

2022-2023 BUDGET

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

redefine what's
POSSIBLE

CENTRAL
OHIO
TECHNICAL
COLLEGE





Proposed Budget Fiscal Year 2022-2023

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CENTRAL OHIO TECHNICAL COLLEGE

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CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

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, 2022 and ending June 30, 2023 (FY23). The budget of \$23,016,590 was developed to support the priorities of the College's strategic framework, *Honoring our past, Focusing on our future*, 2020 – 2024, and is consistent with our commitment to financial sustainability in honoring our role as stewards of the public trust through efficient and effective use of our resources.

Our strategic framework states 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 ensures 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 framework was used to guide the effective allocation of resources and to produce the FY2023 budget.

The State Share of Instruction budget for FY23 was based on initial calculations by the Ohio Department of Higher Education. Final allocations for the year will be based on actual enrollments and is determined in the fall of 2022. Projected enrollment levels considered in the development of this budget have been materially impacted by both the lingering effects of the pandemic but more dramatically by the state of the economy. Unemployment rates are very low which historically have affected enrollments at two-year colleges. The biennial budget bill does allow for a 2.5% or \$5 per credit hour tuition increase for FY23, which we are including in this budget. Also reflected in this budget is a significant drop in short-term investment rates; these rates will continue to be monitored.

The College has made a strategic decision to operate at an operational deficit for FY23. This has been made possible by the establishment of the enrollment stabilization fund, a special reserve fund created by surpluses in the previous three fiscal years. These surpluses are due to the College's aggressive use of CARES Act funding as well as curtailed spending. An allocation of just over \$1.7 million is planned for in the FY23 Budget. This strategy will allow the college to avoid significant and potentially harmful budget cuts that would impair its ability to pursue new academic programming and enrollment strategies. It is the goal that these measures will ultimately assist in re-aligning its operating budget.

The FY23 budget is a spending plan that will allow the College to continue to meet its mission. The College has made limited spending decisions due to its fiscal situation, but several items have been funded to assist the college in meeting its goals. Even in a challenging year, COTC

recognizes that its investment in human resources is at the base of the institution's success. To that end, an increase in compensation has been included.

The FY23 budget supports the College's primary commitments to student success and institutional growth and stability through efficient academic programs, enrollment and fiscal management. A major redesign has been made in the area of student support with the goal of implementing a holistic student support center that encompasses success coaching, tutoring, testing, and basic need support. The formerly cost shared department will now be de-coupled to allow COTC and Ohio State Newark to individually strengthen this area. These functions will now fall under the newly created Center for Student Success. Funding has also been allocated to academic affairs to strengthen its management structure in anticipation of growth in the engineering and technology area. Funding has also been added to support new academic programming in the areas of Unmanned Aircraft Systems (UAS), Expanded Functions Dental Auxiliary (EFDA), Respiratory Therapy, Diagnostic Medical Sonography and expanding the PN programs to the extended campuses.

The College has worked hard to remain in the lower quartile of two-year peer colleges in terms of its tuition level and even with the current proposed tuition increase, it will remain in that position. The college has continued to find creative ways to utilize its extensive scholarship funding to assist its students. The newly created Knox Promise is an example of work done in this area.

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. A robust cost-shared capital budget has been maintained in the FY23 budget that continues to support the technology infrastructure of the campus, as well as preserve the physical plant through repairs and maintenance. A cost-shared budget has been established this year to support the newly created department of Diversity, Equity and Inclusion and a new shared position in the department of Career Services.

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 COTC Board of Trustees and the Ohio Department of Higher Education.

CENTRAL OHIO TECHNICAL COLLEGE
Proposed I & G Budget Statement
Fiscal Year 2022-2023

REVENUES

Operating Revenues

Tuition and Fees	9,553,073	
Sales and Services of Educational Departments	88,764	
Auxiliary Enterprises	19,875	
Other Operating Revenue	<u>47,341</u>	
Total Operating Revenues		\$9,709,053

EXPENSES

Operating Expenses

Education and General		
Instructional	10,028,542	
Public Service	31,320	
Academic Support	1,479,208	
Student Services	3,560,577	
Institutional Support	5,407,057	
Operation and Maintenance of Plant	1,961,111	
General Overhead	543,475	
Auxiliary Enterprises	<u>5,300</u>	
Total Operating Expenses		\$23,016,590

NON-OPERATING REVENUES

State Appropriations	11,410,737	
Interest Income	<u>157,800</u>	
Net Non-operating Revenues		\$11,568,537

NON-MANDATORY TRANSFERS

Transfer In - Reserves	<u>1,739,000</u>	
Net Non-mandatory Transfers		<u>\$1,739,000</u>

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

Comparative Budget 2021-2022 vs 2022-2023

	2021-22 Budget	2022-23 Proposed	Increase (Decrease)	Percent Inc/(Dec)
REVENUES				
Operating Revenues				
Tuition and Fees	10,274,493	9,553,073	(721,419)	-7.0%
Sales and Services of Educational Departments	123,148	88,764	(34,383)	-27.9%
Auxiliary Enterprises	20,850	19,875	(975)	-4.7%
Other Operating Revenue	50,975	47,341	(3,635)	-7.1%
Total Operating Revenues	\$10,469,465	\$9,709,053	(\$760,412)	-7.3%
EXPENSES				
Operating Expenses				
Education and General				
Instructional	10,080,973	10,028,542	(52,431)	-0.5%
Public Service	30,762	31,320	558	1.8%
Academic Support	1,363,376	1,479,208	115,832	8.5%
Student Services	3,464,310	3,560,577	96,267	2.8%
Institutional Support	5,255,790	5,407,057	151,267	2.9%
Operation and Maintenance of Plant	1,979,470	1,961,111	(18,358)	-0.9%
General Overhead	535,364	543,475	8,111	1.5%
Auxiliary Enterprises	5,560	5,300	(260)	-4.7%
Total Operating Expenses	\$22,715,605	\$23,016,590	\$300,985	1.3%
NON-OPERATING REVENUES				
State Appropriations	11,517,640	11,410,737	(106,903)	-0.9%
Interest Income	151,500	157,800	6,300	4.2%
Net Non-operating Revenues	\$11,669,140	\$11,568,537	(\$100,603)	-0.9%
NON-MANDATORY TRANSFERS				
Transfer In - Reserves	0	1,739,000	1,739,000	N/A
Transfer In - CARES	577,000	0	(577,000)	0.0%
Net Non-mandatory Transfers	\$577,000	\$1,739,000	\$1,162,000	201.4%
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES				
	\$0	\$0	\$0	

CENTRAL OHIO TECHNICAL COLLEGE

2021-2022 to 2022-2023

Analysis of Operating Budget Changes

OPERATING REVENUES

Tuition and Fees

- Decrease in tuition and fee revenue due to enrollment decline net of tuition rate increase

Sales and Services of Educational Departments

- Decrease in conference services and bookstore revenues

Auxiliary Enterprises

- Change in cost-share percentage for auxiliary revenue from food service

Other Operating Revenues

- Slight decrease in miscellaneous revenue

OPERATING EXPENDITURES

Overall

- Effect of shift in cost-share agreement due to changing enrollment trends between COTC and Ohio State Newark
- Increase in compensation for staff, faculty, and students
- Effect of adjustments in benefit costs

Instructional

- Decrease in part-time faculty budgets and contract training budgets to align with enrollment
- Convert Surg Tech and DMS faculty positions from 9-month to 12-month
- Operating budget for new programs – Unmanned Aircraft Systems and Expanded Functions Dental Auxiliary
- Visible Body software license
- Nursing PN cohort budgets for Knox and Pataskala

Academic Support

- Academic Affairs redesign
- Add Program Assistant, Career Development
- Panopto software maintenance

Student Services

- Gateway position reclassifications
- Student Success Skills reorganization
- OCC AmeriCorps Student Resource Center renewal
- Add cost-shared admissions operating budget

Institutional Support

- Add Diversity, Equity, and Inclusion operating budget
- Add software maintenance funding for advancement software

Plant

- Defund custodial position net of utility increases

General Overhead

- Slight increase in capital budget

NON-OPERATING REVENUES

State Subsidy

- Reflects expected decrease from the State due to enrollment decline

Interest Income

- Slight increase in interest income

NON-MANDATORY TRANSFERS

Transfer In

- Transfer of funding from Enrollment Stabilization Fund and elimination of CARES Act funding.

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023
Proposed Budgeted Revenue

OPERATING REVENUES

Tuition and Fees

Instructional and General	10,580,212
Acceptance Fee	75,000
High School Tuition Reduction	(20,000)
College Credit Plus Reduction	(1,570,746)

Other Fees

Fines and Penalties	6,000
Non-Resident Fees	55,000
Proficiency Fee	2,500
Tuition Payment Plan Fee	15,000
Transcript Fee	1,000
Ammunition Fee	28,000
Anatomy & Physiology Fee	10,000
Nursing Fee	335,000
DMS Fee	17,000
Surgical Tech Fee	9,057
Psychology Fee	5,700
Health Services Fee	4,350

Subtotal	9,553,073
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Sales and Services of Educational Departments	88,764
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Auxiliary Enterprises	19,875
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Other Operating Revenue	47,341
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TOTAL OPERATING REVENUES	9,709,053	45.6%
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NON-OPERATING REVENUES

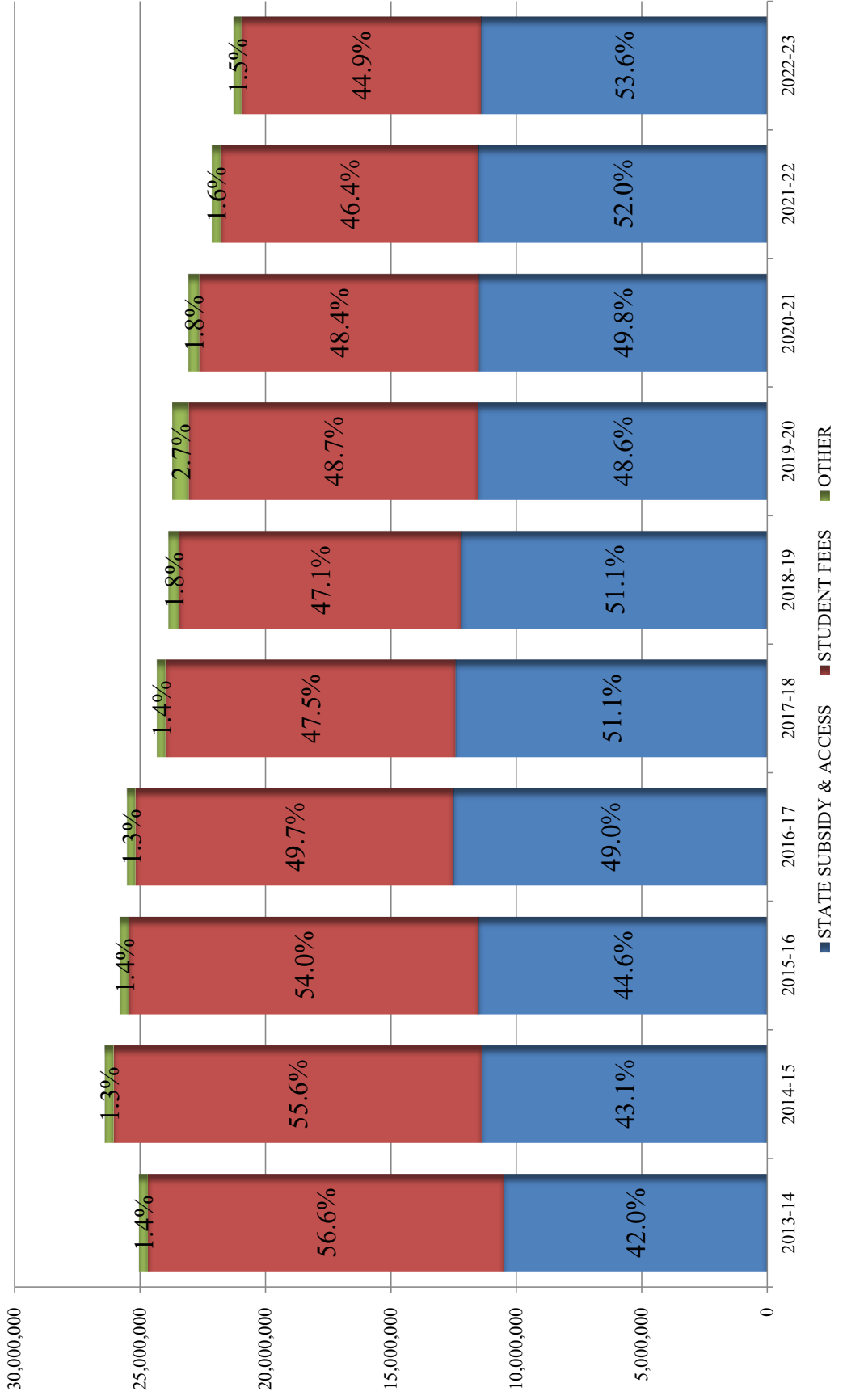
State Appropriations	11,410,737
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Interest Income	157,800
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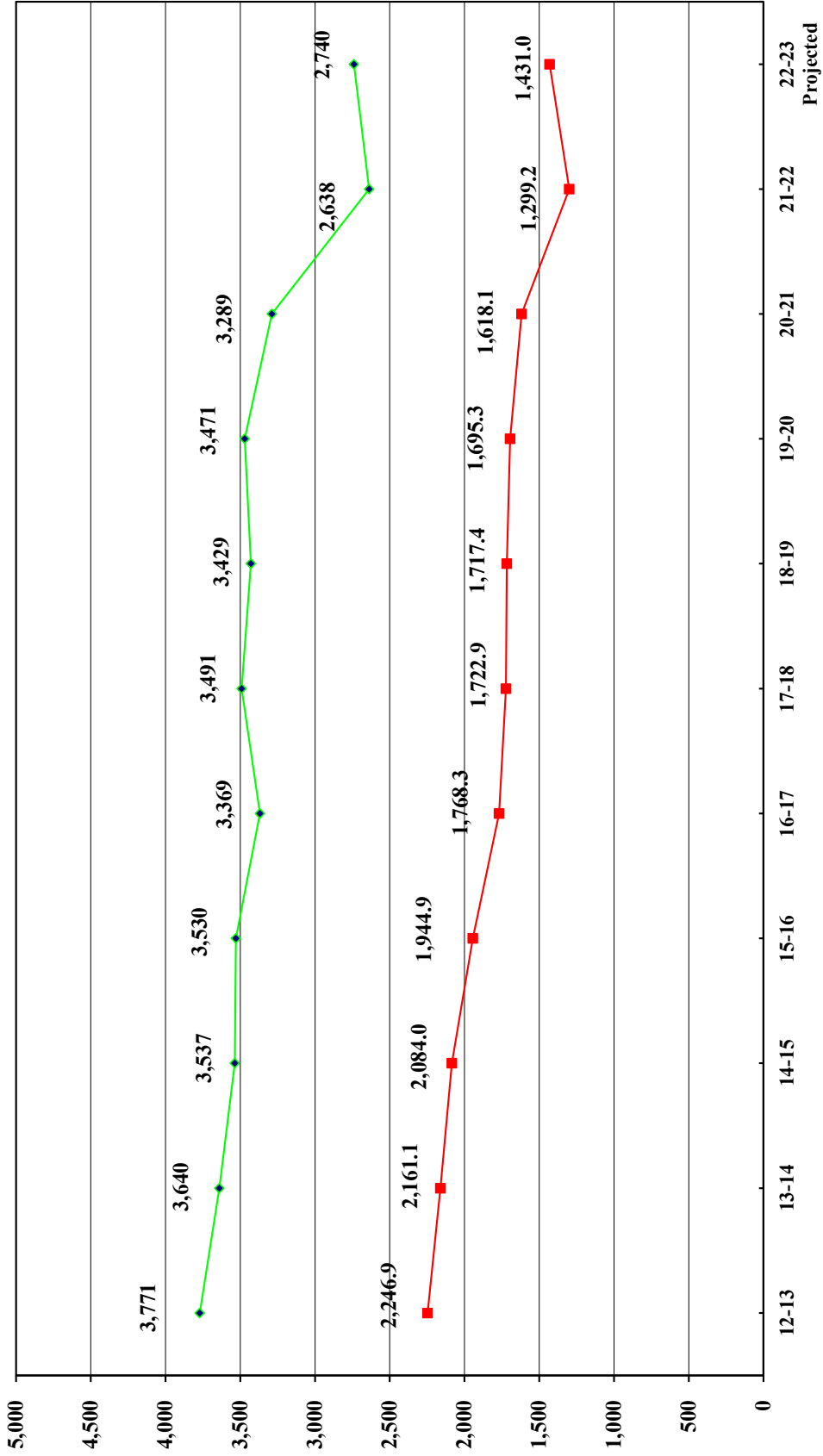
TOTAL NON-OPERATING REVENUES	11,568,537	54.4%
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GRAND TOTAL	\$21,277,590	100.0%
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CENTRAL OHIO TECHNICAL COLLEGE
Budgeted Revenue
Fiscal Years 2014-2023



CENTRAL OHIO TECHNICAL COLLEGE
 Comparison of Headcount to FTE
 (Autumn Only)



◆ Headcount
 ■ FTE

**Central Ohio Technical College
Budgeted Enrollment Projections - Headcount**

	FY22 Budget			FY22 Actual			FY23 Budget			% to FY22	
	21SM	21AU	22SP	21SM	21AU	22SP	22SM	22AU	23SP	Actual	Budget
Newark Campus											
Regular	634	1,583	1,575	757	1,351	1,210	483	996	942	-27.0%	-36.2%
CCP - C	15	102	98	9	71	66	8	35	40	-43.2%	-61.4%
Total	649	1,685	1,673	766	1,425	1,276	491	1,031	982	-27.8%	-37.5%
Virtual Campus											
Regular	796	936	758	490	1,006	725	703	1,269	1,023	34.8%	20.3%
CCP - C	77	414	258	55	210	202	60	250	250	19.9%	-25.2%
Total	873	1,350	1,016	545	1,216	927	763	1,519	1,273	32.3%	9.8%
Coshocton Campus											
Regular	31	162	110	64	48	44	44	87	75	32.1%	-32.0%
CCP - C	3	32	13	2	4	8	5	8	12	78.6%	-47.9%
Total	34	194	123	66	52	52	49	95	87	35.9%	-34.2%
Knox Campus											
Regular	15	183	104	60	76	45	37	77	76	5.0%	-37.1%
CCP - C	-	92	56	-	47	35	5	55	40	22.0%	-32.4%
Total	15	275	160	60	123	80	42	132	116	10.3%	-35.6%
Pataskala Campus											
Regular	40	139	94	69	115	140	59	158	160	16.4%	38.1%
CCP - C	-	4	4	1	48	41	-	72	60	46.7%	1550.0%
Total	40	143	98	70	163	181	59	230	220	22.9%	81.1%
High School											
CCP - A	66	492	1,509	68	567	1,162	-	640	1,170	0.7%	-12.4%
CCP - B	-	75	145	-	187	165	-	75	115	-46.0%	-13.6%
Total	66	567	1,654	68	696	1,251	-	667	1,229	-5.9%	-17.1%
Total Headcount											
Regular	1,221	2,014	1,878	1,081	1,685	1,556	1,070	1,796	1,685	5.3%	-11.0%
CCP - A	66	492	1,092	68	567	1,162	-	640	1,170	0.7%	9.7%
CCP - B	90	75	180	-	187	158	-	75	115	-44.9%	-25.5%
CCP - C		538	325	64	322	305	70	350	340	10.0%	-20.3%
Total*	1,377	3,021	3,371	1,213	2,638	3,043	1,140	2,740	3,172	2.3%	-9.2%

* Total is unduplicated for student types

**SP preliminary as of 2/21/22*

**Central Ohio Technical College
Budgeted Enrollment Projections - FTE**

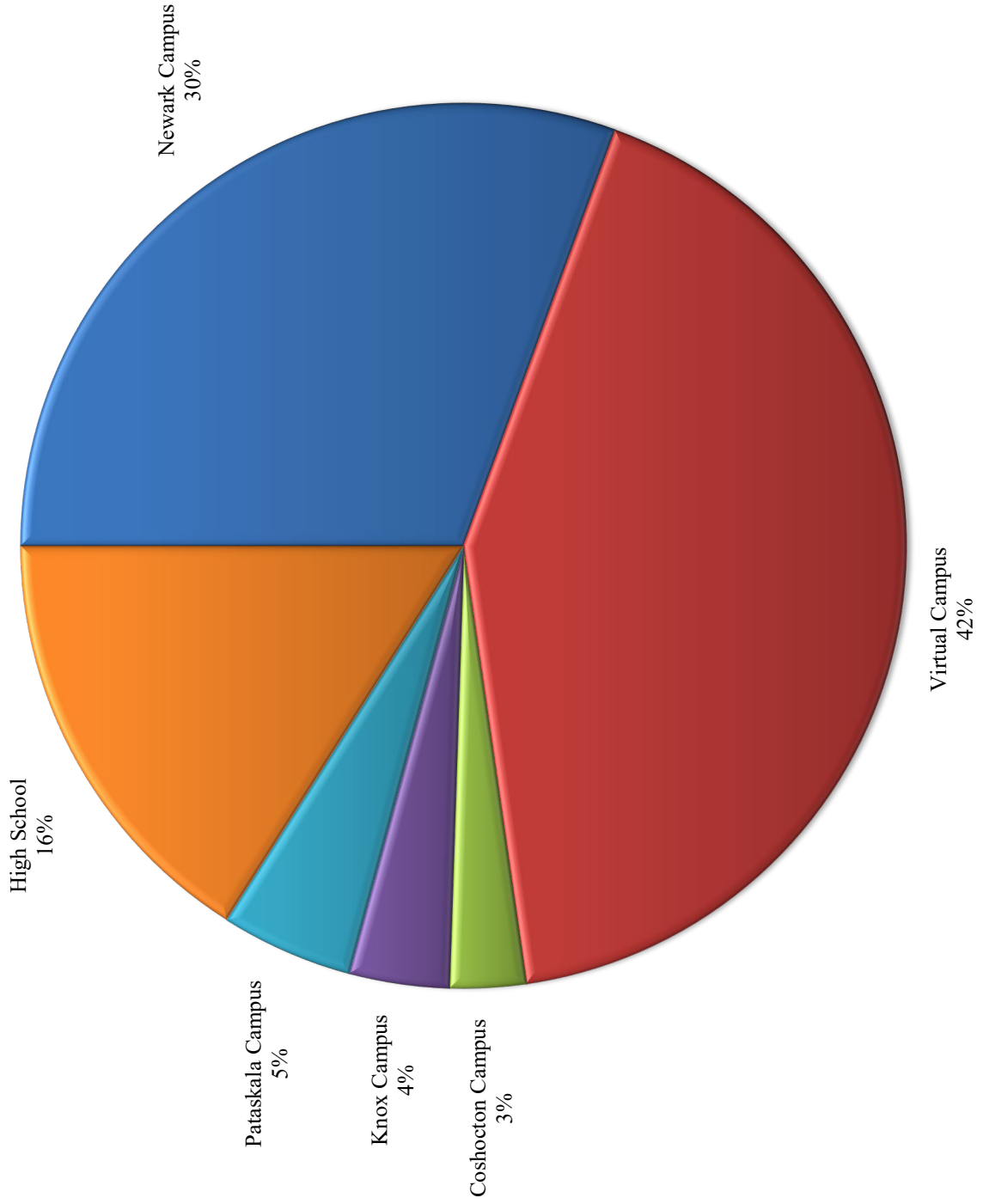
	FY22 Budget			FY22 Actual			FY23 Budget			% to FY22 Actual	% to FY22 Budget
	21SM	21AU	22SP	21SM	21AU	22SP	22SM	22AU	23SP		
Newark Campus											
Regular	258.1	723.7	728.6	306.3	629.8	588.9	207.4	405.4	433.2	-31.4%	-38.8%
CCP - C	4.2	34.5	34.3	2.1	23.6	21.5	1.9	11.2	11.1	-48.7%	-66.9%
Total	262.3	758.1	762.9	308.4	653.4	610.4	209.3	416.7	444.3	-31.9%	-40.0%
Virtual Campus											
Regular	312.2	294.7	239.5	153.3	262.0	247.0	284.1	573.4	445.0	96.7%	53.9%
CCP - C	23.7	114.9	73.2	18.7	59.4	56.0	20.4	79.1	75.8	30.7%	-17.2%
Total	335.9	409.6	312.7	171.9	321.4	303.0	304.5	652.6	520.7	85.6%	39.6%
Coshocton Campus											
Regular	12.6	57.9	35.5	20.1	19.1	15.2	20.4	38.1	32.8	67.7%	-14.0%
CCP - C	0.8	7.5	3.6	0.5	0.9	1.6	1.7	1.7	2.5	93.7%	-50.4%
Total	13.4	65.4	39.1	20.6	19.9	16.9	22.1	39.8	35.2	69.1%	-17.6%
Knox Campus											
Regular	7.1	55.3	30.7	19.4	26.5	17.7	17.4	28.3	28.9	17.4%	-19.8%
CCP - C	-	53.0	41.3	-	25.4	22.9	1.7	28.6	23.2	10.6%	-43.3%
Total	7.1	108.2	72.0	19.4	51.9	40.6	19.1	56.9	52.1	14.5%	-31.6%
Pataskala Campus											
Regular	12.7	40.6	26.4	19.1	35.2	45.6	24.7	49.2	52.8	27.0%	59.2%
CCP - C	-	1.0	0.8	0.3	14.9	13.5	-	22.4	19.7	46.9%	2262.9%
Total	12.7	41.6	27.2	19.3	50.1	59.1	24.7	71.6	72.6	31.4%	107.3%
High School											
CCP - A	22.9	133.0	446.8	23.9	153.7	341.5	-	172.1	343.9	-0.6%	-14.4%
CCP - B	-	24.1	36.6	-	48.7	32.2	-	21.4	23.4	-44.7%	-26.3%
Total	22.9	157.2	483.4	23.9	202.5	373.7	-	193.5	367.3	-6.5%	-15.5%
Total FTE											
Regular	602.7	1,172.1	1,060.7	518.1	972.5	914.5	554.0	1,094.4	992.7	9.8%	-6.9%
CCP - A	22.9	133.0	446.8	23.9	153.7	341.5	-	172.1	343.9	-0.6%	-14.4%
CCP - B	-	24.1	36.6	-	48.7	32.2	-	21.4	23.4	-44.7%	-26.3%
CCP - C	28.7	210.7	153.1	21.5	124.2	115.5	25.6	143.0	132.2	15.2%	-23.4%
Total*	654.3	1,540.1	1,697.3	563.6	1,299.2	1,403.7	579.6	1,431.0	1,492.2	7.2%	-10.0%

* Total is unduplicated for student types

**SP preliminary as of 2/21/22*

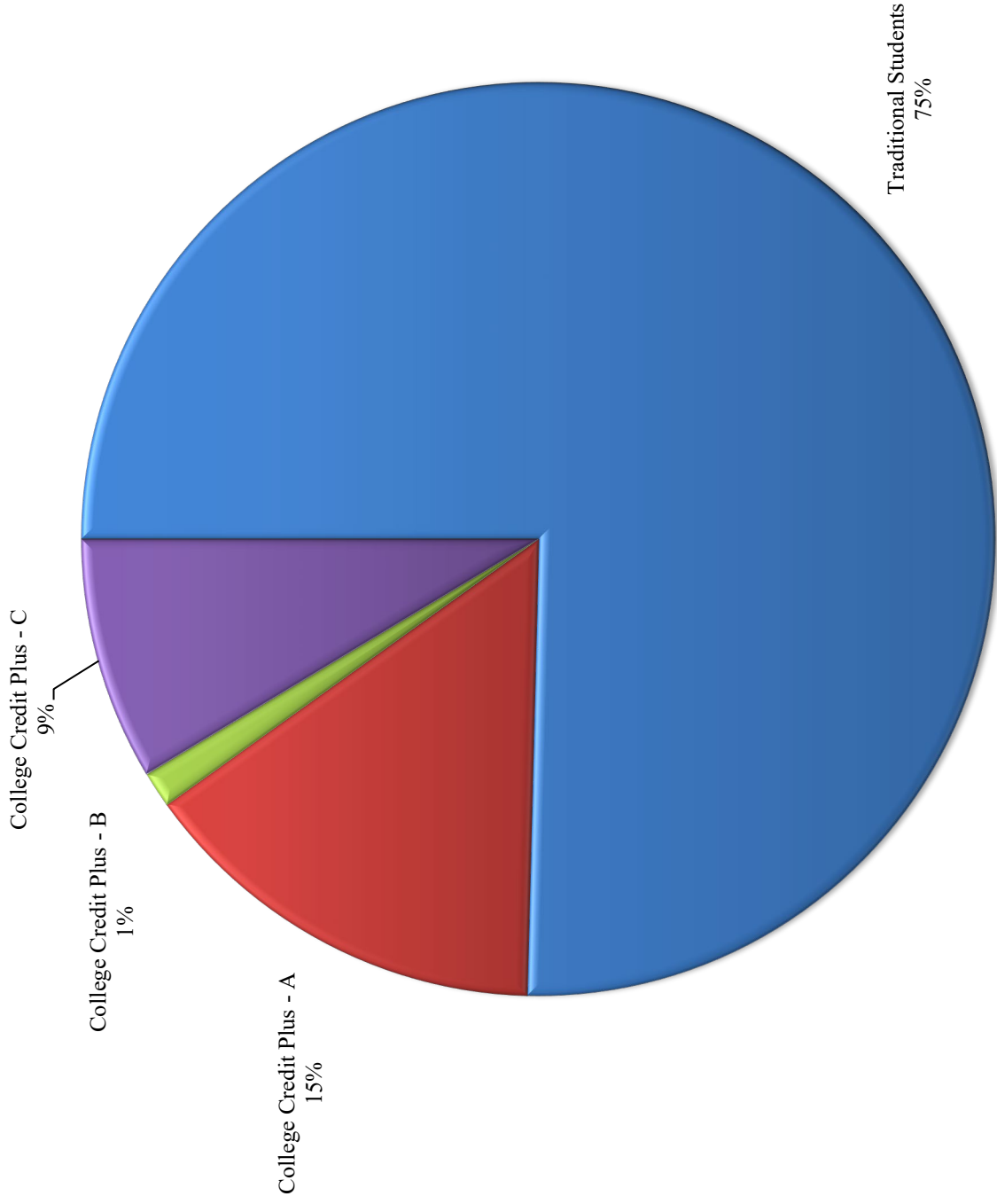
CENTRAL OHIO TECHNICAL COLLEGE

Projected FY2023 FTE by Location



CENTRAL OHIO TECHNICAL COLLEGE

Projected FY2023 FTE by Student Type



CENTRAL OHIO TECHNICAL COLLEGE TUITION INCREASE FISCAL YEAR 2022-2023

The cost of tuition has been a critical point in legislative discussion. We are recommending a 2.5% tuition increase for the 2022-2023 fiscal year. Factors which affected this decision:

- * Community and technical colleges are permitted to increase tuition by \$5 per credit hour in the final version of the state biennial budget bill for FY22 & FY23.
- * A 2.5% tuition increase would result in a \$5 per credit hour increase or \$60 for a full-time student per semester.

TECHNICAL & COMMUNITY COLLEGES

Annualized Fee Comparison FY 2021-2022 (as of Autumn 2021)

	FY21/22		Per Credit	
	Annualized Fees	FY 21/22	Hour Fees	Capped /Uncapped
Ohio State Newark Lower Level	\$ 7,140	\$ 297.50		12-18
Zane State	\$ 5,556	\$ 185.20		Uncapped
Cincinnati State	\$ 5,527	\$ 184.23		Uncapped
James A. Rhodes State	\$ 5,496	\$ 183.20		Uncapped
Terra State	\$ 5,468	\$ 227.83		12-18
Stark State	\$ 5,458	\$ 181.93		Uncapped
Belmont Tech	\$ 5,443	\$ 181.43		Uncapped
Southern State	\$ 5,312	\$ 177.07		Uncapped
North Central	\$ 5,298	\$ 176.60		Uncapped
Marion Tech	\$ 5,122	\$ 197.00		13-18
Columbus State	\$ 5,038	\$ 167.93		Uncapped
Clark State	\$ 5,025	\$ 167.50		Uncapped
Washington State	\$ 4,950	\$ 165.00		Uncapped
Central Ohio Technical College	\$ 4,896	\$ 204.00		12-18
Hocking Tech	\$ 4,702	\$ 195.92		12-16

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

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

Fee Revenue Projection

	Summer 2022	Autumn 2022	Spring 2023	Summer 2023	TOTAL
Instructional Fee	531,636	3,314,080	3,455,935	797,454	8,099,106
General Fee	163,116	1,014,937	1,058,380	244,673	2,481,106
Subtotal	694,752	4,329,017	4,514,315	1,042,128	10,580,212
Miscellaneous Fees:					
Fines and Penalties					6,000
Non-resident Fee					55,000
Acceptance Fee					75,000
Proficiency Fee					2,500
Tuition Payment Plan Service Fee					15,000
Transcript Fee					1,000
Ammunition Fee					28,000
Nursing Course/Testing Fee					335,000
Surgical Tech Fee					9,057
Medical Coding Fee					2,550
Psychology Fee					5,700
DMS Fee					17,000
Health Services Fee					1,800
Anatomy and Physiology Fee					10,000
Subtotal					563,607
High School Student Fee Reduction					(20,000)
College Credit Plus Reduction					(1,570,746)
TOTAL					\$9,553,073

CENTRAL OHIO TECHNICAL COLLEGE

Percentage Fee Increase History

<u>Academic Year</u>	<u>Percentage Increase</u>
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	0.00%
2016-2017	0.00%
2017-2018	0.00%
2018-2019	5.59%
2019-2020	2.65%
2020-2021	2.58%
2021-2022	2.50%
2022-2023	2.45%

CENTRAL OHIO TECHNICAL COLLEGE
Proposed Schedule of Instructional & General Fees
Fiscal Year 2022-2023

Per Credit <u>Hour</u>	(1) Instructional <u>Fee</u>	(2) General <u>Fee</u>	<u>TOTAL</u>
1	160.00	49.00	209.00
2	320.00	98.00	418.00
3	480.00	147.00	627.00
4	640.00	196.00	836.00
5	800.00	245.00	1,045.00
6	960.00	294.00	1,254.00
7	1,120.00	343.00	1,463.00
8	1,280.00	392.00	1,672.00
9	1,440.00	441.00	1,881.00
10	1,600.00	490.00	2,090.00
11	1,760.00	539.00	2,299.00
12	1,920.00	588.00	2,508.00
13	1,920.00	588.00	2,508.00
14	1,920.00	588.00	2,508.00
15	1,920.00	588.00	2,508.00
16	1,920.00	588.00	2,508.00
17	1,920.00	588.00	2,508.00
18	1,920.00	588.00	2,508.00
19	2,080.00	637.00	2,717.00
20	2,240.00	686.00	2,926.00

(\$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 2022-2023

Acceptance Fee	\$80.00
eTranscripts (First two are FREE)	\$10.00
Diploma Replacement Fee	\$20.00
Fingerprinting Fee	\$25 - \$60
Academic Assessment Test Fee	\$5.00 - \$50.00
Proficiency Fee	\$30.00
Portfolio Fee	\$75.00
Tuition Payment Plan (TPP) Service Fee	\$21.00/\$27.00
Reenrollment Fee	\$55.00
Late TPP Fee	\$15.00
DMS Course Fees	\$225.00 - \$365.00
Health Services Program-Course Fee	\$30.00-\$50.00
Law Enforcement Ammunition Fee	\$400.00
Nursing Course/Testing Fees	\$20.00 - \$375.00
Surgical Tech Course/Testing Fees	\$30.00 - \$275.00
Digital Textbook Passthrough	\$10.00 - \$150.00
Biology course fee - equipment use	\$150.00
Medical Coding Course/Testing fee	\$655.00
<u>SENIOR CITIZENS - NON CREDIT</u>	- no charge -

CENTRAL OHIO TECHNICAL COLLEGE
Proposed Staff and Faculty Compensation Investments
Fiscal Year 2022 – 2023

SALARY INCREASES

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*.

The staff and full-time faculty salary pool investment is three percent (3%). Additionally, a \$22,780 equity pool is established for distribution to staff to address adjustments to minimum market rates as identified by The Ohio State University’s Career Roadmap project. For faculty, an additional \$15,000 is included for rank and promotion increases.

Part-time faculty are paid per contact hour based on degree level in accordance with the following: Associate’s or less = \$38.50, Bachelor’s = \$42.75, Master’s = \$47.60, and Doctorate = \$48.25. New part-time faculty rates are effective Autumn 2022.

GRAND TOTAL

\$520,080

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED INSTRUCTIONAL SUPPORT BUDGET

SUMMARY

	STEM and Arts & Sciences	Academy of Computer and Business Technologies	Health Sciences	Institute for Public Services and Safety	Miscellaneous	Total Instructional Support
PERSONNEL						
Salaries	2,408,573	865,186	3,184,290	931,128	(88,841)	7,300,335
Benefits	592,655	225,830	849,991	221,466	5,092	1,895,033
Subtotal	3,001,228	1,091,016	4,034,280	1,152,594	(83,749)	9,195,369
OPERATING						
Supplies & Services	115,616	26,420	669,727	193,065	(185,505)	819,323
Equipment & Software	-	850	13,000	-	-	13,850
Subtotal	115,616	27,270	682,727	193,065	(185,505)	833,173
Grand Total	\$3,116,844	\$1,118,286	\$4,717,007	\$1,345,659	(\$269,254)	\$10,028,542

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED INSTRUCTIONAL BUDGET
STEM and Arts & Sciences

Page 1 of 2

	Pre-College	English & Communication	Mathematics	Social & Behavioral Sciences	Biological & Physical Sciences	Engineering Technology
PERSONNEL						
Salaries	-	593,245	376,199	514,294	699,558	124,160
Benefits	-	142,587	89,902	138,008	164,003	37,600
Subtotal	-	735,832	466,101	652,302	863,560	161,760
OPERATING						
Supplies & Services	700	3,400	5,000	8,500	88,866	-
Equipment & Software	-	-	-	-	-	-
Subtotal	700	3,400	5,000	8,500	88,866	-
Grand Total	\$700	\$739,232	\$471,101	\$660,802	\$952,426	\$161,760

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED INSTRUCTIONAL BUDGET
STEM and Arts & Sciences

Page 2 of 2

	Electrical Engineering Tech	Mechanical Engineering Tech	Architectural Engineering Tech	Civil Engineering Technology	Manufacturing Engineering Tech	Total STEM and Arts and Sciences
PERSONNEL						
Salaries	52,124	16,338	23,986	6,583	2,086	2,408,573
Benefits	12,717	2,614	3,838	1,053	334	592,655
Subtotal	64,841	18,952	27,824	7,636	2,420	3,001,228
OPERATING						
Supplies & Services	5,100	600	1,600	1,850	-	115,616
Equipment & Software	-	-	-	-	-	-
Subtotal	5,100	600	1,600	1,850	-	115,616
Grand Total	\$69,941	\$19,552	\$29,424	\$9,486	\$2,420	3,116,844

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED INSTRUCTIONAL BUDGET

Academy of Computer and Business Technologies

	Business Management	Accounting	Information Technology	Culinary Science	Digital Media Design	Total Academy of Computer and Business Technologies
PERSONNEL						
Salaries	369,495	72,751	237,064	2,634	183,242	865,186
Benefits	96,024	20,141	61,821	421	47,422	225,830
Subtotal	465,519	92,892	298,885	3,055	230,664	1,091,016
OPERATING						
Supplies & Services	7,720	1,950	10,900	-	5,850	26,420
Equipment & Software	-	-	850	-	-	850
Subtotal	7,720	1,950	11,750	-	5,850	27,270
Grand Total	\$473,239	\$94,842	\$310,635	\$3,055	\$236,514	\$1,118,286

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED INSTRUCTIONAL BUDGET

Health Sciences

	Radiologic Science Technology	DMS	Surg Tech	Health Services	Nursing PN	Nursing	Nursing NA	Total Health Sciences
PERSONNEL								
Salaries	197,423	298,919	180,793	89,750	309,802	2,107,602	-	3,184,290
Benefits	52,868	81,654	52,780	14,360	84,138	564,190	-	849,991
Subtotal	250,292	380,573	233,573	104,110	393,940	2,671,791	-	4,034,280
OPERATING								
Supplies & Services	16,650	43,355	38,007	32,900	9,115	399,700	130,000	669,727
Equipment & Software	1,500	-	-	-	6,000	5,500	-	13,000
Subtotal	18,150	43,355	38,007	32,900	15,115	405,200	130,000	682,727
Grand Total	\$268,442	\$423,928	\$271,580	\$137,010	\$409,055	\$3,076,991	\$130,000	\$4,717,007

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED INSTRUCTIONAL BUDGET

Institute for Public Services and Safety

	EMT	Criminal Justice/ Law Enforcement	Fire Science	Human Services	Early Childhood Education	Total Institute for Public Service & Safety
PERSONNEL						
Salaries	16,171	425,342	88,118	289,588	111,909	931,128
Benefits	2,587	94,290	23,992	73,312	27,285	221,466
Subtotal	18,758	519,631	112,110	362,900	139,194	1,152,594
OPERATING						
Supplies & Services	32,400	79,130	36,600	35,165	9,770	193,065
Equipment & Software	-	-	-	-	-	-
Subtotal	32,400	79,130	36,600	35,165	9,770	193,065
Grand Total	\$51,158	\$598,761	\$148,710	\$398,065	\$148,964	\$1,345,659

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED INSTRUCTIONAL BUDGET

Miscellaneous

	Unmanned Aircraft Systems Program	Expanded Functions Dental Auxiliary	Faculty Development	Faculty Redistribution	Total Miscellaneous
PERSONNEL					
Salaries	-	-	-	(88,841)	(88,841)
Benefits	-	-	-	5,092	5,092
Subtotal	-	-	-	(83,749)	(83,749)
OPERATING					
Supplies & Services	8,250	5,000	9,100	(207,855)	(185,505)
Equipment & Software	-	-	-	-	-
Subtotal	8,250	5,000	9,100	(207,855)	(185,505)
Grand Total	\$8,250	\$5,000	\$9,100	(\$291,604)	(\$269,254)

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED PUBLIC SERVICE BUDGET

	Conference Services	Total Public Service
PERSONNEL		
Salaries	21,380	21,380
Benefits	9,565	9,565
Subtotal	30,945	30,945
OPERATING		
Supplies & Services	375	375
Equipment & Software	-	-
Subtotal	375	375
Grand Total	\$31,320	\$31,320

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED ACADEMIC SUPPORT BUDGET

	Academic Admin	COTC Accreditation & Assessment	CS Career Services	Academic Division	Application Support	NCS & CS Library	Total Academic Support
PERSONNEL							
Salaries	522,620	-	38,792	208,690	-	143,831	913,934
Benefits	198,246	-	12,587	70,955	-	42,921	324,709
Subtotal	720,867	-	51,379	279,645	-	186,752	1,238,643
OPERATING							
Supplies & Services	16,466	9,000	3,229	13,500	135,259	62,745	240,199
Equipment & Software	-	-	-	-	-	367	367
Subtotal	16,466	9,000	3,229	13,500	135,259	63,111	240,565
Grand Total	\$737,333	\$9,000	\$54,608	\$293,145	\$135,259	\$249,864	\$1,479,208

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED STUDENT SERVICES BUDGET

Page 1 of 3

	Gateway: Newark	Gateway: Coshocton	Gateway: Knox	Gateway: Pataskala	NCS Recruitment	NCS Coshocton Recruitment
PERSONNEL						
Salaries	1,088,104	51,942	57,886	46,800	-	-
Benefits	402,562	14,660	16,681	12,912	-	-
Subtotal	1,490,666	66,603	74,567	59,712	-	-
OPERATING						
Supplies & Services	84,141	6,200	7,800	6,200	238,500	68,630
Equipment & Software	-	-	-	-	-	-
Subtotal	84,141	6,200	7,800	6,200	238,500	68,630
Grand Total	\$1,574,807	\$72,803	\$82,367	\$65,912	\$238,500	\$68,630

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED STUDENT SERVICES BUDGET

Page 2 of 3

	NCS Knox Recruitment	NCS Pataskala Recruitment	College Credit Plus Supplies	Financial Aid	NCS Commencement	NCS Campus Access Committee
PERSONNEL						
Salaries	-	-	-	183,430	-	-
Benefits	-	-	-	71,253	-	-
Subtotal	-	-	-	254,683	-	-
OPERATING						
Supplies & Services	68,630	68,630	10,500	15,358	39,200	27,000
Equipment & Software	-	-	-	-	-	-
Subtotal	68,630	68,630	10,500	15,358	39,200	27,000
Grand Total	\$68,630	\$68,630	\$10,500	\$270,040	\$39,200	\$27,000

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED STUDENT SERVICES BUDGET

Page 3 of 3

	CS Student Life Admin	CS Sports & Organizations	Student Success Skills	NCS Coshocton GED	CS Disability Services	Total Student Support
PERSONNEL						
Salaries	142,785	48,268	351,472	-	124,497	2,095,183
Benefits	51,481	8,599	108,873	-	42,717	729,738
Subtotal	194,266	56,866	460,345	-	167,213	2,824,921
OPERATING						
Supplies & Services	17,970	42,141	30,000	300	2,919	734,119
Equipment & Software	-	-	-	-	1,537	1,537
Subtotal	17,970	42,141	30,000	300	4,456	735,656
Grand Total	\$212,236	\$99,008	\$490,345	\$300	\$171,670	\$3,560,577

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 1 of 3

	NCS & CS Executive Office	NCS & CS Institutional Advancement	NCS Board of Trustees	NCS Ext Campus Consortium	NCS & CS Business & Finance	CS Staff Develop.	NCS & CS Human Resources	Diversity, Equity & Inclusion
PERSONNEL								
Salaries	379,475	95,492	-	-	183,366	-	135,574	-
Benefits	137,718	35,614	-	-	62,345	-	48,590	-
Subtotal	517,193	131,106	-	-	245,711	-	184,165	-
OPERATING								
Supplies & Services	19,625	27,500	12,475	8,500	153,050	663	95,189	13,250
Equipment & Software	23,624	-	-	400	-	-	-	-
Subtotal	43,249	27,500	12,475	8,900	153,050	663	95,189	13,250
Grand Total	\$560,442	\$158,606	\$12,475	\$8,900	\$398,761	\$663	\$279,354	\$13,250

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 2 of 3

	Institutional Research	NCS & CS Chief of Staff & Planning Support	NCS & CS Purchasing	NCS & CS Bursar	NCS & CS Accounting	NCS & CS Technology Services	CS Marketing & Public Relations
PERSONNEL							
Salaries	262,136	77,964	79,636	91,202	149,214	-	159,455
Benefits	89,126	27,599	33,271	37,473	54,435	-	56,688
Subtotal	351,262	105,564	112,908	128,675	203,649	-	216,143
OPERATING							
Supplies & Services	13,500	5,450	5,128	-	280,973	647,595	16,387
Equipment & Software	-	-	-	-	-	-	116
Subtotal	13,500	5,450	5,128	-	280,973	647,595	16,503
Grand Total	\$364,762	\$111,014	\$118,036	\$128,675	\$484,622	\$647,595	\$232,646

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 3 of 3

	CS		CS		CS		Telephone		Telephone		Total Institutional Support
	Performing Arts	Services Center	Telecomm. & Telephone	Coshocton	Knox	Pataskala	Pataskala	Pataskala			
PERSONNEL											
Salaries	-	20,595	-	-	-	-	-	-	-	-	1,634,110
Benefits	-	7,494	-	-	-	-	-	-	-	-	590,354
Subtotal	-	28,089	-	-	-	-	-	-	-	-	2,224,464
OPERATING											
Supplies & Services	18,300	71,771	1,723,839	18,200	13,700	17,200	18,200	13,700	17,200	17,200	3,162,295
Equipment & Software	-	(3,843)	-	-	-	-	-	-	-	-	20,298
Subtotal	18,300	67,929	1,723,839	18,200	13,700	17,200	18,200	13,700	17,200	17,200	3,182,593
Grand Total	\$18,300	\$96,017	\$1,723,839	\$18,200	\$13,700	\$17,200	\$18,200	\$13,700	\$17,200	\$17,200	\$5,407,057

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED OPERATING & MAINTENANCE OF PLANT BUDGET

Page 1 of 2

	NCS & CS		NCS		NCS		NCS		CS	
	Facilities		Coshocton Facilities	Knox Facilities	Pataskala Facilities	Utilities	CS	Custodial		
PERSONNEL										
Salaries	130,703		88,028	80,548	88,950	-				10,106
Benefits	45,985		37,383	35,822	37,582	-				3,267
Subtotal	176,688		125,410	116,370	126,532	-				13,374
OPERATING										
Supplies & Services	(7,996)		162,990	123,700	113,020	279,310				256,712
Equipment & Software	4,593		-	-	-	-				-
Subtotal	(3,402)		162,990	123,700	113,020	279,310				256,712
Grand Total	\$173,286		\$288,400	\$240,070	\$239,552	\$279,310				\$270,086

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED OPERATING & MAINTENANCE OF PLANT BUDGET

Page 2 of 2

	CS				Total Facilities
	CS Maintenance	CS Grounds	NCS Hall House	Public Safety	
PERSONNEL					
Salaries	92,379	72,644	-	100,640	663,996
Benefits	31,669	22,157	-	36,362	250,227
Subtotal	124,047	94,800	-	137,002	914,223
OPERATING					
Supplies & Services	36,451	37,223	23,500	24,009	1,048,920
Equipment & Software	-	-	-	(6,625)	(2,032)
Subtotal	36,451	37,223	23,500	17,384	1,046,889
Grand Total	\$160,498	\$132,024	\$23,500	\$154,386	\$1,961,111

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2022-2023

PROPOSED GENERAL OVERHEAD BUDGET

	<u>NCS & CS</u>	<u>NCS</u>	<u>NCS</u>	<u>NCS</u>	<u>NCS</u>	<u>Total</u>
	Capital	Coshocton	Knox	Pataskala	Capital Equip.	General
	Equipment	Capital Equip.	Capital Equip.	Capital Equip.	Capital Equip.	Overhead
PERSONNEL						
Salaries	-	-	-	-	-	-
Benefits	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
OPERATING						
Supplies & Services	516,475	22,000	5,000	-	-	543,475
Equipment & Software	-	-	-	-	-	-
Subtotal	<u>516,475</u>	<u>22,000</u>	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>543,475</u>
Grand Total	\$516,475	\$22,000	\$5,000	\$0	\$0	\$543,475

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2022-2023

PROPOSED AUXILIARY ENTERPRISES BUDGET

	CS Food Service	Total Auxiliary	
PERSONNEL			
Salaries	-	-	
Benefits	-	-	
Subtotal	-	-	
OPERATING			
Supplies & Services	4,770	4,770	
Equipment & Software	530	530	
Subtotal	5,300	5,300	
Grand Total	\$5,300	\$5,300	

CENTRAL OHIO TECHNICAL COLLEGE
I & G Expenditures
2022-2023 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	\$ 7,078,480	\$ 21,380	\$ 855,130	\$ 1,907,732	\$ 1,512,222	\$ 607,822	\$ -	\$ -	\$ 11,982,767	52.06%
Benefits	1,895,033	9,565	324,709	729,738	590,354	250,227	-	-	3,799,626	16.51%
Professional Services	258,946	-	14,832	206,054	1,812,618	474,612	-	4,108	2,771,169	12.04%
Annual Srv Agreements/Licensing	21,365	-	141,233	6,000	714,696	-	-	-	883,293	3.84%
Supplies	552,857	375	8,121	34,625	38,713	91,512	-	398	726,601	3.16%
Capital Equipment	-	-	-	-	-	-	543,475	-	543,475	2.36%
Utilities	-	-	-	-	-	444,290	-	-	444,290	1.93%
Advertising	-	-	-	380,201	51,656	-	-	-	431,857	1.88%
Professional Development	46,775	-	33,302	42,351	30,809	7,347	-	-	160,584	0.70%
Student Wages	4,000	-	26,669	110,103	4,313	13,572	-	-	158,658	0.69%
Bad Debts	-	-	-	-	150,000	-	-	-	150,000	0.65%
Insurance	-	-	-	-	141,600	-	-	-	141,600	0.62%
Dues & Memberships	19,065	-	5,975	6,431	80,271	1,675	-	-	113,416	0.49%
Travel	51,575	-	4,349	33,065	9,975	3,574	-	-	102,539	0.45%
Repairs/Maintenance	39,400	-	193	3,546	13,120	25,538	-	265	82,062	0.36%
Equipment Rental/Leasing	4,000	-	452	263	73,571	1,643	-	-	79,929	0.35%
Printing	450	-	1,019	61,106	13,150	-	-	-	75,725	0.33%
Lunches, Dinners & Receptions	9,000	-	6,187	20,072	28,740	862	-	-	64,860	0.28%
Online Fee Pay Bank Charge	-	-	-	-	60,000	-	-	-	60,000	0.26%
Subscriptions, Periodicals & Books	1,320	-	50,612	236	2,595	94	-	-	54,858	0.24%
Accreditation	29,175	-	3,500	-	-	-	-	-	32,675	0.14%
Postage	-	-	-	700	29,616	-	-	-	30,316	0.13%
Scholarships, Medals & Prizes	3,250	-	2,558	16,697	7,145	309	-	-	29,959	0.13%
Space Rental	-	-	-	-	-	29,000	-	-	29,000	0.13%
Overhead	-	-	-	-	23,624	-	-	-	23,624	0.10%
Equipment under \$2,500 & Software	13,850	-	367	1,537	648	4,593	-	530	21,525	0.09%
Phone	-	-	-	121	13,120	4,443	-	-	17,684	0.08%
Employee Recruitment	-	-	-	-	4,500	-	-	-	4,500	0.02%
Total	\$ 10,028,542	\$ 31,320	\$ 1,479,208	\$ 3,560,577	\$ 5,407,057	\$ 1,961,111	\$ 543,475	\$ 5,300	\$ 23,016,590	100%

CENTRAL OHIO TECHNICAL COLLEGE
I & G Expenditures
2022-2023 Proposed Budget by Category Compared to 2021-2022

	FY22-23 Proposed Budget		FY21-22 Budget		%		%		Explanation of Changes
	Total	%	Total	%	Change	%	Change		
Salaries	\$ 11,982,767	52.06%	\$ 11,658,152	51.32%	2.78%			Salary increases net of position changes	
Benefits	\$ 3,799,626	16.51%	\$ 3,844,535	16.92%	-1.17%			Benefit percentage reductions net of position changes	
Professional Services	\$ 2,771,169	12.04%	\$ 3,115,226	13.71%	-11.04%			Reallocation of budget for course fee accountants to supplies	
Annual Srv Agreements/Licensing	\$ 883,293	3.84%	\$ 841,360	3.70%	4.98%			Align budgets to actual expenses for annual maintenance agreements	
Supplies	\$ 726,601	3.16%	\$ 362,578	1.60%	100.40%			Reallocation of budget for course fee accountants from services	
Capital Equipment	\$ 543,475	2.36%	\$ 535,364	2.36%	1.52%			Increase in capital budget	
Utilities	\$ 444,290	1.93%	\$ 436,180	1.92%	1.86%			Align budgets to actual expenses for gas, electric, water and sewer	
Advertising	\$ 431,857	1.88%	\$ 423,242	1.86%	2.04%			Increase advertising budgets	
Professional Development	\$ 160,584	0.70%	\$ 157,045	0.69%	2.25%			Slight increase in professional development	
Student Wages	\$ 158,658	0.69%	\$ 256,265	1.13%	-38.09%			Reallocation of student wages for Student Success Center	
Bad Debts	\$ 150,000	0.65%	\$ 150,000	0.66%	0.00%			No change	
Insurance	\$ 141,600	0.62%	\$ 118,775	0.52%	19.22%			Increase in insurance expenses	
Dues & Memberships	\$ 113,416	0.49%	\$ 102,416	0.45%	10.74%			Increase in Nursing memberships for clinical ACEMAPP	
Travel	\$ 102,539	0.45%	\$ 106,536	0.47%	-3.75%			Decrease in mileage reimbursement budgets	
Repairs/Maintenance	\$ 82,062	0.36%	\$ 73,040	0.32%	12.35%			Increase in repairs budget for instructional equipment	
Equipment Rental/Leasing	\$ 79,929	0.35%	\$ 82,191	0.36%	-2.75%			Change in cost-share percentage	
Printing	\$ 75,725	0.33%	\$ 74,354	0.33%	1.84%			Increase in printing budget for Gateway	
Lunches, Dinners & Receptions	\$ 64,860	0.28%	\$ 63,346	0.28%	2.39%			Increase in lunches budget for Gateway	
Online Fee Pay Bank Charge	\$ 60,000	0.26%	\$ 60,000	0.26%	0.00%			No change	
Subscriptions, Periodicals & Books	\$ 54,858	0.24%	\$ 40,251	0.18%	36.29%			Increase in subscription budget for Library	
Accreditation	\$ 32,675	0.14%	\$ 43,930	0.19%	-25.62%			Align budgets to actual expenses for accreditation	
Postage	\$ 30,316	0.13%	\$ 30,440	0.13%	-0.41%			Reduction in extended campus postage budgets	
Scholarships, Medals & Prizes	\$ 29,959	0.13%	\$ 15,376	0.07%	94.84%			Addition of emergency fund in development account	
Space Rental	\$ 29,000	0.13%	\$ 25,000	0.11%	16.00%			Slight increase in space rental for Pataskala	
Overhead	\$ 23,624	0.10%	\$ 41,125	0.18%	-42.55%			Reduce overhead expense for decrease in internal events	
Equipment under \$2,500 & Software	\$ 21,525	0.09%	\$ 29,020	0.13%	-25.83%			Reallocation of software budget for Student Success Center	
Phone	\$ 17,684	0.08%	\$ 25,357	0.11%	-30.26%			Align budgets to actual expense for phone	
Employee Recruitment	\$ 4,500	0.02%	\$ 4,500	0.02%	0.00%			No change	
Total	\$ 23,016,590	100%	\$ 22,715,605	100%					

**Central Ohio Technical College
Proposed Capital & Maintenance Projects
Fiscal Year 2022-2023**

Campus Maintenance & Improvements

Central Ohio Technical College	Proposed Budget	
1 Coshocton Campus - Exterior Stucco Painting	\$ 17,000	
2 Hall-Coe House Portico Roof Replacement	7,000	
3 Hall-Coe House Garage Doors	5,000	
4 COTC Snow Removal Contingency	5,000	
5 Coshocton Campus - HVAC Contingency Fund	5,000	
6 Knox Campus - HVAC Contingency Fund	5,000	
	5,000	\$ 44,000

Cost-shared		
7 Squire-Whipple Bridge Repairs	\$ 40,000	
8 Adena Motor Control Center	37,500	
9 Project Manager Discretionary Fund	30,000	
10 Cost Shared Snow Removal Contingency Fund	20,000	
11 Lenel Contingency Fund	20,000	
12 Sidewalk French Drains	20,000	
13 Campus Tree Trimming	15,000	
14 Electrical Project Discretionary Fund	15,000	
15 Warner Center Kitchen and Alford Center Water Softeners	15,000	
16 Miscellaneous Sidewalk and Curb Replacement	10,000	
17 Patriotic Concert - Department Overtime	5,000	
	5,000	\$ 231,500

Replacement of Campus Furniture, Fixtures & Equipment

Central Ohio Technical College	Proposed Budget	
18 COTC Renewals & Replacements	\$ 15,000	
19 New Hire Furniture & ITS Equipment	5,000	
20 Wellness Furniture (NCS)	5,000	
	5,000	\$ 25,000

Cost-shared		
21 Reese Cyber Café Remodel and Furniture	\$ 55,000	
22 Campus Marquee Sign Display Panel	50,000	
23 Warner Center Furniture Replacements	50,000	
24 Classroom Chair Replacements	30,000	
25 Classroom Glass Boards	25,000	
26 Grasshopper Mower	22,000	
27 Cost-Shared Renewals & Replacements	20,000	
28 Public Safety Police Vehicle	15,000	
29 Rotary Restrooms Vandal-Resistant Fixtures	10,000	
30 Light Pole Banner Replacement	8,000	
31 Miscellaneous Interior Campus Signage	7,500	
32 Reese Center Services Renewals & Replacements	5,000	
33 Wellness Furniture (CS)	5,000	
	5,000	\$ 302,500

**Central Ohio Technical College
Proposed Capital & Maintenance Projects
Fiscal Year 2022-2023**

Replacement of Information Technology Equipment and Software

Central Ohio Technical College	Proposed Budget	
34 Ellucian ADAP Provisioning	\$ 29,164	
35 Master Scheduling Software	24,000	
36 Ellucian Experience (Premium)	<u>16,000</u>	
		\$ 69,164
Cost-shared		
37 H53 Audiovisual Upgrades	\$ 30,000	
38 Wide Format Poster Printer	9,000	
39 Electric Stacker for Receiving Area	8,700	
40 Plotter for Facilities Office	<u>5,500</u>	
		\$ 53,200

New Initiatives

Central Ohio Technical College	Proposed Budget	
41 COTC One-Touch Studio	\$ 125,000	
42 Enrollment Outreach Campaign	55,000	
43 COTC RN to BSN Degree Paid Advertising Campaign	27,000	
44 New Degree: Respiratory Therapy Advertising	20,000	
45 HLC Change Request Fees	15,000	
46 COTC External DEI Evaluation	<u>15,000</u>	
		\$ 263,225
Cost-Shared		
47 EV Charging Station	<u>\$ 11,500</u>	
		\$ 11,500

CENTRAL OHIO TECHNICAL COLLEGE
Development Fund
Board Designated Account
Proposed Budget 2022-2023

Program	Institution		Total
	COTC	BOTH	By Program
Faculty/Staff/Student Support			
Faculty Orientation	6,000		
Flower Fund		2,500	
Employee Recognition		6,600	
Student Recognition		1,000	
Student Emergency Fund	15,000		
Total Faculty/Staff/Student Support			\$31,100
Community Relations			
Advisory Programs	3,000		
President's Discretionary	13,200	4,200	
Newark Campus Outreach & Engagement		4,000	
Leadership Reflections		2,300	
Total Community Relations			\$26,700
Development Fund Total Budget			\$57,800

**NEWARK CAMPUS
COTC DEVELOPMENT FUND
PROPOSED BUDGET
Project Description 2022-2023**

<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.
Student Emergency Fund	COTC	This fund is dedicated to support student emergency needs.

<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.
Leadership Reflections	Both	This fund was set aside to provide operating funds for the leadership reflections program. This program will provide leadership training and development for both COTC and Ohio State Newark.

**Proposed FY23 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, 2022 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 John M. Berry, Ph.D., President, Central Ohio Technical College

Date Michael Papadakis, Sr. Vice President for Business and Finance and Chief Financial Officer, The Ohio State University

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.

At the Newark campus, Campus Council membership includes the President of Central Ohio Technical College, the Dean and Director of The Ohio State University at Newark, the Vice President/Director for Business and Finance, the Vice President and Chief of Staff, the Ohio State Newark Associate Dean, COTC's Provost, the OTDI Relationship Manager assigned to the campus, the Director of Advancement, the Marketing and Public Relations Director, the Director of Student Life, faculty members designated by the dean and director and president, and student representatives as needed.

The core team of Campus Council, comprised of the President of Central Ohio Technical College, the Dean and Director of The Ohio State University at Newark, the Vice President/Director for Business and Finance, and the Vice President and Chief of Staff, meets on a monthly basis. Other standing members of the Campus Council are invited to attend as agenda items dictate. The core team serves as the Executive Management Subcommittee of Campus Council.

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, performing arts, advancement office, 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 Advancement 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 Multi-cultural Affairs and Student Activities.

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

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 Services Center 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 Career Services and Marketing and Public Relations.

The cost-share percentages are calculated annually based on an average of the two previous year’s 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. Headcount and FTE Newark Campus factors include Newark Campus enrollment only. College Credit Plus Option A and B Headcount and FTE are excluded from all calculations.

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 2022-2023 can be found in Appendix B Section 4 (2022-2023 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		
	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
	2016-17		50.0%		50.0%	50/50 Factor
			51.9%		48.1%	Headcount Factor - Newark
			64.4%		35.6%	FTE Factor - Newark
			40.7%		59.3%	Headcount Factor - All Enrollment
			49.8%		50.2%	FTE Factor - All Enrollment
	2017-18		50.0%		50.0%	50/50 Factor
			53.7%		46.3%	Headcount Factor - Newark
			66.8%		33.2%	FTE Factor - Newark
			43.5%		56.5%	Headcount Factor - All Enrollment
			53.6%		46.4%	FTE Factor - All Enrollment
	2018-19		50.0%		50.0%	50/50 Factor
			56.5%		43.5%	Headcount Factor - Newark
			69.3%		30.7%	FTE Factor - Newark
			46.5%		53.5%	Headcount Factor - All Enrollment
			56.5%		43.5%	FTE Factor - All Enrollment
	2019-20		50.0%		50.0%	50/50 Factor
			58.3%		41.7%	Headcount Factor - Newark
			70.7%		29.3%	FTE Factor - Newark
			47.9%		52.1%	Headcount Factor - All Enrollment
			58.4%		41.6%	FTE Factor - All Enrollment
	2020-21		50.0%		50.0%	50/50 Factor
			59.6%		40.4%	Headcount Factor - Newark
			71.9%		28.1%	FTE Factor - Newark
			49.7%		50.3%	Headcount Factor - All Enrollment
			60.1%		39.9%	FTE Factor - All Enrollment
	2021-22		50.0%		50.0%	50/50 Factor
			58.9%		41.1%	Headcount Factor - Newark
			72.2%		27.8%	FTE Factor - Newark
			48.9%		51.1%	Headcount Factor - All Enrollment
			60.0%		40.0%	FTE Factor - All Enrollment
	2022-23		50.0%		50.0%	50/50 Factor
			59.6%		40.4%	Headcount Factor - Newark
			73.5%		26.5%	FTE Factor - Newark
			50.1%		49.9%	Headcount Factor - All Enrollment
			61.4%		38.6%	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
	Diversity, Equity & Inclusion
	Advancement Office
	Executive Office Operations
	Human Resources
	Performing Arts
	Planning Support
Headcount All Enrollment factor includes the following departments:	
	Disability Services
	Enrollment Management
	Student Financial Services - Bursar
	Student Financial Services - Financial Aid
	Student Life Administration
Headcount Newark Campus factor includes the following departments:	
	Multi-cultural Affairs
	Student Activities
	Student Organizations & Clubs
FTE All Enrollment factor includes the following departments:	
	Book Store Revenue
	Career Services
	Facilities Operations
	Library
	Marketing and Public Relations
	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
	Student Intramural Sports
	Telephone Services
	Utilities
Technology Services - per OCIO agreement by contract	

B-4. Cost-share 2022-2023 Revenue/Expense by Department

2022-2023 COST-SHARE REVENUE/EXPENSE			
	Newark Cost-share	COTC'S Share	Ohio State Newark's Share
PUBLIC SERVICE - Conference Services	16,751	8,376	8,376
ACADEMIC SUPPORT			
Career Services	141,472	54,608	86,864
Library	527,485	205,031	322,454
	668,957	259,639	409,318
STUDENT SERVICES			
Disability Services	344,027	171,670	172,358
Enrollment Management	11,000	5,489	5,511
Student Financial Services - Financial Aid	446,966	223,036	223,930
Student Groups & Activities	311,837	99,008	212,829
Student Life Admin	500,211	249,686	250,524
	1,614,041	748,888	865,152
INSTITUTIONAL SUPPORT			
Accounting	298,641	149,320	149,320
Advancement Office	158,962	79,481	79,481
Business & Finance Office	732,895	366,447	366,447
Diversity, Equity, & Inclusion	26,500	13,250	13,250
Executive Office Operations	147,155	73,577	73,577
Human Resources	99,799	49,899	49,899
Marketing & Public Relations	601,155	232,046	369,109
Performing Arts	25,850	12,925	12,925
Chief of Staff and Planning Support	214,828	107,414	107,414
Purchasing	301,207	116,266	184,941
Services Center	362,329	96,017	266,312
Staff Development Committee	2,500	663	1,838
Student Financial Services - Bursar	257,866	128,675	129,191
Technology Services	2,786,863	1,641,867	1,144,995
Telecommunications	46,493	17,946	28,547
Telephone Services	130,000	34,450	95,550
	6,193,042	3,120,245	3,072,797
OPERATION & MAINTENANCE OF PLANT			
Custodial	1,019,191	270,085	749,105
Facilities	1,532,725	468,963	1,063,762
Grounds	498,202	132,024	366,179
Maintenance	605,654	160,498	445,156
Public Safety	529,589	140,341	389,248
	4,185,361	1,171,912	3,013,450
GENERAL OVERHEAD - Capital Equipment	605,400	160,431	444,969
AUXILIARY ENTERPRISES - Food Service	(55,000)	(14,575)	(40,425)
MISC REVENUE - COTC CS	(15,000)	(3,975)	(11,025)
BOOKSTORE REVENUE - CS	(120,000)	(46,320)	(73,680)
CONFERENCE SERVICES REVENUE - CS	(18,000)	(9,000)	(9,000)
	(153,000)	(59,295)	(93,705)
TOTALS	13,075,552	5,395,620	7,679,932

APPENDIX C
Public Service
FY2022-FY2023 (July 1, 2022-June 30, 2023)

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
FY2022-FY2023 (July 1, 2022-June 30, 2023)

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
Program Assistant, Career Development	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 and Instruction Librarian	1.00	Ohio State Newark
Library Associate 1	1.00	Ohio State Newark
Library Media Technical Assistant	1.00	Ohio State Newark
Instruction Librarian	1.00	COTC

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

FY2022-FY2023 (July 1, 2022-June 30, 2023)

E-1: Student Financial Services – Financial Aid

Student Financial Services – 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, Student Financial Services	1.00	COTC
Assistant Director for Customer Service/Processing	1.00	COTC
Student Financial Specialist	3.00	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-2: 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/Dean of Students	1.00	COTC
Assistant Director of Student Life/Assistant Dean of Students	1.00	Ohio State Newark
Coordinator for Student Involvement	1.00	Ohio State Newark
Administrative Assistant	1.00	COTC
Program Manager of Multicultural Affairs	1.00	Ohio State Newark

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

E-3: Student Intramural Sports

Student Intramural Sports encompasses the operation of the Adena Recreation Center including equipment maintenance and repair, the intramural sports program, and student staffing.

Position	FTE	Initially Paid By
Program Coordinator, Recreational Sports	1.00	Ohio State Newark
Program Assistant, Recreational Sports	1.00*	COTC

*10-month position

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

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

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

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

E-5: 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-6: 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
Manager of Disability Services	1.00	COTC
Access Specialist	1.00	COTC
Mental Health Counselor	1.00	Ohio State Newark
Mental Health Counselor	1.00	COTC
Mental Health Therapist	0.50	COTC

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

APPENDIX F

Institutional Support

FY2022-FY2023 (July 1, 2022-June 30, 2023)

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.

Position	FTE	Initially Paid By
Director, Diversity, Equity, & Inclusion	1.00	Ohio State Newark

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

F-2: Advancement Office

The Advancement Office 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 research on corporations, foundations, and individuals who may be 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;

Alumni Relations (COTC and Ohio State Newark):

- 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 their current student bodies.

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

Cost-share Factor: Expenses are cost-shared on the 50/50 factor. Both Ohio State Newark and COTC have established Alumni/Advancement budgets for their individual alumni/advancement goals and these budgets are not cost-shared. The Director of Advancement position is paid 25% by the OSU Advancement Office Columbus Campus, 25% Ohio State Newark, and 50% COTC.

F-3: Diversity, Equity, and Inclusion

This office focuses on the diversity, equity and inclusion goals embedded in the strategic plan and strategic framework for both COTC and Ohio State Newark.

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

F-4: 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-5: Human Resources

This office provides personnel and benefit information to all employees.

Position	FTE	Initially Paid By
Human Resources Assistant	1.00	COTC

Cost-share Factor: Expenses are cost-shared on the 50/50 factor. In January 2021, The Ohio State University transitioned to the Human Resources Service Delivery (HRSD) model. This transition centralized all HR functions for Ohio State into one division and all job postings, recruiting, selecting, hiring, and terminating are managed through this process. Each college/support unit will contribute to the costs of this centralized model. COTC will contribute to the services of an HR Consultant in addition to the FTE listed above.

F-6: Chief of Staff and Planning Support

This office serves as a principal advisor to the COTC president and the Ohio State Newark dean and director and assists with planning and executing complex and sensitive executive and administrative duties, special projects, and initiatives. Assists with advancing the strategic direction of the president and/or the dean and director and work closely with the cabinet and council to communicate and implement the operational and strategic agendas.

Position	FTE	Initially Paid By
VP and Chief of Staff/Chief of Staff	1.00	Ohio State Newark

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

F-7: 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-8: Student Financial Services – Bursar

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

Position	FTE	Initially Paid By
Assistant Director for Systems and Student Accounts	1.00	COTC
Student Accounts Receivable Specialist	1.00	COTC
Student Accounts Specialist	1.00	COTC
Student Financial Specialist	1.00	COTC
Student Accounts Customer Service Specialist	0.50	COTC

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

F-9: Accounting

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

Position	FTE	Initially Paid By
Accounting Manager	1.00	COTC
Accountant	2.00	COTC
Senior Accountant	1.00	COTC

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

F-10: 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.

Cost-share Factor: Maintenance expenses are cost-shared on the FTE All Enrollment factor. During FY1718 the University and the College determined that technology services would transition to a Managed IT Services (MITS) agreement and worked with the OSU Office of Technology and Digital Innovation to execute an agreement for this function. The specifics of the costs (shared and non-shared) are captured in that contract.

F-11: 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
Communications Coordinator	1.00	Ohio State Newark
Digital Communications Specialist	1.00	COTC
Senior Graphic Designer	1.00	COTC
Videographer	1.00	COTC

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

F-12: 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-13: 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-14: Services Center

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

Position	FTE	Initially Paid By
Services Center Supervisor	1.00	Ohio State Newark
Office Assistant	0.75	COTC

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

F-15: Telecommunications

The telecommunications budget support campus infrastructure.

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

F-16: 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

FY2022-FY2023 (July 1, 2022-June 30, 2023)

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 Planning/Application Support Specialist	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	2.00	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
Facilities Electrical and Electronics Systems Technician Senior	1.00	Ohio State Newark
Facilities Renovation and Restoration Technician Senior	1.00	Ohio State Newark
Facilities Building Systems Technician Senior	1.00	Ohio State Newark
Facilities Maintenance Technician	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	1.00	Ohio State Newark

Cost-share Factor: Expenses are cost-shared on the FTE Newark Campus factor. The University and College also contract with Goodwill Industries which provides custodial staff and both management and supervisory duties over custodial services.

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
Staff Sergeant	1.00	Ohio State Newark
Public Safety Officer – Regional Campus	1.00	Ohio State Newark
Security Officer/Dispatcher	4.80	COTC

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

FY2022-FY2023 (July 1, 2022-June 30, 2023)

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
FY2022-FY2023 (July 1, 2022-June 30, 2023)

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
FY2022-FY2023 (July 1, 2022-June 30, 2023)

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
FY2022-FY2023 (July 1, 2022-June 30, 2023)

K-1: Parking

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

Cost-share Factor: All expenditures for parking (supplies and repairs) are charged to the parking account and are not cost-shared. Each fiscal year a budget is allocated to the parking fund. The College and the University pay their respective portion of the budget based upon the FTE Newark Campus cost-share factor. The fund balance is used for parking lot repairs and upgrades.