment factor.

G-2: Grounds

Campus Ground Keeping shall provide the following services to the Campus:

- Maintenance, repair, and operation of all Campus grounds;
- Maintenance and snow removal of all roadway, sidewalks, paths, and parking lots on Campus;
- Maintenance and management of Campus surface infrastructure and outdoor utility distribution systems;

Position	FTE	Initially Paid By
Grounds Superintendent	1.00	COTC
Groundskeeper 1	2.00	Ohio State Newark
Groundskeeper 2	1.00	Ohio State Newark
Groundskeeper 3	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor.

G-3: Building Maintenance

Campus Building Maintenance shall provide the following services to the Campus:

- Maintenance, repair, and operation of all physical assets of the Campus, including all buildings and structures and all electrical and mechanical systems (except surface grounds)
- Acquisition and distribution of utility services, including electric power, natural gas, water and sewer, and energy conservation program management;
- Set-up of rooms, spaces, and designated areas for events and specified uses;

Position	FTE	Initially Paid By
Building Maintenance Superintendent 1	1.00	Ohio State Newark
Plumber 1	1.00	Ohio State Newark
Electrician 2	1.00	Ohio State Newark
Construction Technician 1	1.00	Ohio State Newark
Mechanical Technician 3	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor.

G-4: Custodial

Custodial Services shall provide the following services to the Campus:

- Maintain, repair, and clean Campus restrooms
- Provide restroom supplies;
- Provide hazardous material management and hazardous waste disposal for all of the Campus;
- Provide contracted solid waste/trash disposal

Position	FTE	Initially Paid By
Custodial Worker Lead	2.00	Ohio State Newark
Custodial Worker	15.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor.

G-5: Public Safety Administration

For the safety and security of students and employees on the Campus, it is essential that the University and the College provide public safety administration services to the Campus. The Superintendent of Facilities and Support Services shall be the functional manager of this service. The public safety program shall function under the legal authority of, and in cooperation with, The Ohio State University Department of Public Safety, which has direct oversight of police and emergency responses staff on Campus. A Public Safety Supervisor, who is a trained and certified police officer, shall be assigned by the University to lead the public safety program in close collaboration with the Superintendent of Facilities and Support Services.

Public Safety services shall include the following:

- Provide a security presence on Campus at all times on all days;
- Enforce Campus parking regulations; issue citations as appropriate; collect fines and judge appeals;
- Allow authorized access to Campus rooms after working hours;
- Install and maintain security cameras and keycard access to Campus buildings (if applicable);
- Perform regular security inspections of all Campus space, look for unsecured areas, hazardous conditions, and suspicious individuals;
- Publish information relating to public safety and distribute such as appropriate; provide Campus public safety and awareness training;
- Obtain regular fire detection and alarm system inspections as required by law;
- Develop and manage Campus emergency response plans;
- In collaboration with local Fire and EMS departments, inspect and update fire alarms, fire extinguishers, and security alert systems;
- Manage annual fire and emergency response drills.

Position	FTE	Initially Paid By
Public Safety Supervisor – Regional Campus	0.90*	Ohio State Newark
Security Officer/Dispatcher	5.20	COTC
Assistant Director of Public Safety/Housekeeping Manager	1.00	COTC

*The Public Safety Supervisor position is paid 90% by the Newark Campus and 10% by the Department of Public Safety, Columbus Campus.

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor.

G-6: Utilities

This department includes utility costs for operating the campus, including natural gas, electric, waste removal, and water and sewer.

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor. **No personnel are charged to this department.

APPENDIX H

General Overhead

FY2015-FY2016 (July 1, 2015-June 30, 2016)

H-1: Capital Equipment

Capital equipment purchased for cost-shared offices or shared classrooms are initially purchased through this account.

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor. **No personnel are charged to this department.

APPENDIX I

Campus Bookstore Revenue

FY2015-FY2016 (July 1, 2015-June 30, 2016)

I-1: Campus Bookstore

The Purchasing and Auxiliary Services Manager shall oversee the Campus Bookstore. The bookstore is outsourced through a contract with an external service provider.

The provider of the bookstore shall:

- Have textbooks for all courses offered by the two institutions available for purchase by students at reasonable and competitive prices;
- Have available for purchase an assortment of school supplies;
- Have available for purchase an assortment of sundry goods bearing the logos of both institutions.

Cost-share Factor: Net profit or loss is cost-shared on the FTE All Enrollment factor.

APPENDIX J

Auxiliary: Cost-shared

FY2015-FY2016 (July 1, 2015-June 30, 2016)

J-1: Food Service

The Purchasing and Auxiliary Services Manager shall oversee Campus food service, cafeteria, and vending services. Food service is outsourced through contracts with external service providers.

Food and Vending Service Providers shall:

- Provide hot food services to the Campus cafeteria at reasonable and competitive prices, in accord with the terms of the contract;
- Provide food vending services at various Campus locations at reasonable and competitive prices, in accord with the terms of the contract;
- Provide catering, upon request, at negotiated prices.

Cost-share Factor: Net profit or loss is cost-shared on the FTE Newark Campus factor.

APPENDIX K

Shared Services – Non-cost-shared

FY2015-FY2016 (July 1, 2015-June 30, 2016)

K-1: Traffic & Parking

This department provides support for vehicle maintenance and maintains parking lots.

Cost-share Factor: All expenditures for traffic and parking (supplies, wages, repairs, equipment) are charged to the parking account in the OSU accounting system and are not cost-shared. Each fiscal year \$66,000 is allocated to the parking fund. The College and the University pay their respective portion of the \$66,000 based upon the FTE Newark Campus cost-share factor. The fund balance is used for parking lot repairs and upgrades.

K-2: Vehicle Rental

A twenty-nine passenger shuttle bus is available for usage by any units/department of Ohio State Newark and COTC for campus-related purposes.

Cost-share Factor: Departments are charged a per mile rate and an hourly rate for a CDL certified bus driver as usage fees for the bus. COTC reimburses Ohio State Newark monthly. Ohio State Newark interdepartmental bills are used to charge the various Ohio State Newark units. The bus revenue and expenses are budgeted through Ohio State Newark.