

**CENTRAL
OHIO
TECHNICAL
COLLEGE**

2023-2024 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**



Proposed Budget Fiscal Year 2023-2024

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CENTRAL OHIO TECHNICAL COLLEGE

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CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

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, 2023 and ending June 30, 2024 (FY24). The budget of \$22,720,517 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 FY2024 budget.

The biennial budget for the State of Ohio is currently in development and the State Share of Instruction budget for FY24 was estimated based on initial calculations by the Ohio Department of Higher Education from the house-passed version of the budget. Final allocations for the year will be based on actual enrollments and will be determined in the fall of 2023. Projected enrollment levels considered in the development of this budget have been materially impacted by both the lingering effects of the pandemic and by the state of the economy. Unemployment rates are very low which historically have negatively affected enrollments at two-year colleges. Although enrollment is low and has been dropping significantly over the last decade, demand for our graduates is extremely high due to staffing shortages in many professions. The proposed biennial budget bill does allow for a 2.5% or \$5 per credit hour tuition increase for FY24, which we are including in this budget. Reflected in this budget is a significant increase in investment income due to a sharp increase in short-term investment rates.

The college has made the strategic decision to operate at an operational deficit for FY24. This has been made possible by the establishment of the enrollment stabilization fund, a special reserve fund created by surpluses in the previous fiscal years. These surpluses resulted from the College's aggressive use of CARES Act funding as well as curtailed spending. An allocation of \$2.0 million is planned for in the FY24 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 to produce graduates vitally needed by the employers in our area. The use of the enrollment stabilization fund will be carefully monitored in

subsequent fiscal years to bring the budget back in alignment either through revenue growth through increases in enrollment or expenditure reductions.

The FY24 budget is a spending plan that will allow the college to continue to meet its mission. The college has made position and operating budget reductions this year due to its fiscal situation balanced against limited new increases caused mainly by inflation. 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 FY24 budget supports the college's primary commitments to student success and institutional growth and stability through efficient academic programs and enrollment and fiscal management. Funding has been included in this budget to support new academic programming in the areas of Engineering Technology, Supply Chain Management, CDL licensing, Unmanned Aircraft Systems (UAS), Respiratory Therapy, and the development of the RN to BSN completion bachelors degree program.

With the announcement of the creation of Intel's computer chip manufacturing campus in Licking County, the college has expended significant investments of personnel resources in working toward the creation and development of educational programming that aligns with the needs of not only Intel but the many supporting industries that it will bring. Grant funding has been received by the two-year colleges in Ohio for programming work as well as marketing initiatives.

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 FY24 budget that continues to support the technology infrastructure of the campus, as well as preserve the physical plant through repairs and maintenance. An exciting capital project now underway is a major renovation for Founders Hall which will now be named Hodges Hall. This shared project between Ohio State Newark and COTC will completely replace the mechanical systems, address deferred maintenance, update the facade and completely redesign the interior of the building.

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 2023-2024

REVENUES

Operating Revenues

Tuition and Fees	8,485,275	
Sales and Services of Educational Departments	60,660	
Auxiliary Enterprises	2,570	
Other Operating Revenue	44,211	
Total Operating Revenues		\$8,592,716

EXPENSES

Operating Expenses

Education and General		
Instructional	9,738,983	
Public Service	375	
Academic Support	1,304,978	
Student Services	3,708,809	
Institutional Support	5,575,646	
Operation and Maintenance of Plant	1,946,798	
General Overhead	438,632	
Auxiliary Enterprises	6,297	
Total Operating Expenses		\$22,720,517

NON-OPERATING REVENUES

State Appropriations	11,270,001	
Interest Income	857,800	
Net Non-operating Revenues		\$12,127,801

NON-MANDATORY TRANSFERS

Transfer In - Reserves	2,000,000	
Net Non-mandatory Transfers		\$2,000,000

VARIANCE		\$0

CENTRAL OHIO TECHNICAL COLLEGE

Comparative Budget 2022-2023 vs 2023-2024

	2022-23 Budget	2023-24 Proposed	Increase (Decrease)	Percent Inc/(Dec)
REVENUES				
Operating Revenues				
Tuition and Fees	9,553,073	8,485,275	(1,067,798)	-11.2%
Sales and Services of Educational Departments	88,764	60,660	(28,104)	-31.7%
Auxiliary Enterprises	19,875	2,570	(17,305)	-87.1%
Other Operating Revenue	47,341	44,211	(3,130)	-6.6%
Total Operating Revenues	\$9,709,053	\$8,592,716	(\$1,116,337)	-11.5%
EXPENSES				
Operating Expenses				
Education and General				
Instructional	10,028,542	9,738,983	(289,559)	-2.9%
Public Service	31,320	375	(30,945)	-98.8%
Academic Support	1,479,208	1,304,978	(174,230)	-11.8%
Student Services	3,560,577	3,708,809	148,232	4.2%
Institutional Support	5,407,057	5,575,646	168,589	3.1%
Operation and Maintenance of Plant	1,961,111	1,946,798	(14,313)	-0.7%
General Overhead	543,475	438,632	(104,843)	-19.3%
Auxiliary Enterprises	5,300	6,297	997	18.8%
Total Operating Expenses	\$23,016,590	\$22,720,517	(\$296,073)	-1.3%
NON-OPERATING REVENUES				
State Appropriations	11,410,737	11,270,001	(140,736)	-1.2%
Interest Income	157,800	857,800	700,000	443.6%
Net Non-operating Revenues	\$11,568,537	\$12,127,801	\$559,264	4.8%
NON-MANDATORY TRANSFERS				
Transfer In - Reserves	1,739,000	2,000,000	261,000	15.0%
Transfer In - CARES	-	0	0	0.0%
Net Non-mandatory Transfers	\$1,739,000	\$2,000,000	\$261,000	15.0%
EXCESS OF REVENUES				
OVER/(UNDER) EXPENDITURES	\$0	(\$0)	\$0	

CENTRAL OHIO TECHNICAL COLLEGE

2022-2023 to 2023-2024

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

Auxiliary Enterprises

- Change in contract 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
- Increase in contract training for Expanded Functions Dental Auxiliary
- Operating budget for new programs – Respiratory Therapy and CDL
- Defunded three vacant faculty positions

Academic Support

- Added operating budget for the new Teaching and Learning Center
- Moved scheduling resources from Academic Affairs to the Gateway
- Defunded vacant administrative assistant position

Student Services

- Gateway position reclassifications
- Added operating budget for Student Success Skills at each campus location

Institutional Support

- Significant increase in OTDI costs per contract
- Increased FTE of counseling position
- Added Marketing Communications position
- Add software maintenance funding for advancement software
- Defunded vacant IR&E position, Purchasing position and 2 Student Financial Services positions

Plant

- Increase in utility expenses to match market costs
- Defunded vacant facilities position

General Overhead

- Slight reduction in capital budget

NON-OPERATING REVENUES

State Subsidy

- Reflects expected decrease from the State due to enrollment decline

Interest Income

- Increase in interest income due to change in investment strategy

NON-MANDATORY TRANSFERS

Transfer In

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

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024
Proposed Budgeted Revenue

OPERATING REVENUES

Tuition and Fees

Instructional and General	9,565,245
Acceptance Fee	70,000
High School Tuition Reduction	(20,000)
College Credit Plus Reduction	(1,612,577)

Other Fees

Fines and Penalties	3,000
Non-Resident Fees	55,000
Proficiency Fee	1,500
Tuition Payment Plan Fee	12,000
Transcript Fee	2,000
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	8,485,275
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Sales and Services of Educational Departments	60,660
Auxiliary Enterprises	2,570
Other Operating Revenue	44,211

TOTAL OPERATING REVENUES	8,592,716	41.5%
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NON-OPERATING REVENUES

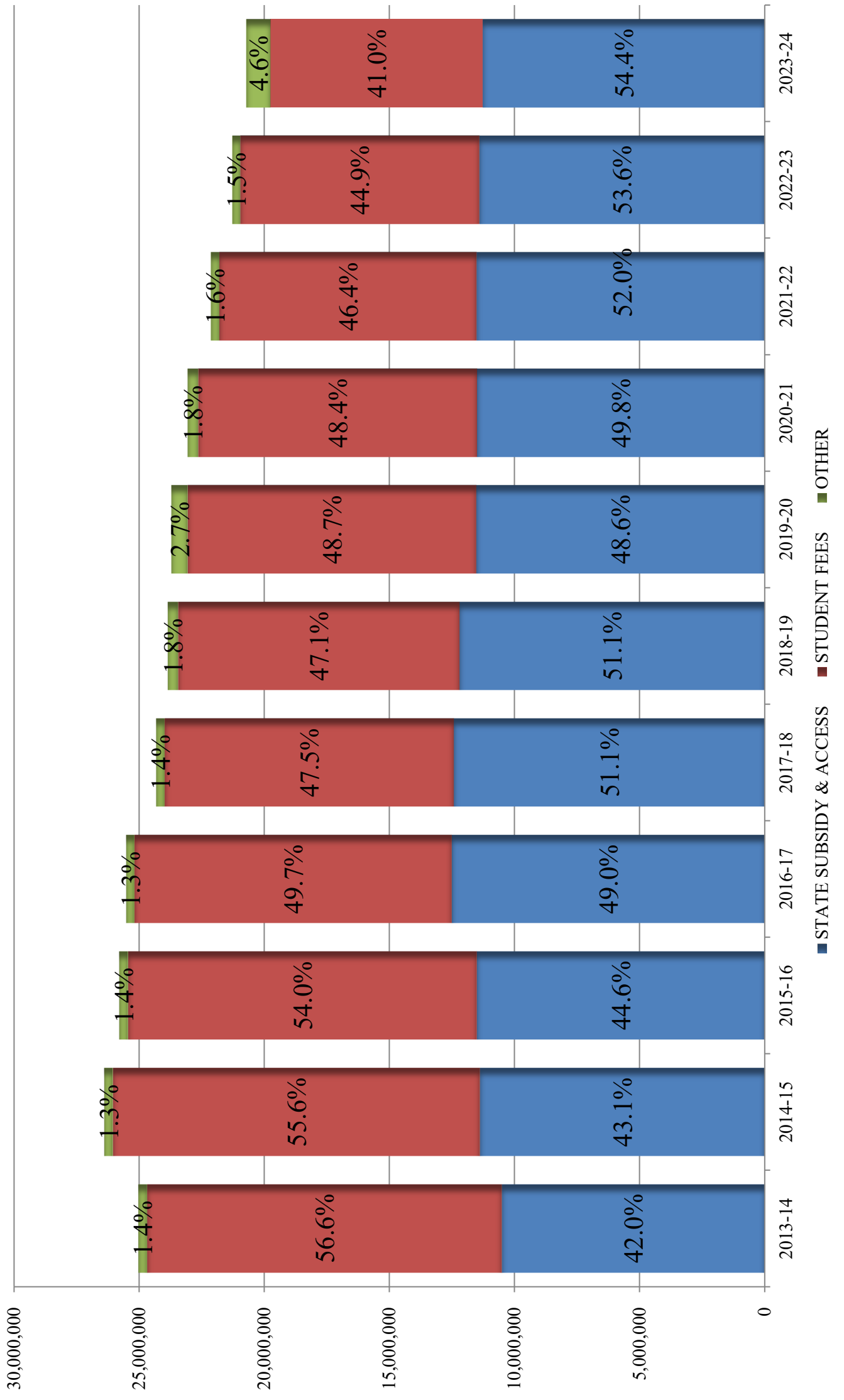
State Appropriations	11,270,001
Interest Income	857,800

TOTAL NON-OPERATING REVENUES	12,127,801	58.5%
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GRAND TOTAL	\$20,720,517	100.0%
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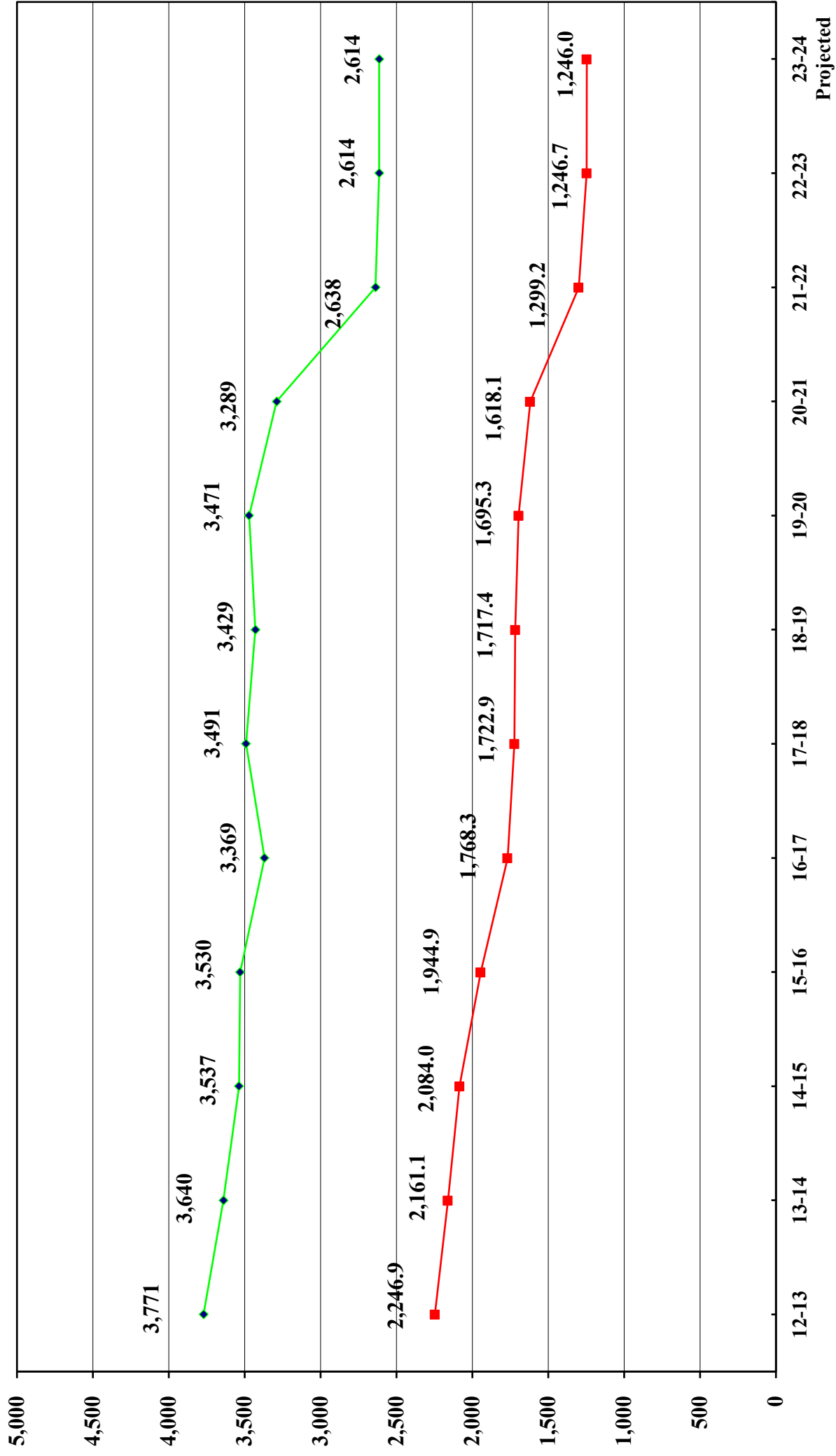
CENTRAL OHIO TECHNICAL COLLEGE

Budgeted Revenue Fiscal Years 2014-2024



CENTRAL OHIO TECHNICAL COLLEGE

Comparison of Headcount to FTE
(Autumn Only)



◆ Headcount
■ FTE

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

	FY23 Budget			FY23 Actual			FY24 Budget			% to FY23 Actual	% to FY23 Budget
	22SM	22AU	23SP	22SM	22AU	23SP	23SM	23AU	24SP		
Newark Campus											
Regular	483	996	942	494	948	895	499	948	894	0.2%	-3.3%
CCP - C	8	35	40	1	43	48	1	43	48	0.0%	10.8%
Total	491	1,031	982	495	991	943	500	991	942	0.2%	-2.8%
Virtual Campus											
Regular	703	1,269	1,023	640	974	873	644	924	884	-1.4%	-18.1%
CCP - C	60	250	250	59	241	246	60	317	247	14.3%	11.4%
Total	763	1,519	1,273	699	1,215	1,119	704	1,241	1,131	1.4%	-13.5%
Coshocton Campus											
Regular	44	87	75	17	55	43	17	55	43	0.0%	-44.2%
CCP - C	5	8	12	-	12	4	-	11	4	-6.3%	-40.0%
Total	49	95	87	17	67	47	17	66	47	-0.8%	-43.7%
Knox Campus											
Regular	37	77	76	25	63	53	25	63	53	0.0%	-25.8%
CCP - C	5	55	40	1	40	32	1	40	32	0.0%	-27.0%
Total	42	132	116	26	103	85	26	103	85	0.0%	-26.2%
Pataskala Campus											
Regular	59	158	160	71	163	151	70	163	150	-0.5%	1.6%
CCP - C	-	72	60	-	156	140	-	156	140	0.0%	124.2%
Total	59	230	220	71	319	291	70	319	290	-0.3%	33.4%
High School											
CCP - A	-	640	1,170	-	611	1,041	-	611	1,060	1.2%	-7.7%
CCP - B	-	75	115	-	281	180	-	138	183	-30.4%	68.9%
Total	-	667	1,229	-	735	1,221	-	696	1,176	-4.3%	-1.3%
Total Headcount											
Regular	1,070	1,796	1,685	999	1,564	1,434	1,007	1,516	1,443	-0.8%	-12.9%
CCP - A	-	640	1,170	-	611	1,041	-	611	1,060	1.2%	-7.7%
CCP - B	-	75	115	-	205	180	-	205	180	0.0%	102.6%
CCP - C	70	350	340	59	439	420	60	439	421	0.2%	21.1%
Total*	1,140	2,740	3,172	1,058	2,614	3,075	1,067	2,614	2,956	-1.6%	-5.9%

* Total is unduplicated for student types

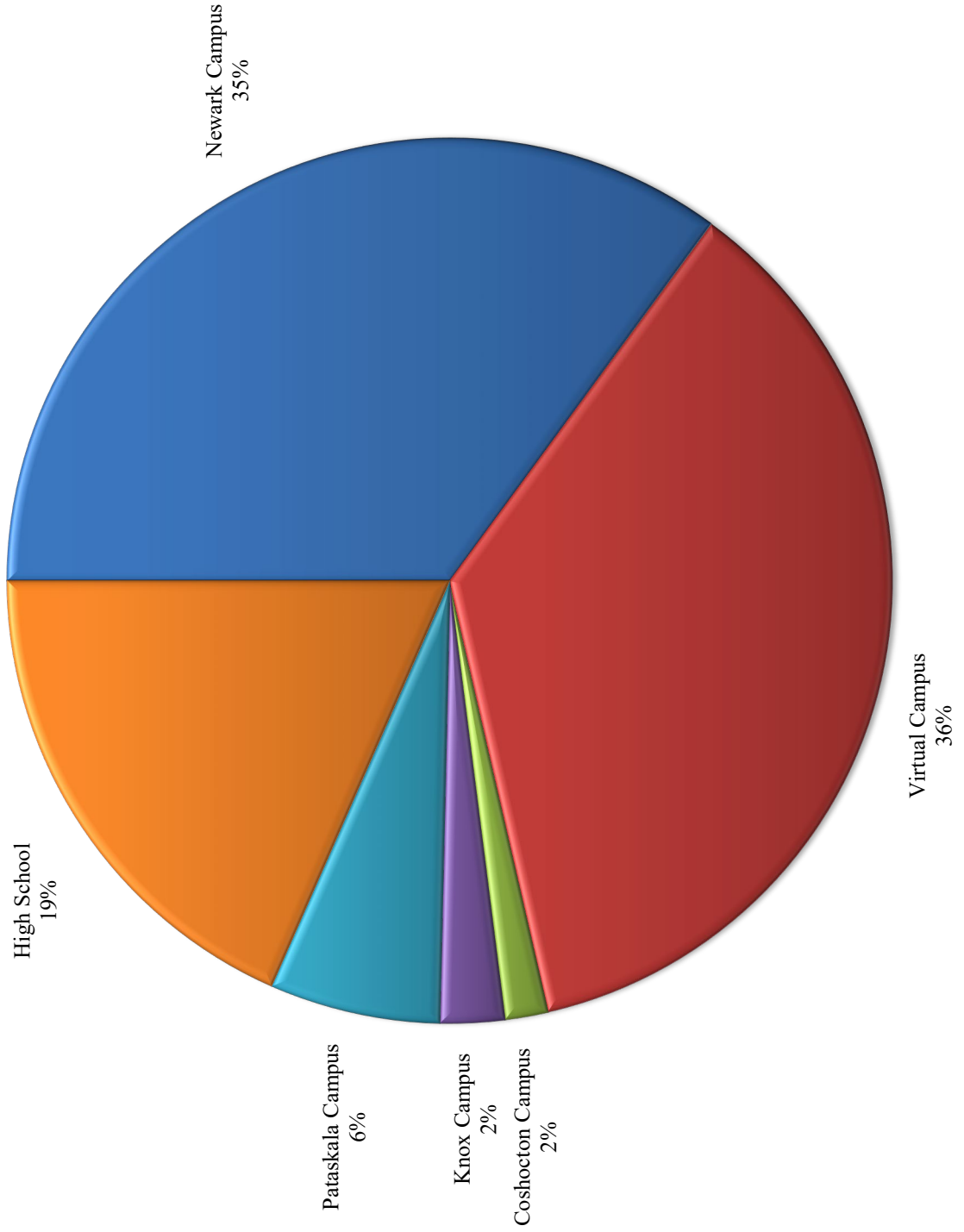
**Central Ohio Technical College
Budgeted Enrollment Projections - FTE**

	FY23 Budget			FY23 Actual			FY24 Budget			% to FY23 Actual	% to FY23 Budget
	22SM	22AU	23SP	22SM	22AU	23SP	23SM	23AU	24SP		
Newark Campus											
Regular	207.4	405.4	433.2	221.4	431.5	407.8	222.5	431.5	406.9	0.0%	1.4%
CCP - C	1.9	11.2	11.1	0.1	13.8	13.9	0.1	13.8	13.9	0.0%	14.9%
Total	209.3	416.7	444.3	221.5	445.3	421.7	222.6	445.3	420.8	0.0%	1.7%
Virtual Campus											
Regular	284.1	573.4	445.0	252.3	359.6	343.6	253.7	359.6	346.7	0.5%	-26.3%
CCP - C	20.4	79.1	75.8	21.0	74.7	72.6	21.2	74.7	72.8	0.3%	-3.8%
Total	304.5	652.6	520.7	273.3	434.3	416.2	274.9	434.3	419.5	0.4%	-23.6%
Coshocton Campus											
Regular	20.4	38.1	32.8	6.6	22.0	16.2	6.6	22.0	16.2	0.0%	-50.9%
CCP - C	1.7	1.7	2.5	-	3.8	0.8	-	3.6	0.8	-4.3%	-25.0%
Total	22.1	39.8	35.2	6.6	25.8	17.0	6.6	25.6	17.0	-0.4%	-49.3%
Knox Campus											
Regular	17.4	28.3	28.9	9.5	18.2	18.2	9.5	18.2	18.2	-0.1%	-38.5%
CCP - C	1.7	28.6	23.2	0.3	17.7	8.9	0.3	17.7	8.9	0.1%	-49.7%
Total	19.1	56.9	52.1	9.8	35.9	27.1	9.8	35.9	27.1	0.0%	-43.1%
Pataskala Campus											
Regular	24.7	49.2	52.8	23.4	54.0	50.0	23.2	54.0	49.6	-0.5%	0.0%
CCP - C	-	22.4	19.7	-	36.3	30.1	-	36.3	30.1	0.0%	57.9%
Total	24.7	71.6	72.6	23.4	90.3	80.1	23.2	90.3	79.7	-0.3%	14.4%
High School											
CCP - A	-	172.1	343.9	-	160.4	314.9	-	160.4	318.7	0.8%	-7.2%
CCP - B	-	21.4	23.4	-	52.5	36.8	-	54.9	37.6	3.6%	106.6%
Total	-	193.5	367.3	-	212.9	351.7	-	215.3	356.3	1.2%	1.9%
Total FTE											
Regular	554.0	1,094.4	992.7	513.2	887.8	836.2	515.5	885.3	837.6	0.1%	-15.2%
CCP - A	-	172.1	343.9	-	160.4	314.9	-	160.4	318.7	0.8%	-7.2%
CCP - B	-	21.4	23.4	-	52.5	36.8	-	54.9	37.6	3.6%	106.6%
CCP - C	25.6	143.0	132.2	21.4	146.2	126.3	21.6	146.1	126.5	0.1%	-2.2%
Total*	579.6	1,431.0	1,492.2	534.6	1,246.9	1,314.2	537.1	1,246.7	1,320.4	0.3%	-11.4%

* Total is unduplicated for student types

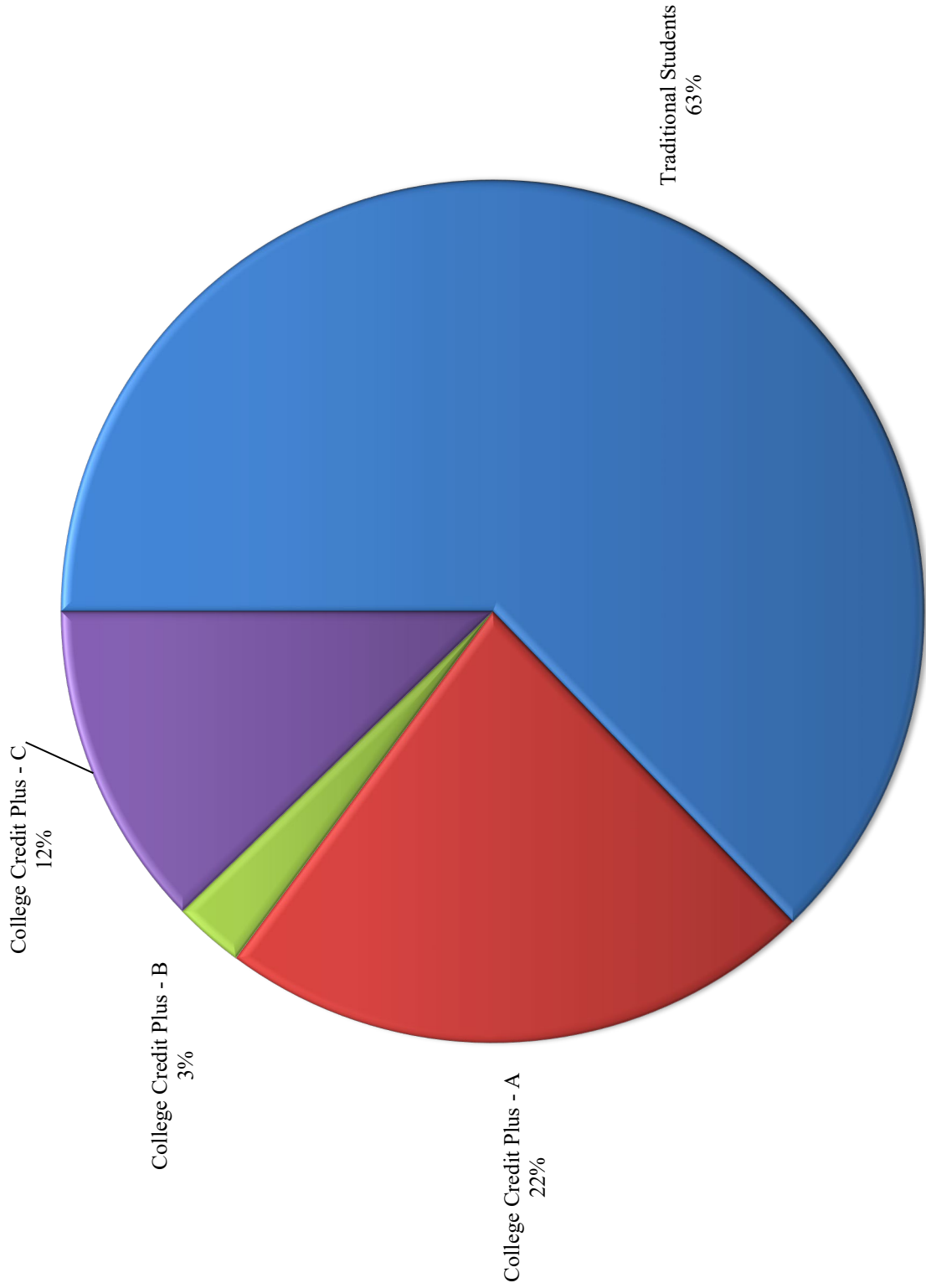
CENTRAL OHIO TECHNICAL COLLEGE

Projected FY2024 FTE by Location



CENTRAL OHIO TECHNICAL COLLEGE

Projected FY2024 HC-Fall by Student Type



CENTRAL OHIO TECHNICAL COLLEGE TUITION INCREASE FISCAL YEAR 2023-2024

The cost of tuition has been a critical point in legislative discussion. We are recommending a 2.4% tuition increase for the 2023-2024 fiscal year if allowable under the final version of the state budget bill. Factors which affected this decision:

- * Community and technical colleges are permitted to increase tuition by \$5 per credit hour in the House passed version of the state biennial budget bill for FY23 & FY24.
- * A 2.4% 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 2022-2023 (as of Autumn 2022)

	FY22/23 Annualized Fees	Per Credit Hour Fees FY 22/23	Capped /Uncapped
Ohio State Newark Lower Level	\$ 7,283	\$ 303.46	12-18
Cincinnati State	\$ 5,827	\$ 194.23	Uncapped
Stark State	\$ 5,758	\$ 191.93	Uncapped
Zane State	\$ 5,706	\$ 190.20	Uncapped
James A. Rhodes State	\$ 5,640	\$ 188.00	Uncapped
Southern State	\$ 5,612	\$ 187.07	Uncapped
North Central	\$ 5,598	\$ 186.60	Uncapped
Belmont Tech	\$ 5,593	\$ 186.43	Uncapped
Terra State	\$ 5,588	\$ 232.83	12-18
Marion Tech	\$ 5,382	\$ 207.00	13-18
Columbus State	\$ 5,188	\$ 172.93	Uncapped
Clark State	\$ 5,175	\$ 172.50	Uncapped
Washington State	\$ 5,100	\$ 170.00	Uncapped
Central Ohio Technical College	\$ 5,016	\$ 209.00	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 2023-2024
Fee Revenue Projection

	<u>Summer 2023</u>	<u>Autumn 2023</u>	<u>Spring 2024</u>	<u>Summer 2024</u>	<u>TOTAL</u>
Instructional Fee	502,682	2,954,319	3,118,830	754,023	7,329,854
General Fee	153,529	900,707	950,863	230,293	2,235,391
Subtotal	656,211	3,855,025	4,069,693	984,316	9,565,245
Miscellaneous Fees:					
Fines and Penalties					3,000
Non-resident Fee					55,000
Acceptance Fee					70,000
Proficiency Fee					1,500
Tuition Payment Plan Service Fee					12,000
Transcript Fee					2,000
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					552,607
High School Student Fee Reduction					(20,000)
College Credit Plus Reduction					(1,612,577)
TOTAL					<u><u>\$8,485,275</u></u>

CENTRAL OHIO TECHNICAL COLLEGE

Percentage Fee Increase History

<u>Academic Year</u>	<u>Percentage Increase</u>
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%
2023-2024	2.34%

CENTRAL OHIO TECHNICAL COLLEGE
Proposed Schedule of Instructional & General Fees
Fiscal Year 2023-2024

Per Credit <u>Hour</u>	(1) Instructional <u>Fee</u>	(2) General <u>Fee</u>	<u>TOTAL</u>
1	164.00	50.00	214.00
2	328.00	100.00	428.00
3	492.00	150.00	642.00
4	656.00	200.00	856.00
5	820.00	250.00	1,070.00
6	984.00	300.00	1,284.00
7	1,148.00	350.00	1,498.00
8	1,312.00	400.00	1,712.00
9	1,476.00	450.00	1,926.00
10	1,640.00	500.00	2,140.00
11	1,804.00	550.00	2,354.00
12	1,968.00	600.00	2,568.00
13	1,968.00	600.00	2,568.00
14	1,968.00	600.00	2,568.00
15	1,968.00	600.00	2,568.00
16	1,968.00	600.00	2,568.00
17	1,968.00	600.00	2,568.00
18	1,968.00	600.00	2,568.00
19	2,132.00	650.00	2,782.00
20	2,296.00	700.00	2,996.00

(\$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 2023-2024

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
Expanded Function Dental Auxiliary I	\$842.00
Health Services Program-Course Fee	\$30.00-\$50.00
Law Enforcement Ammunition Fee	\$400.00
Law Enforcement PT uniforms	\$275.00
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	\$785.00
C-TEC Contract Training Stu. Srv. Fee	\$55.00
Unmanned Aircraft Systems	\$50 - \$200
<u>SENIOR CITIZENS - NON CREDIT</u>	- no charge -

CENTRAL OHIO TECHNICAL COLLEGE
Proposed Staff and Faculty Compensation Investments
Fiscal Year 2023 – 2024

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%).

Part-time faculty are paid per contact hour based on degree level in accordance with the following: Associate’s or less = \$39.50, Bachelor’s = \$44.00, Master’s = \$49.00, and Doctorate = \$50.00. New part-time faculty rates are effective Autumn 2023.

GRAND TOTAL **\$512,296**

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024
Support Summary

	Total Instructional Support	Total Public Service	Total Academic Support	Total Student Services	Total Institutional Support	Total Operating & Maintenance of Plant	Total General Overhead	Total Auxiliary Enterprises	Grand Total
PERSONNEL									
Salaries	6,868,444	-	757,879	2,177,626	1,465,602	609,432	-	-	11,878,984
Benefits	1,845,842	-	267,368	769,460	569,920	247,132	-	-	3,699,721
Subtotal	8,714,286	-	1,025,247	2,947,086	2,035,522	856,564	-	-	15,578,705
OPERATING									
Supplies & Services	1,006,297	375	279,369	759,148	3,539,880	1,085,689	438,632	5,783	7,115,171
Equipment & Software	18,400	-	363	2,576	243	4,546	-	514	26,641
Subtotal	1,024,697	375	279,731	761,723	3,540,123	1,090,235	438,632	6,297	7,141,813
Subtotal	\$ 9,738,983	\$ 375	\$ 1,304,978	\$ 3,708,809	\$ 5,575,646	\$ 1,946,798	\$ 438,632	\$ 6,297	\$ 22,720,517

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

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	2,185,766	789,348	3,209,527	879,219	(195,415)	6,868,444
Benefits	554,169	206,954	877,928	206,791	-	1,845,842
Subtotal	2,739,934	996,302	4,087,455	1,086,010	(195,415)	8,714,286
OPERATING						
Supplies & Services	100,700	18,720	644,077	169,400	73,400	1,006,297
Equipment & Software	-	500	8,900	-	9,000	18,400
Subtotal	100,700	19,220	652,977	169,400	82,400	1,024,697
Grand Total	\$2,840,634	\$1,015,522	\$4,740,432	\$1,255,410	(\$113,015)	\$9,738,983

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

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	-	552,018	289,426	490,718	639,875	163,606
Benefits	-	137,404	76,783	126,929	156,259	44,397
Subtotal	-	689,423	366,209	617,647	796,134	208,003
OPERATING						
Supplies & Services	-	2,700	3,500	2,200	71,000	4,050
Equipment & Software	-	-	-	-	-	-
Subtotal	-	2,700	3,500	2,200	71,000	4,050
Grand Total	\$0	\$692,123	\$369,709	\$619,847	\$867,134	\$212,053

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

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	24,314	-	17,760	8,048	-	2,185,766
Benefits	8,267	-	2,842	1,288	-	554,169
Subtotal	32,581	-	20,602	9,336	-	2,739,934
OPERATING						
Supplies & Services	5,250	6,000	-	-	6,000	100,700
Equipment & Software	-	-	-	-	-	-
Subtotal	5,250	6,000	-	-	6,000	100,700
Grand Total	\$37,831	\$6,000	\$20,602	\$9,336	\$6,000	2,840,634

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

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	349,702	74,858	238,776	-	126,012	789,348
Benefits	94,148	20,670	62,589	-	29,546	206,954
Subtotal	443,850	95,528	301,366	-	155,559	996,302
OPERATING						
Supplies & Services	7,420	850	8,450	-	2,000	18,720
Equipment & Software	-	-	-	-	500	500
Subtotal	7,420	850	8,450	-	2,500	19,220
Grand Total	\$451,270	\$96,378	\$309,816	\$0	\$158,059	\$1,015,522

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

PROPOSED INSTRUCTIONAL BUDGET

Health Sciences

	Radiologic Science				Health			Nursing NA	Total Health Sciences
	Technology	DMS	Surg Tech	Services	Nursing PN	Nursing	Nursing NA		
PERSONNEL									
Salaries	198,315	300,562	189,736	18,902	308,905	2,193,107	-	3,209,527	
Benefits	53,793	82,804	54,958	3,024	85,292	598,056	-	877,928	
Subtotal	<u>252,108</u>	<u>383,367</u>	<u>244,694</u>	<u>21,926</u>	<u>394,197</u>	<u>2,791,163</u>	<u>-</u>	<u>4,087,455</u>	
OPERATING									
Supplies & Services	16,250	43,355	38,007	28,100	7,415	398,950	112,000	644,077	
Equipment & Software	1,900	-	-	-	3,000	4,000	-	8,900	
Subtotal	<u>18,150</u>	<u>43,355</u>	<u>38,007</u>	<u>28,100</u>	<u>10,415</u>	<u>402,950</u>	<u>112,000</u>	<u>652,977</u>	
Grand Total	\$270,258	\$426,722	\$282,701	\$50,026	\$404,612	\$3,194,113	\$112,000	\$4,740,432	

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

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	13,379	467,236	79,893	208,869	109,842	879,219
Benefits	2,141	101,249	22,998	53,215	27,189	206,791
Subtotal	15,520	568,485	102,890	262,084	137,031	1,086,010
OPERATING						
Supplies & Services	27,850	79,130	33,050	19,700	9,670	169,400
Equipment & Software	-	-	-	-	-	-
Subtotal	27,850	79,130	33,050	19,700	9,670	169,400
Grand Total	\$43,370	\$647,615	\$135,940	\$281,784	\$146,701	\$1,255,410

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

PROPOSED INSTRUCTIONAL BUDGET

Miscellaneous

	Unmanned Aircraft Systems Program	Expanded Functions Dental Auxiliary	Respiratory Therapy	CDL	Faculty Development	Faculty Redistribution	Total Miscellaneous
PERSONNEL							
Salaries	-	-	-	-	-	(195,415)	(195,415)
Benefits	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	(195,415)	(195,415)
OPERATING							
Supplies & Services	11,250	35,000	7,250.00	8,250.00	9,100	2,550	73,400
Equipment & Software	4,000	-	5,000.00	-	-	-	9,000
Subtotal	15,250	35,000	12,250.00	8,250.00	9,100	2,550	82,400
Grand Total	\$15,250	\$35,000	12,250.00	8,250.00	\$9,100	2,550	(\$113,015)

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

PROPOSED PUBLIC SERVICE BUDGET

	Conference Services	Total Public Service
PERSONNEL		
Salaries	-	-
Benefits	-	-
Subtotal	-	-
OPERATING		
Supplies & Services	375	375
Equipment & Software	-	-
Subtotal	375	375
Grand Total	\$375	\$375

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

PROPOSED ACADEMIC SUPPORT BUDGET

	Academic Admin	COTC Accreditation & Assessment	CS Career Services	Academic Division	Application Support	NCS & CS Library	Total Academic Support
PERSONNEL							
Salaries	381,920	-	24,907	212,085	-	138,967	757,879
Benefits	134,184	-	7,872	72,109	-	53,203	267,368
Subtotal	516,104	-	32,779	284,194	-	192,170	1,025,247
OPERATING							
Supplies & Services	58,100	9,000	3,196	10,050	136,399	62,624	279,369
Equipment & Software	-	-	-	-	-	363	363
Subtotal	58,100	9,000	3,196	10,050	136,399	62,987	279,731
Grand Total	\$574,204	\$9,000	\$35,975	\$294,244	\$136,399	\$255,156	\$1,304,978

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

PROPOSED STUDENT SERVICES BUDGET

Page 1 of 3

	Gateway: Newark	Gateway: Coshocton	Gateway: Knox	Gateway: Pataskala	NCS Recruitment	NCS Coshocton Recruitment
PERSONNEL						
Salaries	1,060,268	53,180	59,298	48,000	-	-
Benefits	411,053	15,081	17,161	13,320	-	-
Subtotal	1,471,321	68,261	76,460	61,320	-	-
OPERATING						
Supplies & Services	124,042	4,200	5,800	4,200	214,250	68,380
Equipment & Software	-	-	-	-	-	-
Subtotal	124,042	4,200	5,800	4,200	214,250	68,380
Grand Total	\$1,595,363	\$72,461	\$82,260	\$65,520	\$214,250	\$68,380

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

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	-	-	-	195,512	-	-
Benefits	-	-	-	76,760	-	-
Subtotal	-	-	-	272,272	-	-
OPERATING						
Supplies & Services	65,380	68,380	10,500	30,041	37,500	22,000
Equipment & Software	-	-	-	-	-	-
Subtotal	65,380	68,380	10,500	30,041	37,500	22,000
Grand Total	\$65,380	\$68,380	\$10,500	\$302,313	\$37,500	\$22,000

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

PROPOSED STUDENT SERVICES BUDGET

Page 3 of 3

	CS Student Life Admin	CS Sports & Organizations	Student Success Skills	NCS Coshocton GED	CS Disability & Counseling Services	Total Student Support
PERSONNEL						
Salaries	188,485	45,237	379,936	-	147,710	2,177,626
Benefits	66,346	9,101	109,976	-	50,661	769,460
Subtotal	254,831	54,338	489,913	-	198,370	2,947,086
OPERATING						
Supplies & Services	9,083	38,342	48,000	-	9,050	759,148
Equipment & Software	-	-	-	-	2,576	2,576
Subtotal	9,083	38,342	48,000	-	11,626	761,723
Grand Total	\$263,914	\$92,680	\$537,913	\$0	\$209,996	\$3,708,809

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

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	232,236	98,316	-	-	193,684	-	118,428	32,944
Benefits	127,372	36,670	-	-	65,853	-	40,292	11,662
Subtotal	359,608	134,986	-	-	259,536	-	158,720	44,606
OPERATING								
Supplies & Services	129,700	26,900	6,650	5,000	155,850	643	102,475	9,250
Equipment & Software	-	-	-	-	-	-	-	-
Subtotal	129,700	26,900	6,650	5,000	155,850	643	102,475	9,250
Grand Total	\$489,308	\$161,886	\$6,650	\$5,000	\$415,386	\$643	\$261,195	\$53,856

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

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	217,170	80,498	71,463	63,949	163,296	-	173,516
Benefits	73,838	28,496	29,545	25,764	59,847	-	63,291
Subtotal	291,008	108,995	101,008	89,713	223,143	-	236,807
OPERATING							
Supplies & Services	7,100	3,350	5,093	-	217,998	707,527	20,590
Equipment & Software	-	-	-	-	-	-	115
Subtotal	7,100	3,350	5,093	-	217,998	707,527	20,704
Grand Total	\$298,108	\$112,345	\$106,101	\$89,713	\$441,140	\$707,527	\$257,512

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 3 of 3

	CS Performing Arts	CS Services Center	CS Telecomm. & Telephone	Telephone Coshocton	Telephone Knox	Telephone Pataskala	Total Institutional Support
PERSONNEL							
Salaries	-	20,102	-	-	-	-	1,465,602
Benefits	-	7,290	-	-	-	-	569,920
Subtotal	-	27,391	-	-	-	-	2,035,522
OPERATING							
Supplies & Services	19,125	71,005	2,014,525	13,700	12,200	11,200	3,539,880
Equipment & Software	-	129	-	-	-	-	243
Subtotal	19,125	71,133	2,014,525	13,700	12,200	11,200	3,540,123
Grand Total	\$19,125	\$98,525	\$2,014,525	\$13,700	\$12,200	\$11,200	\$5,575,646

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

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	91,980	90,420	82,898	91,342	-	10,175
Benefits	47,098	38,459	36,879	38,659	-	3,301
Subtotal	139,078	128,879	119,778	130,000	-	13,476
OPERATING						
Supplies & Services	30,896	164,290	129,400	120,020	282,957	248,962
Equipment & Software	4,546	-	-	-	-	-
Subtotal	35,441	164,290	129,400	120,020	282,957	248,962
Grand Total	\$174,520	\$293,169	\$249,178	\$250,020	\$282,957	\$262,439

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

PROPOSED OPERATING & MAINTENANCE OF PLANT BUDGET

Page 2 of 2

	CS				Public Safety		Total Facilities
	Maintenance	CS Grounds	NCS Hall House	Public Safety	Public Safety	Total Facilities	
PERSONNEL							
Salaries	75,697	64,170	-	102,751		609,432	
Benefits	25,794	21,385	-	35,555		247,132	
Subtotal	101,491	85,555	-	138,307		856,564	
OPERATING							
Supplies & Services	35,351	36,254	20,700	16,859		1,085,689	
Equipment & Software	-	-	-	-		4,546	
Subtotal	35,351	36,254	20,700	16,859		1,090,235	
Grand Total	\$136,842	\$121,809	\$20,700	\$155,166		\$1,946,798	

CENTRAL OHIO TECHNICAL COLLEGE
Fiscal Year 2023-2024

PROPOSED GENERAL OVERHEAD BUDGET

	<u>NCS & CS Capital Equipment</u>	<u>NCS Coshocton Capital Equip.</u>	<u>NCS Knox Capital Equip.</u>	<u>NCS Pataskala Capital Equip.</u>	<u>Total General Overhead</u>
PERSONNEL					
Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Subtotal	-	-	-	-	-
OPERATING					
Supplies & Services	411,632	22,000	5,000	-	438,632
Equipment & Software	-	-	-	-	-
Subtotal	<u>411,632</u>	<u>22,000</u>	<u>5,000</u>	<u>-</u>	<u>438,632</u>
Grand Total	\$411,632	\$22,000	\$5,000	\$0	\$438,632

CENTRAL OHIO TECHNICAL COLLEGE

Fiscal Year 2023-2024

PROPOSED AUXILIARY ENTERPRISES BUDGET

	CS Food Service	Total Auxiliary	
PERSONNEL			
Salaries	-	-	
Benefits	-	-	
Subtotal	-	-	
OPERATING			
Supplies & Services	5,783	5,783	
Equipment & Software	514	514	
Subtotal	6,297	6,297	
Grand Total	\$6,297	\$6,297	

CENTRAL OHIO TECHNICAL COLLEGE

I & G Expenditures

2023-2024 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	\$ 6,846,744	\$ -	\$ 731,486	\$ 2,068,369	\$ 1,464,318	\$ 603,339	\$ -	\$ -	\$ 11,714,256	51.56%
Benefits	1,845,841	-	267,368	769,460	569,920	247,132	-	-	3,699,721	16.28%
Professional Services	288,230	-	15,329	175,790	2,095,509	465,980	-	5,140	3,045,978	13.41%
Annual Srv Agreements/Licensing	15,150	-	142,311	6,000	782,413	-	-	-	945,873	4.16%
Supplies	521,357	375	8,704	36,496	33,118	91,319	-	386	691,756	3.04%
Capital Equipment	-	-	-	-	-	-	438,632	-	438,632	1.93%
Utilities	-	-	-	-	-	462,607	-	-	462,607	2.04%
Advertising	-	-	-	366,431	41,744	-	-	-	408,175	1.80%
Professional Development	47,025	-	32,773	40,347	28,489	2,954	-	-	151,588	0.67%
Student Wages	-	-	26,393	109,257	1,285	6,093	-	-	143,028	0.63%
Bad Debts	-	-	-	-	100,000	-	-	-	100,000	0.44%
Insurance	-	-	-	-	147,000	-	-	-	147,000	0.65%
Dues & Memberships	21,315	-	8,220	8,406	77,591	1,465	-	-	116,996	0.51%
Travel	42,100	-	3,340	31,856	7,272	3,360	-	-	87,928	0.39%
Repairs/Maintenance	43,200	-	191	3,302	13,724	22,816	-	257	83,489	0.37%
Equipment Rental/Leasing	4,000	-	447	224	62,642	514	-	-	67,828	0.30%
Printing	-	-	2,019	53,109	9,150	-	-	-	64,278	0.28%
Lunches, Dinners & Receptions	8,150	-	5,881	19,922	27,237	852	-	-	62,041	0.27%
Online Fee Pay Bank Charge	-	-	-	-	60,000	-	-	-	60,000	0.26%
Subscriptions, Periodicals & Books	400	-	51,096	260	1,592	93	-	-	53,441	0.24%
Accreditation	33,800	-	6,000	-	-	-	-	-	39,800	0.18%
Postage	-	-	-	700	29,955	-	-	-	30,655	0.13%
Scholarships, Medals & Prizes	3,270	-	3,057	16,306	7,145	306	-	-	30,084	0.13%
Space Rental	-	-	-	-	-	29,000	-	-	29,000	0.13%
Overhead	-	-	-	-	-	-	-	-	-	0.00%
Equipment under \$2,500 & Software	18,400	-	363	2,576	243	4,546	-	514	26,641	0.12%
Phone	-	-	-	-	12,799	4,424	-	-	17,223	0.08%
Employee Recruitment	-	-	-	-	2,500	-	-	-	2,500	0.01%
Total	\$ 9,738,983	\$ 375	\$ 1,304,978	\$ 3,708,809	\$ 5,575,646	\$ 1,946,798	\$ 438,632	\$ 6,297	\$ 22,720,517	100%

CENTRAL OHIO TECHNICAL COLLEGE

I & G Expenditures

2022-2023 Proposed Budget by Category Compared to 2021-2022

	FY23-24 Proposed Budget		FY22-23 Budget		Change %	Explanation of Changes
	Total	%	Total	%		
Salaries	\$ 11,714,256	51.56%	\$ 11,982,767	52.06%	-2.24%	Salary increases net of position changes
Benefits	\$ 3,699,721	16.28%	\$ 3,799,626	16.51%	-2.63%	Benefit percentage reductions net of position changes
Professional Services	\$ 3,045,978	13.41%	\$ 2,771,169	12.04%	9.92%	Increase in contract training needs for new programs
Annual Srv Agreements/Licensing	\$ 945,873	4.16%	\$ 883,293	3.84%	7.08%	Align budgets to actual expenses for annual maintenance agreements
Supplies	\$ 691,756	3.04%	\$ 726,601	3.16%	-4.80%	Reduction across operational areas
Capital Equipment	\$ 438,632	1.93%	\$ 543,475	2.36%	-19.29%	Decrease in capital spending
Utilities	\$ 462,607	2.04%	\$ 444,290	1.93%	4.12%	Align budgets to actual expenses for gas, electric, water and sewer
Advertising	\$ 408,175	1.80%	\$ 431,857	1.88%	-5.48%	Decrease advertising budgets
Professional Development	\$ 151,588	0.67%	\$ 160,584	0.70%	-5.60%	Reduction to professional development
Student Wages	\$ 143,028	0.63%	\$ 158,658	0.69%	-9.85%	Align student wages to actual expenses for student employees
Bad Debts	\$ 100,000	0.44%	\$ 150,000	0.65%	-33.33%	Decrease bad debts to align with enrollment declines
Insurance	\$ 147,000	0.65%	\$ 141,600	0.62%	3.81%	Increase in insurance expenses
Dues & Memberships	\$ 116,996	0.51%	\$ 113,416	0.49%	3.16%	Increase for Teaching and Learning Center and AA
Travel	\$ 87,928	0.39%	\$ 102,539	0.45%	-14.25%	Decrease in mileage reimbursement budgets
Repairs/Maintenance	\$ 83,489	0.37%	\$ 82,062	0.36%	1.74%	Decrease in repairs budget for instructional equipment
Equipment Rental/Leasing	\$ 67,828	0.30%	\$ 79,929	0.35%	-15.14%	Change in cost-share percentage
Printing	\$ 64,278	0.28%	\$ 75,725	0.33%	-15.12%	Decrease in printing budget for Gateway and Recruitment
Lunches, Dinners & Receptions	\$ 62,041	0.27%	\$ 64,860	0.28%	-4.35%	Decrease in lunches budget
Online Fee Pay Bank Charge	\$ 60,000	0.26%	\$ 60,000	0.26%	0.00%	No change
Subscriptions, Periodicals & Books	\$ 53,441	0.24%	\$ 54,858	0.24%	-2.58%	Decrease in subscription budget for IR&E
Accreditation	\$ 39,800	0.18%	\$ 32,675	0.14%	21.81%	Align budgets to actual expenses for accreditation
Postage	\$ 30,655	0.13%	\$ 30,316	0.13%	1.12%	Align budgets to actual expenses for postage
Scholarships, Medals & Prizes	\$ 30,084	0.13%	\$ 29,959	0.13%	0.42%	Reduction to student activities scholarships
Space Rental	\$ 29,000	0.13%	\$ 29,000	0.13%	0.00%	No change
Overhead	\$ -	0.00%	\$ 23,624	0.10%	-100.00%	Reduce overhead expense for decrease in internal events
Equipment under \$2,500 & Software	\$ 26,641	0.12%	\$ 21,525	0.09%	23.77%	Increase for Respiratory Therapy program
Phone	\$ 17,223	0.08%	\$ 17,684	0.08%	-2.61%	Align budgets to actual expense for phone
Employee Recruitment	\$ 2,500	0.01%	\$ 4,500	0.02%	-44.44%	Reduction to employee recruitment
Total	\$ 22,720,517	100%	\$ 23,016,590	100%		

**The Ohio State University at Newark
Proposed Capital & Maintenance Projects
Fiscal Year 2023-2024**

Campus Maintenance & Improvements

Cost-share	Proposed Budget	
1 Reese Building Automation System Control Modules	\$ 100,000	
2 Reese Cyber Café Remodel	50,000	
3 Project Manager Discretionary Fund	30,000	
4 Adena Motor Control Center	25,000	
5 Cost Shared Snow Removal Contingency Fund	20,000	
6 Switchgear Maintenance (Hopewell and LeFevre)	18,000	
7 Campus Tree Trimming	15,000	
8 Electrical Project Discretionary Fund	15,000	
9 Amphitheater 10-Year Inspection	15,000	
10 Alford Sidewalks	10,000	
11 Gender Neutral Restrooms	10,000	
12 Miscellaneous Sidewalk and Curb Replacement	10,000	
13 Building Automation System Upgrades	8,500	
14 Speed Bumps	5,500	
15 Reese Lighting Controls	4,000	
	<u> </u>	\$ 336,000

Replacement of Campus Furniture, Fixtures & Equipment

Ohio State Newark	Proposed Budget	
16 OSU Renewals & Replacements	\$ 25,000	
	<u> </u>	\$ 25,000
Cost-share		
17 Facilities John Deere Gator	\$ 37,500	
18 Classroom Chair Replacements	30,000	
19 Cost-Shared Renewals & Replacements	30,000	
20 Classroom Glass Boards	25,000	
21 Custodial Equipment	8,000	
22 Facilities Dump Bed	8,000	
23 Light Pole Banner Replacement	8,000	
24 Miscellaneous Interior Campus Signage	7,500	
25 Reese Center Services Renewals & Replacements	5,000	
26 Wellness Furniture (CS)	5,000	
27 Alford Bicycle Racks	1,500	
28 Grasshopper Edge-Eze Edger	1,500	
	<u> </u>	\$ 167,000

Replacement of Information Technology Equipment and Software

Cost-shared	Proposed Budget	
29 Audiovisual Equipment	\$ 25,000	
	<u> </u>	\$ 25,000

**Central Ohio Technical College
Proposed Capital & Maintenance Projects
Fiscal Year 2023-2024**

Campus Maintenance & Improvements

Central Ohio Technical College	Proposed Budget	
1 Pataskala Campus Building Automation System Upgrade	\$ 34,000	
2 Coshocton Campus Carpet for Room 200	18,000	
3 Coshocton Campus Boiler Tank Replacement	6,000	
4 COTC Snow Removal Contingency	5,000	
5 Extended Campuses - HVAC Contingency Fund	15,000	
6 Knox Campus Pavement Maintenance	4,000	
	<hr/>	\$ 82,000
Cost-shared		
7 Reese Building Automation System Control Modules	\$ 100,000	
8 Reese Cyber Café Remodel	50,000	
9 Project Manager Discretionary Fund	30,000	
10 Adena Motor Control Center	25,000	
11 Cost Shared Snow Removal Contingency Fund	20,000	
12 Switchgear Maintenance (Hopewell and LeFevre)	18,000	
13 Campus Tree Trimming	15,000	
14 Electrical Project Discretionary Fund	15,000	
15 Amphitheater 10-Year Inspection	15,000	
16 Alford Sidewalks	10,000	
17 Gender Neutral Restrooms	10,000	
18 Miscellaneous Sidewalk and Curb Replacement	10,000	
19 Building Automation System Upgrades	8,500	
20 Speed Bumps	5,500	
21 Reese Lighting Controls	4,000	
	<hr/>	\$ 336,000

Replacement of Campus Furniture, Fixtures & Equipment

Central Ohio Technical College	Proposed Budget	
22 Simulator Equipment	\$ 80,000	
23 Pediatric Simulator	55,140	
24 COTC Renewals & Replacements	25,000	
25 Pataskala Campus Roof Access Ladder	10,500	
26 Hall-Coe House Patio	8,500	
27 New Hire Furniture & ITS Equipment	5,000	
28 Wellness Furniture (NCS)	5,000	
	<hr/>	\$ 189,140
Cost-shared		
29 Facilities John Deere Gator	\$ 37,500	
30 Classroom Chair Replacements	30,000	
31 Cost-Shared Renewals & Replacements	30,000	
32 Classroom Glass Boards	25,000	
33 Custodial Equipment	8,000	
34 Facilities Dump Bed	8,000	

**Central Ohio Technical College
Proposed Capital & Maintenance Projects
Fiscal Year 2023-2024**

Cost-shared

35 Light Pole Banner Replacement	8,000	
36 Miscellaneous Interior Campus Signage	7,500	
37 Reese Center Services Renewals & Replacements	5,000	
38 Wellness Furniture (CS)	5,000	
39 Alford Bicycle Racks	1,500	
40 Grasshopper Edge-Eze Edger	1,500	
		\$ 167,000

Replacement of Information Technology Equipment and Software

Central Ohio Technical College

Proposed Budget

41 Transcript Automation Project	\$ 75,000	
42 Audiovisual Equipment	25,000	
		\$ 100,000

Cost-shared

43 Audiovisual Equipment	\$ 25,000	
		\$ 25,000

CENTRAL OHIO TECHNICAL COLLEGE
Development Fund
Board Designated Account
Proposed Budget 2023-2024

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		2,000	
Total Community Relations			\$26,400
Development Fund Total Budget			\$57,500

**NEWARK CAMPUS
COTC DEVELOPMENT FUND
PROPOSED BUDGET
Project Description 2023-2024**

<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.

Community Relations

Institution

Description

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 FY24 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, 2023 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	
	2016-17		50.0%		50/50 Factor
			51.9%		Headcount Factor - Newark
			64.4%		FTE Factor - Newark
			40.7%		Headcount Factor - All Enrollment
			49.8%		FTE Factor - All Enrollment
	2017-18		50.0%		50/50 Factor
			53.7%		Headcount Factor - Newark
			66.8%		FTE Factor - Newark
			43.5%		Headcount Factor - All Enrollment
			53.6%		FTE Factor - All Enrollment
	2018-19		50.0%		50/50 Factor
			56.5%		Headcount Factor - Newark
			69.3%		FTE Factor - Newark
			46.5%		Headcount Factor - All Enrollment
			56.5%		FTE Factor - All Enrollment
	2019-20		50.0%		50/50 Factor
			58.3%		Headcount Factor - Newark
			70.7%		FTE Factor - Newark
			47.9%		Headcount Factor - All Enrollment
			58.4%		FTE Factor - All Enrollment
	2020-21		50.0%		50/50 Factor
			59.6%		Headcount Factor - Newark
			71.9%		FTE Factor - Newark
			49.7%		Headcount Factor - All Enrollment
			60.1%		FTE Factor - All Enrollment
	2021-22		50.0%		50/50 Factor
			58.9%		Headcount Factor - Newark
			72.2%		FTE Factor - Newark
			48.9%		Headcount Factor - All Enrollment
			60.0%		FTE Factor - All Enrollment
	2022-23		50.0%		50/50 Factor
			59.6%		Headcount Factor - Newark
			73.5%		FTE Factor - Newark
			50.1%		Headcount Factor - All Enrollment
			61.4%		FTE Factor - All Enrollment
	2023-24		50.0%		50/50 Factor
			59.2%		Headcount Factor - Newark
			74.3%		FTE Factor - Newark
			49.3%		Headcount Factor - All Enrollment
			61.8%		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

2023-2024 COST-SHARE REVENUE/EXPENSE			
	Newark Cost-share	COTC'S Share	Ohio State Newark's Share
PUBLIC SERVICE - Conference Services	750	375	375
ACADEMIC SUPPORT			
Career Services	94,176	35,975	58,201
Library	563,884	216,972	346,912
	658,059	252,947	405,112
STUDENT SERVICES			
Counseling Services	270,405	137,096	133,310
Disability Services	143,788	72,900	70,887
Enrollment Management	6,000	3,042	2,958
Student Financial Services - Financial Aid	471,617	239,110	232,507
Student Groups & Activities	303,291	92,680	210,610
Student Life Admin	554,533	280,867	273,666
	1,749,633	825,695	923,938
INSTITUTIONAL SUPPORT			
Accounting	333,719	166,859	166,859
Advancement Office	162,912	81,456	81,456
Business & Finance Office	771,550	385,775	385,775
Diversity, Equity, & Inclusion	107,712	53,856	53,856
Executive Office Operations	13,250	6,625	6,625
Human Resources	90,870	45,435	45,435
Marketing & Public Relations	674,115	257,512	416,603
Performing Arts	26,000	13,000	13,000
Chief of Staff and Planning Support	221,689	110,845	110,845
Purchasing	273,119	104,331	168,787
Services Center	383,364	98,525	284,839
Staff Development Committee	2,500	643	1,858
Student Financial Services - Bursar	176,948	89,713	87,236
Technology Services	2,862,847	1,929,851	932,996
Telecommunications	62,300	23,799	38,501
Telephone Services	119,000	30,583	88,417
	6,281,895	3,398,807	2,883,088
OPERATION & MAINTENANCE OF PLANT			
Custodial	1,021,162	262,439	758,723
Facilities	1,546,863	453,277	1,093,586
Grounds	473,964	121,809	352,155
Maintenance	532,458	136,842	395,616
Public Safety	591,374	161,853	429,521
	4,165,821	1,136,218	3,029,602
GENERAL OVERHEAD - Capital Equipment	605,400	155,588	449,812
AUXILIARY ENTERPRISES - Food Service	14,500	3,727	10,774
MISC REVENUE - COTC CS	(3,500)	(900)	(2,601)
BOOKSTORE REVENUE - CS	(120,000)	(45,840)	(74,160)
CONFERENCE SERVICES REVENUE - CS	(10,000)	(5,000)	(5,000)
	(133,500)	(51,740)	(81,761)
TOTALS	13,342,558	5,721,617	7,620,941

APPENDIX C
Public Service
FY2023-FY2024 (July 1, 2023-June 30, 2024)

C-1: Conference Services

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

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

APPENDIX D
Academic Support Services
FY2023-FY2024 (July 1, 2023-June 30, 2024)

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 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

FY2023-FY2024 (July 1, 2023-June 30, 2024)

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	Ohio State Newark
Assistant Director of Student Life/Assistant Dean of Students	1.00	COTC
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

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	1.00	COTC

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

APPENDIX F

Institutional Support

FY2023-FY2024 (July 1, 2023-June 30, 2024)

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: 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.

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-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
Financial Analyst	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
Procurement Specialist	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 Financial Specialist	1.00	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
Communications Coordinator (new position, title undecided)	1.00	COTC
Marketing Assistant	1.00	COTC
Web Management Associate	1.00	Ohio State Newark
Digital Communications Coordinatori	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

FY2023-FY2024 (July 1, 2023-June 30, 2024)

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	1.00	Ohio State Newark

Technician Senior		
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

FY2023-FY2024 (July 1, 2023-June 30, 2024)

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

FY2023-FY2024 (July 1, 2023-June 30, 2024)

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

FY2023-FY2024 (July 1, 2023-June 30, 2024)

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

FY2023-FY2024 (July 1, 2023-June 30, 2024)

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.