



THE OHIO STATE UNIVERSITY

NEWARK

Proposed Budget Fiscal Year 2019-2020

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and
DEAN/DIRECTOR**

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THE OHIO STATE UNIVERSITY AT NEWARK

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THE OHIO STATE UNIVERSITY AT NEWARK

Budget Overview

Fiscal Year 2019-2020

This document presents the projected unrestricted sources of funds and expenditures of The Ohio State University at Newark budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020 (FY2020). The budget of \$28,764,632 supports the priorities outlined in the campus's Strategic Plan, On Seas of Care. It provides inclusive access and an excellent and affordable education that is core to the University's mission as a public land-grant university. Aligning our budget resources with our strategic priorities is key to achieving our vision to prepare every student to be an engaged citizen in a global society.

Healthy enrollment in FY2019 and a solid projection for FY2020 support strong tuition and fee projections for our FY2020 budget. This budget year involves the continuation of the tuition and fee plan instituted for new first-year students locking in their tuition for four years. Tuition will increase 1.5% for the new students starting in the fall. The other major source of funding is the state share of instruction (SSI), which is projected to increase for FY2020 due to enrollment growth and an increase in associate degree completions.

In support of our commitment to student success and to recognize the growth in enrollment on the campus, this budget provides for a new student support and community outreach program coordinator in the office of Student Life, a new program assistant for Recreational Sports and a half-time position to support the STEP program. A support position in the Admissions and Advising office has been approved in this budget as well.

A line item created in FY2018 is in place for future debt service to support the eventual construction of a science and technology building. The business plan for the building would necessitate borrowing from the University. This line item would service that borrowing. In addition, funding has been earmarked in the budget for the eventual operating costs of the building. These costs will be phased in over three years.

The campus's budget has also benefited from cost reductions associated with increased operational efficiency. Operational adjustments and the savings associated with them are part of our effort to participate in the University's efficiency initiative. Savings this year from reductions in central benefit rates will be set aside in the efficiency fund for Newark. This will assist the campus in meeting the University's goal of raising \$200 million to be used to support Ohio State's 2020 Vision. The additional revenue we anticipate because of our strong enrollment permits an increase that will allow us to modestly enhance compensation for our faculty and staff.

The importance of safeguarding our resources is recognized in this budget through the preservation of our capital budgets. Our physical facility and technological infrastructure are critical to the campus's foundation. Examples of projects in this area include

equipment replacements, building maintenance and technology refreshes. It is also important to note that the University experienced a reduction in its service charge rate, which will decrease the cost of central shared services.

The campus is committed to providing a learner-centered environment offering quality instruction, resources and services while presenting challenging opportunities for the continued growth, development and success of our students. This budget includes a set aside to allow for costs related to the Bachelor's Degree program in Engineering Technology.

Ohio State Newark continues to value its partnership with Central Ohio Technical College (COTC). For reasons of efficiency and economy, the campus continues to explore ways of furthering our partnership with COTC. The cost-share agreement is driven by enrollment demands of both institutions and is adjusted annually.

THE OHIO STATE UNIVERSITY AT NEWARK
Proposed Budget
Fiscal Year 2019-2020

INSTRUCTIONAL & GENERAL REVENUE

I&G REVENUE

STATE SUBSIDY	7,827,143
STUDENT FEES	20,637,889
OTHER INCOME	152,145
INVESTMENT INCOME	<u>120,000</u>

TOTAL I&G REVENUE

\$28,737,177

INSTRUCTIONAL & GENERAL EXPENDITURES

I&G EXPENDITURES

INSTRUCTION	12,730,441
ACADEMIC SUPPORT	2,430,595
STUDENT SERVICES	2,787,085
INSTITUTIONAL SUPPORT	3,857,805
FACILITIES	2,805,464
GENERAL OVERHEAD	<u>4,153,242</u>

TOTAL I&G EXPENDITURES

\$28,764,632

COST-SHARED AUXILIARIES

CONFERENCE SERVICES	(20,573)
FOOD SERVICE	<u>48,028</u>

TOTAL AUXILIARY INCOME

\$27,455

VARIANCE

\$0

THE OHIO STATE UNIVERSITY AT NEWARK

Comparative Budget 2018-2019 vs 2019-2020

	2018-19 Budget	2019-20 Proposed	Increase (Decrease)	Percent Inc/(Dec)
INSTRUCTIONAL & GENERAL REVENUE				
STATE SUBSIDY	7,467,695	7,827,143	359,448	4.8%
STUDENT FEES	19,377,039	20,637,889	1,260,850	6.5%
OTHER INCOME	145,027	152,145	7,119	4.9%
INVESTMENT INCOME	55,000	120,000	65,000	118.2%
TOTAL I&G REVENUE	27,044,761	28,737,177	1,692,417	6.3%
INSTRUCTIONAL & GENERAL EXPENDITURES				
INSTRUCTION	12,218,301	12,730,441	512,140	4.2%
ACADEMIC SUPPORT	2,253,568	2,430,595	177,027	7.9%
STUDENT SERVICES	2,553,148	2,787,085	233,937	9.2%
INSTITUTIONAL SUPPORT	3,774,015	3,857,805	83,790	2.2%
FACILITIES	2,613,631	2,805,464	191,833	7.3%
GENERAL OVERHEAD	3,675,547	4,153,242	477,695	13.0%
TOTAL I&G EXPENDITURES	27,088,210	28,764,632	1,676,422	6.2%
COST-SHARED AUXILIARIES				
CONFERENCE SVC	(2,566)	(20,573)	(18,007)	701.8%
FOOD SERVICE	46,015	48,028	2,013	4.4%
TOTAL AUXILIARY INCOME	43,449	27,455	(15,995)	-36.8%
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0	\$0	\$0	

THE OHIO STATE UNIVERSITY AT NEWARK

2018-2019 to 2019-2020

Analysis of Operating Budget Changes

INSTRUCTIONAL AND GENERAL REVENUES

State Subsidy

- Reflects an expected increase from the State

Student Fees

- Reflects increase in tuition and fees for first year freshman tuition increase and enrollment increase

Other Revenue

- Slight increase in miscellaneous revenue from cost-share percentage change

Investment Income

- Increase in interest income

INSTRUCTIONAL AND GENERAL EXPENDITURES

Overall

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

Instruction

- Align faculty and lecturer budgets with expected course offerings
- Pool for Senior Lecturer equity adjustments
- BS in Engineering Technology phase-in

Academic Support

- New Receptionist for Admissions/Advising
- Senior Advisor equity adjustment
- Permanently fund EXP 1100.01 Peer Mentoring

Student Services

- New Receptionist for Admissions/Advising
- STEP Administrative Support
- Recreation Center equipment maintenance, repair, and replacement plan
- Add Student Life Program Coordinator, Student Support and Community Outreach and Program Assistant, Recreational Sports positions

Institutional Support

- Eliminate Welcome Center Receptionist position
- Services Center equipment replacement

Facilities

- PT Security Officer FTE adjustment
- Reclass Assistant Director of Public Safety to Sworn Police Officer
- Decrease in Goodwill custodial contract costs
- Phase in of science and technology building operating costs

General Overhead

- Add contingency to address future Career Roadmap
- Phase in STEP Program costs
- Add contingency for future faculty
- Reflects decrease in service charge due to Columbus Campus rate decrease
- Increase in efficiency funds from central benefit rate reductions

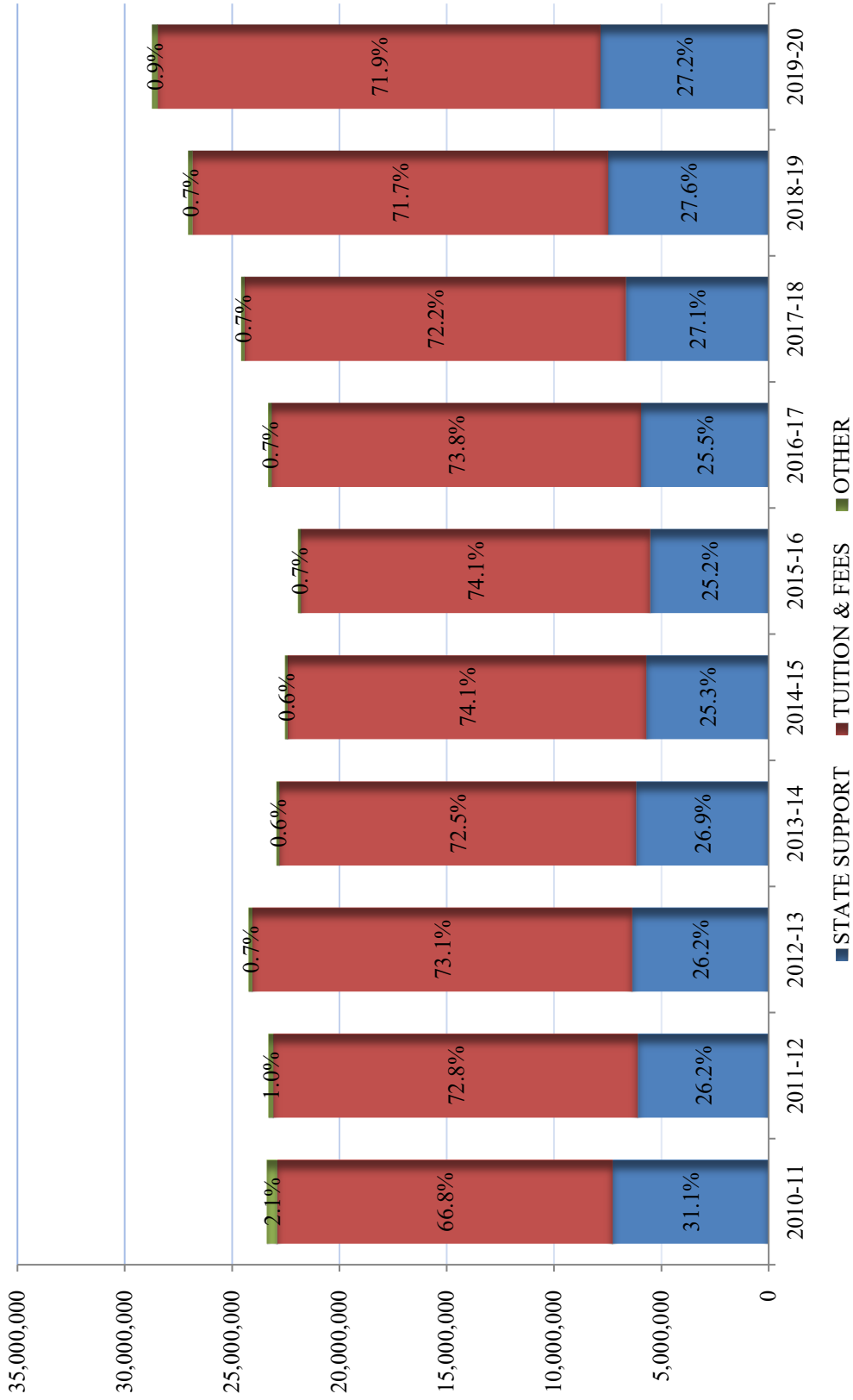
THE OHIO STATE UNIVERSITY AT NEWARK
Fiscal Year 2019-2020
Proposed Revenue Summary

I. STATE SUBSIDY		\$7,827,143	27.2%
II. TUITION AND FEES			
A. INSTRUCTIONAL & GENERAL	20,002,889		
B. OTHER FEES			
1. FINES & PENALTIES	30,000		
2. NON-RESIDENT FEES	45,000		
3. APPLICATION & ACCEPTANCE FEES	385,000		
4. ORIENTATION FEES	85,000		
5. COURSE FEES	<u>90,000</u>		
SUBTOTAL	635,000		
TOTAL TUITION AND FEES		\$20,637,889	71.8%
III. OTHER			
A. OTHER	152,145		
B. INVESTMENTS	<u>120,000</u>		
TOTAL OTHER		\$272,145	0.9%
IV. GRAND TOTAL		<u><u>\$28,737,177</u></u>	<u><u>100.0%</u></u>

THE OHIO STATE UNIVERSITY AT NEWARK

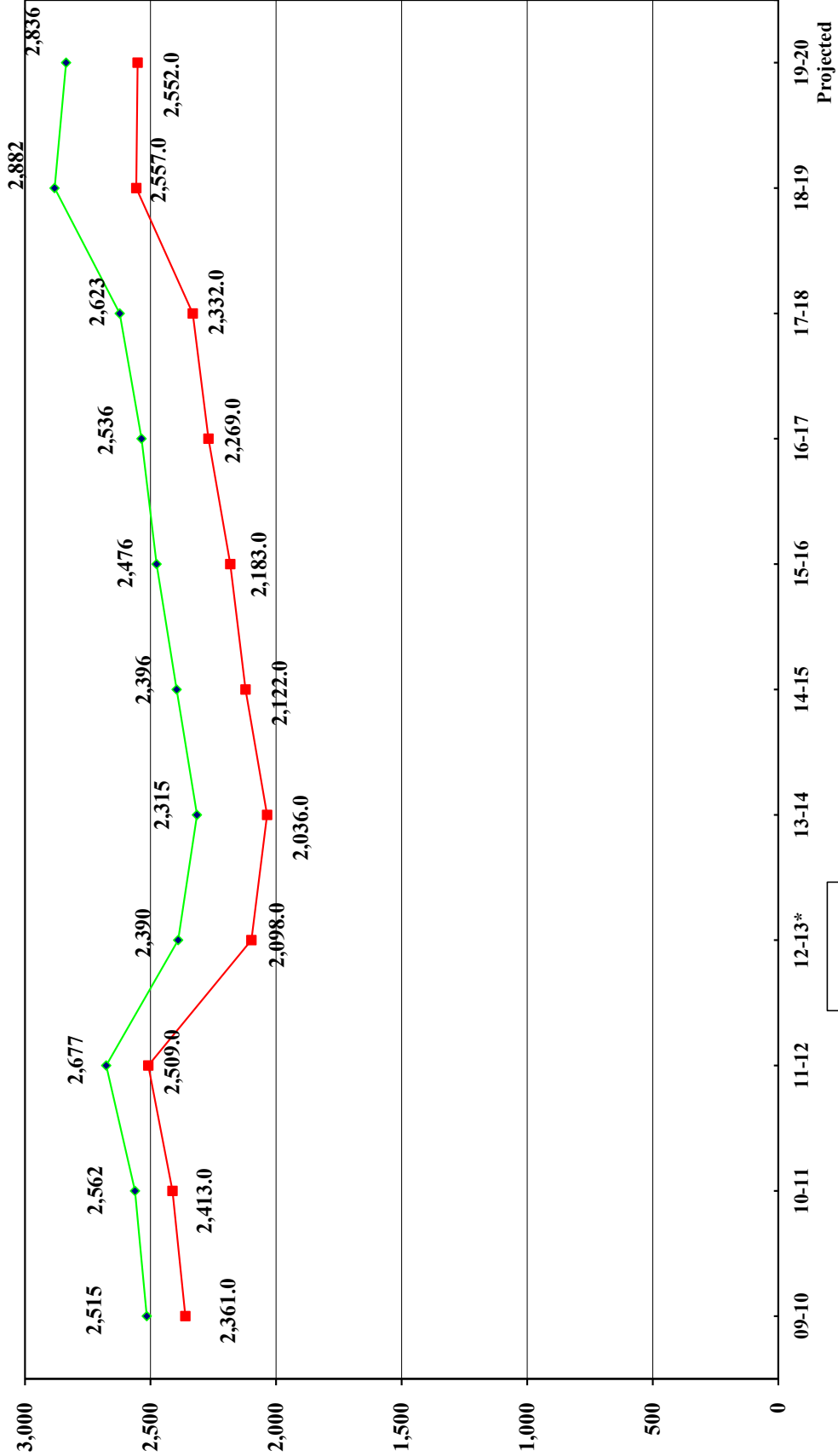
Budgeted Revenue

Fiscal Years 2011-2020



THE OHIO STATE UNIVERSITY AT NEWARK

Comparison of Headcount to FTE
(Autumn Only)



*Semester Conversion

Headcount
FTE

The Ohio State University at Newark

Enrollment Projections

HEADCOUNT: UNDERGRADUATE			
	18-19 Budget	18-19 Actual	19-20 Budget
Summer	456	401	461
Autumn	2,749	2,870	2,836
Spring	2,474	2,555	2,592
Total	5,679	5,826	5,889

FTE: UNDERGRADUATE			
	18-19 Budget	18-19 Actual	19-20 Budget
Summer	150	148	152
Autumn	2,447	2,554	2,552
Spring	2,172	2,270	2,307
Total	4,769	4,972	5,011

HEADCOUNT: GRADUATE			
	18-19 Budget	18-19 Actual	19-20 Budget
Summer	0	4	0
Autumn	0	12	0
Spring	0	7	0
Total	0	23	0

FTE: GRADUATE			
	18-19 Budget	18-19 Actual	19-20 Budget
Summer	0	1	0
Autumn	0	3	0
Spring	0	2	0
Total	0	6	0

HEADCOUNT: TOTALS			
	18-19 Budget	18-19 Actual	19-20 Budget
Summer	456	405	461
Autumn	2,749	2,882	2,836
Spring	2,474	2,562	2,592
Total	5,679	5,849	5,889

FTE: TOTALS			
	18-19 Budget	18-19 Actual	19-20 Budget
Summer	150	149	152
Autumn	2,447	2,557	2,552
Spring	2,172	2,272	2,307
Total	4,769	4,978	5,011

0.68% 19-20 Budget to 18-19 Actual
 3.70% 19-20 Budget to 18-19 Budget

0.66% 19-20 Budget to 18-19 Actual
 5.07% 19-20 Budget to 18-19 Budget

THE OHIO STATE UNIVERSITY AT NEWARK

Fiscal Year 2019-2020

Fee Revenue Projection

	<u>Summer 2019</u>	<u>Autumn 2019</u>	<u>Spring 2020</u>	<u>TOTAL</u>
Instructional Fee	577,639	9,866,877	8,919,625	19,364,141
General Fee	19,054	325,470	294,224	638,748
Subtotal	596,693	10,192,347	9,213,849	20,002,889
Miscellaneous Fees:				
Application Fee				200,000
Acceptance Fee				185,000
Non-resident Fee				45,000
Fines & Penalties				30,000
Orientation Fee				85,000
Course Fee				90,000
Subtotal				635,000
TOTAL				<u>\$20,637,889</u>

THE OHIO STATE UNIVERSITY AT NEWARK

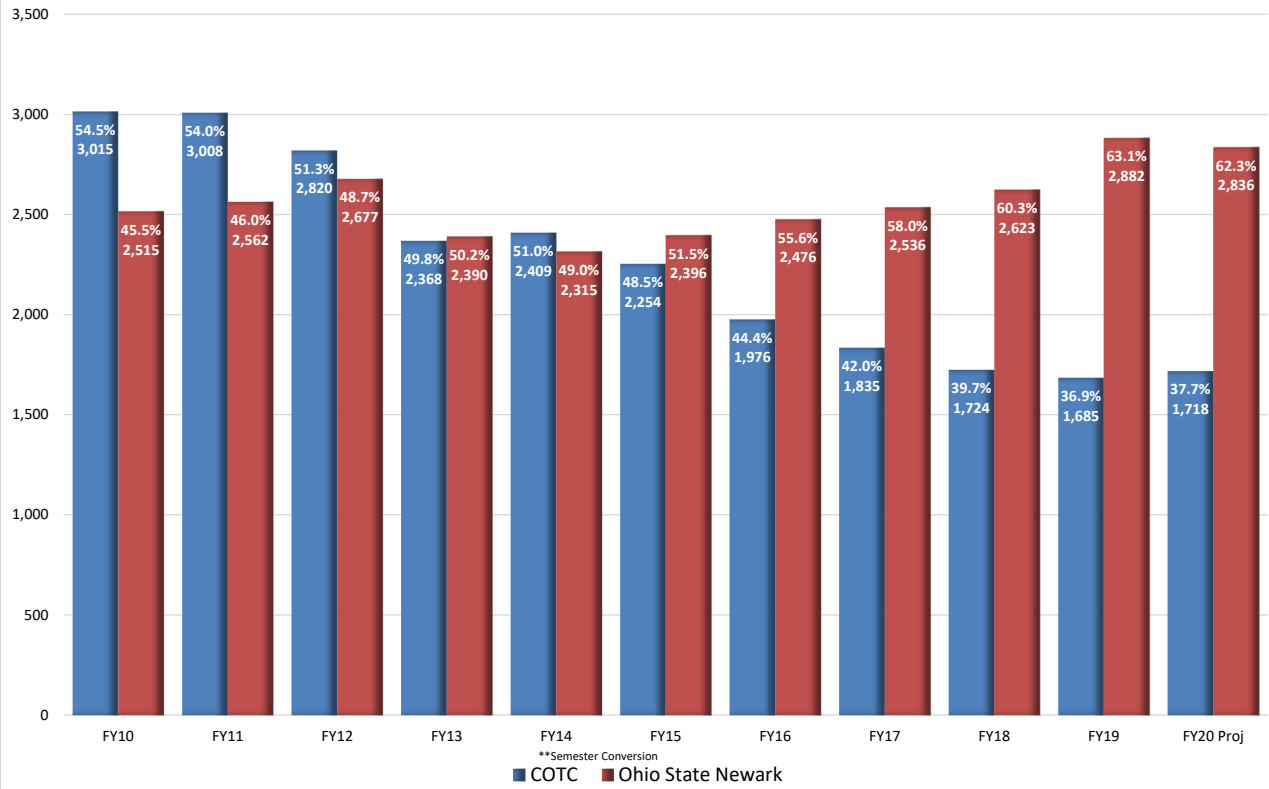
Estimated Semester Cost to Full-time Students

Columbus Campus guidance is to freeze undergraduate and graduate tuition and fees for the next academic year for all students except new entering freshmen. These students will have a new established tuition rate that will be locked in for their undergraduate degree.

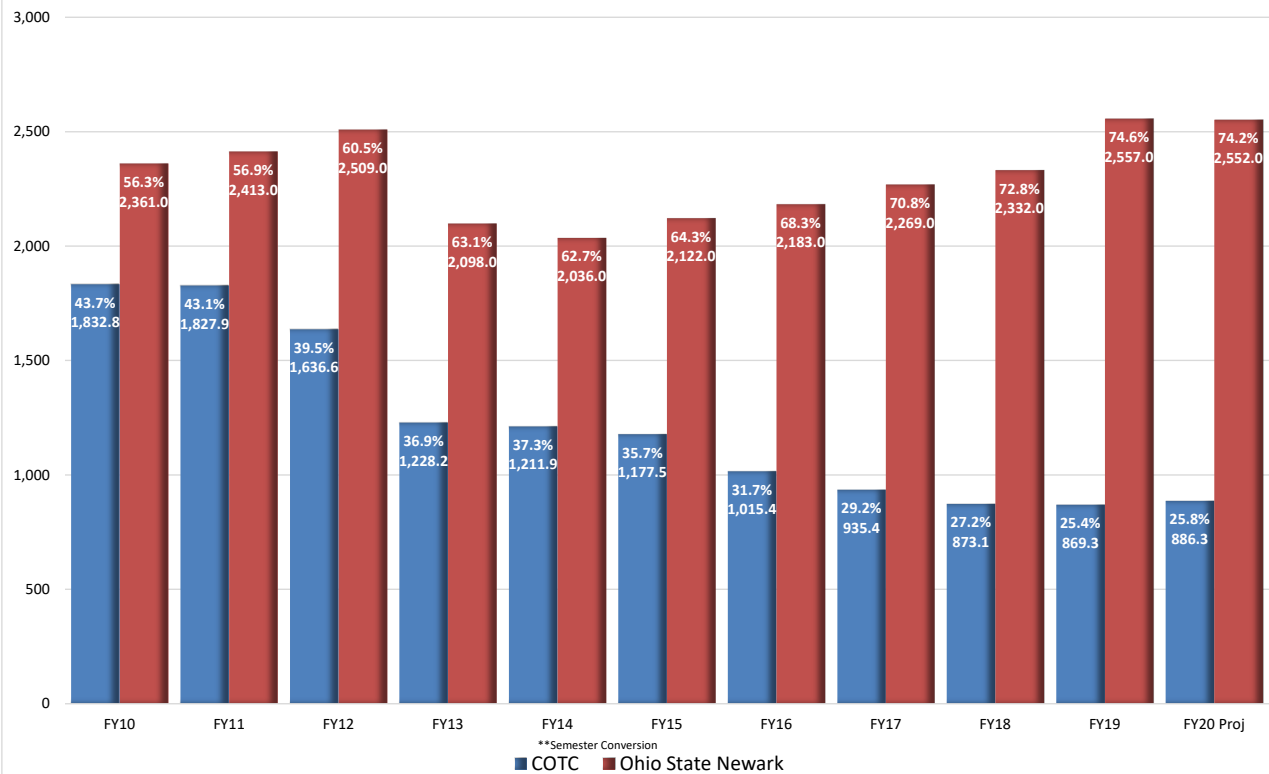
<u>Class</u>	<u>2018-2019</u> <u>Actual</u>	<u>2019-2020</u> <u>Actual</u>	<u>Increase/</u> <u>Decrease</u>
First Year Freshman - 19/20 Cohort*	\$3,822	\$3,879 *	1.5%
First Year Freshman - 18/19 Cohort	\$3,822	\$3,822	0.0%
First Year Freshman - 17/18 Cohort	\$3,776	\$3,776	0.0%
All Other Undergraduate Level	\$3,570	\$3,570	0.0%
All Graduate Level	\$5,868	\$5,868	0.0%

*estimate

THE OHIO STATE UNIVERSITY AT NEWARK Newark Campus Autumn Headcount



THE OHIO STATE UNIVERSITY AT NEWARK Newark Campus Autumn FTE



THE OHIO STATE UNIVERSITY AT NEWARK
Proposed Staff and Faculty Compensation Investments
Fiscal Year 2019 – 2020

Consistent with the Compensation Guidance issued from the University, a 2.5% composite salary increase is included for all regular staff, tenured and tenure-track faculty, and non-tenure track faculty. Cost-shared, Ohio State Newark union employees are exempt from this process due to a mandated increase as outlined in CWA contract.

The Ohio State University at Newark’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. There are no minimum or across-the-board increases.

COMPENSATION INCREASES (SALARY + BENEFITS):

A. STAFF	\$162,291
B. FACULTY	
i. TENURE-TRACK	\$141,093
ii. ASSOCIATED	\$128,021
C. STUDENT WAGES	<u>\$3,338</u>
TOTAL SALARY INCREASES	<u>\$434,743</u>

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Department Summary

	Arts	Education	Humanities	Professional	Math & Physical Sci	Social Science	Special Projects	TOTAL
PERSONNEL								
Salaries	554,233	1,244,903	2,510,048	385,498	2,727,860	1,834,768	271,246	9,528,556
Benefits	126,226	285,303	591,403	87,789	639,647	423,808	56,499	2,210,676
Subtotal	680,460	1,530,207	3,101,450	473,287	3,367,508	2,258,576	327,746	11,739,233
OPERATING								
Supplies & Services	21,850	139,660	50,620	140,532	98,736	29,550	321,760	802,708
Equipment & Software	-	-	-	185,000	3,500	-	-	188,500
Subtotal	21,850	139,660	50,620	325,532	102,236	29,550	321,760	991,208
GRAND TOTAL	\$702,310	\$1,669,867	\$3,152,070	\$798,819	\$3,469,744	\$2,288,126	\$649,506	\$12,730,441

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Arts

	Art			Black Box		TOTAL
	College	Music	Theater	Theater		
PERSONNEL						
Salaries	252,718	259,490	42,025	-	-	554,233
Benefits	58,533	57,355	10,338	-	-	126,226
Subtotal	311,251	316,845	52,363	-	-	680,460
OPERATING						
Supplies & Services	4,650	5,200	-	12,000	-	21,850
Equipment & Software	-	-	-	-	-	-
Subtotal	4,650	5,200	-	12,000	-	21,850
Grand Total	\$315,901	\$322,045	\$52,363	\$12,000		\$702,310

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Education

	Physical Education	Education P & L	Health Education	Education T & P	Fee Auths for Education Dept	Special Education	TOTAL
PERSONNEL							
Salaries	92,250	28,700	129,935	907,369	-	86,649	1,244,903
Benefits	14,760	4,592	23,599	221,850	-	20,503	285,303
Subtotal	107,010	33,292	153,534	1,129,218	-	107,152	1,530,207
OPERATING							
Supplies & Services	11,000	-	11,150	26,010	90,000	1,500	139,660
Equipment & Software	-	-	-	-	-	-	-
Subtotal	11,000	-	11,150	26,010	90,000	1,500	139,660
Grand Total	\$118,010	\$33,292	\$164,684	\$1,155,228	\$90,000	\$108,652	\$1,669,867

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Humanities

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	Classics	English	Eastern Asian Lang Lit	History	Earthworks	Russian	Honors	German
PERSONNEL								
Salaries	84,822	985,331	21,013	528,330	108,733	21,013	11,588	11,789
Benefits	20,866	227,002	3,362	127,886	35,121	3,362	1,298	2,900
Subtotal	105,689	1,212,333	24,375	656,216	143,853	24,375	12,885	14,689
OPERATING								
Supplies & Services	3,000	8,300	-	6,850	-	-	23,095	-
Equipment & Software	-	-	-	-	-	-	-	-
Subtotal	3,000	8,300	-	6,850	-	-	23,095	-
Grand Total	\$108,689	\$1,220,633	\$24,375	\$663,066	\$143,853	\$24,375	\$35,980	\$14,689

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Humanities

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	Philosophy	American Sign Language	Spanish	French	Women's Studies	Comparative Studies	African Amer Studies	TOTAL
PERSONNEL								
Salaries	62,155	50,060	185,958	71,666	22,550	260,468	84,572	2,510,048
Benefits	15,290	11,610	38,969	17,404	3,608	61,920	20,805	591,403
Subtotal	77,445	61,670	224,927	89,070	26,158	322,389	105,377	3,101,450
OPERATING								
Supplies & Services	-	-	4,300	1,575	-	1,500	2,000	50,620
Equipment & Software	-	-	-	-	-	-	-	-
Subtotal	-	-	4,300	1,575	-	1,500	2,000	50,620
Grand Total	\$77,445	\$61,670	\$229,227	\$90,645	\$26,158	\$323,889	\$107,377	3,152,070

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Professional

	Business Admin	Computer & Info Science	Engineering	Total
PERSONNEL				
Salaries	81,442	79,848	224,208	385,498
Benefits	18,926	19,643	49,221	87,789
Subtotal	100,367	99,491	273,429	473,287
OPERATING				
Supplies & Services	725	-	139,807	140,532
Equipment & Software	185,000	-	-	185,000
Subtotal	185,725	-	139,807	325,532
Grand Total	\$286,092	\$99,491	\$413,236	\$798,819

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Math & Physical Science

	Chemistry	Earth Science	Biology	Physics	SciDome	Math	Statistics	Total
PERSONNEL								
Salaries	350,516	152,688	610,856	224,664	20,000	1,182,691	186,446	2,727,860
Benefits	81,827	35,924	137,034	47,503	3,200	288,999	45,160	639,647
Subtotal	432,344	188,612	747,890	272,166	23,200	1,471,690	231,606	3,367,508
OPERATING								
Supplies & Services	29,482	1,550	26,400	10,555	26,500	1,750	2,500	98,736
Equipment & Software	-	-	-	-	3,500	-	-	3,500
Subtotal	29,482	1,550	26,400	10,555	30,000	1,750	2,500	102,236
Grand Total	\$461,825	\$190,162	\$774,290	\$282,721	\$53,200	\$1,473,440	\$234,106	\$3,469,744

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Social Science

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	<u>Anthropology</u>	<u>Economics</u>	<u>Geography</u>	<u>Communications</u>	<u>Political Science</u>
PERSONNEL					
Salaries	197,820	93,505	146,061	72,391	167,767
Benefits	48,664	18,921	34,583	15,383	34,606
Subtotal	<u>246,484</u>	<u>112,426</u>	<u>180,644</u>	<u>87,774</u>	<u>202,372</u>
OPERATING					
Supplies & Services	2,950	-	5,950	-	2,000
Equipment & Software	-	-	-	-	-
Subtotal	<u>2,950</u>	<u>-</u>	<u>5,950</u>	<u>-</u>	<u>2,000</u>
Grand Total	\$249,434	\$112,426	\$186,594	\$87,774	\$204,372

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Social Science

Page 2 of 2

	Psychology	Sociology	Social Work:		Total
			Undergrad	Grad	
PERSONNEL					
Salaries	806,990	270,386	79,848		1,834,768
Benefits	193,684	65,192	12,776		423,808
Subtotal	<u>1,000,674</u>	<u>335,578</u>	<u>92,624</u>		<u>2,258,576</u>
OPERATING					
Supplies & Services	9,150	9,500	-		29,550
Equipment & Software	-	-	-		-
Subtotal	<u>9,150</u>	<u>9,500</u>	<u>-</u>		<u>29,550</u>
Grand Total	\$1,009,824	\$345,078	\$92,624		\$2,288,126

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020
PROPOSED INSTRUCTIONAL BUDGET

Special Projects & Graduate Education

	Instructional General	Research & Cultural			Study Abroad	Special Events	Total
		Research Awards	Arts				
PERSONNEL							
Salaries	265,246	-	-	6,000	-	271,246	
Benefits	55,539	-	-	960	-	56,499	
Subtotal	320,786	-	-	6,960	-	327,746	
OPERATING							
Supplies & Services	68,100	18,500	184,190	41,500	9,470	321,760	
Equipment & Software	-	-	-	-	-	-	
Subtotal	68,100	18,500	184,190	41,500	9,470	321,760	
Grand Total	\$388,886	\$18,500	\$184,190	\$48,460	\$9,470	\$649,506	

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED ACADEMIC SUPPORT BUDGET

	NCS Academic Admin	CS Career Services	NCS Academic Advisement	NCS & CS Instructional Support	NCS Social Work Admin	NCS & CS Library	Total Academic Support
PERSONNEL							
Salaries	435,092	36,614	630,130	193,095	60,524	205,905	1,561,359
Benefits	135,703	12,545	197,666	62,370	19,549	49,258	477,091
Subtotal	570,795	49,158	827,796	255,464	80,073	255,164	2,038,450
OPERATING							
Supplies & Services	2,200	6,474	20,700	-	4,450	38,665	72,490
Equipment & Software	-	-	-	-	250,100	69,555	319,655
Subtotal	2,200	6,474	20,700	-	254,550	108,220	392,145
Grand Total	\$572,995	\$55,633	\$848,496	\$255,464	\$334,623	\$363,384	\$2,430,595

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED STUDENT SUPPORT BUDGET

Page 1 of 2

	NCS & CS Admission	NCS Recruit	NCS & CS Fin Aid	NCS & CS Student Life Admin	CS Student Programs	Campus Access Committee
PERSONNEL						
Salaries	456,609	-	169,228	152,405	111,191	-
Benefits	139,802	-	66,402	51,260	18,384	-
Subtotal	596,411	-	235,629	203,665	129,575	-
OPERATING						
Supplies & Services	124,138	255,900	110,707	66,556	75,714	15,000
Equipment & Software	1,000	-	-	-	-	-
Subtotal	125,138	255,900	110,707	66,556	75,714	15,000
Grand Total	\$721,549	\$255,900	\$346,336	\$270,221	\$205,289	\$15,000

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED STUDENT SUPPORT BUDGET

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	Outreach & Engagement	CS Testing Center	CS Disability Services	CS Center for Student Success	Retention	Total Student Support
PERSONNEL						
Salaries	70,924	55,924	110,830	178,618	188,080	1,493,809
Benefits	19,078	14,191	39,282	42,872	40,540	431,812
Subtotal	90,002	70,116	150,112	221,490	228,620	1,925,620
OPERATING						
Supplies & Services	56,900	862	3,856	10,683	138,161	858,477
Equipment & Software	1,000	144	422	423	-	2,988
Subtotal	57,900	1,006	4,277	11,106	138,161	861,465
Grand Total	\$147,902	\$71,122	\$154,389	\$232,596	\$366,781	\$2,787,085

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 1 of 3

	NCS & CS Dean/Dir & Executive Office	CS Advancement	Alumni Relations	NCS & CS Business & Finance	CS Staff Develop	NCS & CS Human Resources
PERSONNEL						
Salaries	380,522	64,512	50,926	190,549	-	211,435
Benefits	119,382	23,661	16,449	70,377	-	73,104
Subtotal	499,904	88,172	67,375	260,926	-	284,539
OPERATING						
Supplies & Services	52,545	20,610	20,000	54,650	1,768	78,693
Equipment & Software	19,000	-	-	-	-	-
Subtotal	71,545	20,610	20,000	54,650	1,768	78,693
Grand Total	\$571,449	\$108,782	\$87,375	\$315,576	\$1,768	\$363,232

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 2 of 3

	Planning Support	Board of Trustees	NCS & CS Purchasing	NCS & CS Accounting	CS Bursar	CS Marketing & Public Relations
PERSONNEL						
Salaries	-	-	110,663	139,963	83,157	182,256
Benefits	-	-	46,996	48,835	33,119	66,559
Subtotal	-	-	157,659	188,798	116,276	248,815
OPERATING						
Supplies & Services	4,800	2,000	6,117	7,518	3,353	26,806
Equipment & Software	-	-	-	-	-	175
Subtotal	4,800	2,000	6,117	7,518	3,353	26,981
Grand Total	\$4,800	\$2,000	\$163,776	\$196,315	\$119,629	\$275,796

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED INSTITUTIONAL SUPPORT BUDGET

Page 3 of 3

	NCS & CS Technology Services	CS Telephone/ Utilities	CS Performing Arts	CS Service Center	CS Telecomm	Total Inst Supp
PERSONNEL						
Salaries	-	-	-	65,759	-	1,479,741
Benefits	-	-	-	20,118	-	518,600
Subtotal	-	-	-	85,877	-	1,998,341
OPERATING						
Supplies & Services	1,209,598	114,534	11,610	188,079	37,256	1,839,935
Equipment & Software	-	-	-	354	-	19,529
Subtotal	1,209,598	114,534	11,610	188,432	37,256	1,859,464
Grand Total	\$1,209,598	\$114,534	\$11,610	\$274,309	\$37,256	\$3,857,805

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED FACILITIES BUDGET

	NCS & CS Facilities	CS Custodial	CS Maintenance	CS Grounds	CS Public Safety	Total Facilities
PERSONNEL						
Salaries	169,677	106,717	226,367	198,931	235,869	937,561
Benefits	57,849	33,144	71,045	58,168	90,227	310,433
Subtotal	227,526	139,861	297,413	257,098	326,096	1,247,994
OPERATING						
Supplies & Services	842,665	491,188	93,714	97,895	25,982	1,551,446
Equipment & Software	4,964	-	-	-	1,061	6,025
Subtotal	847,629	491,188	93,714	97,895	27,043	1,557,470
Grand Total	\$1,075,155	\$631,049	\$391,127	\$354,994	\$353,139	\$2,805,464

**THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020**

PROPOSED GENERAL OVERHEAD BUDGET

	NCS & CS Student Wages	NCS & CS Capital Equipment	NCS Columbus Service Charge	Total General Overhead
PERSONNEL				
Salaries	39,220	-	-	39,220
Benefits	196	-	-	196
Subtotal	39,416	-	-	39,416
OPERATING				
Supplies & Services	-	-	16,680	16,680
Equipment & Software	-	2,640,101	1,457,045	4,097,146
Subtotal	-	2,640,101	1,473,725	4,113,826
Grand Total	\$39,416	\$2,640,101	\$1,473,725	\$4,153,242

THE OHIO STATE UNIVERSITY AT NEWARK
FISCAL YEAR 2019-2020

PROPOSED AUXILIARY BUDGET

	CS Conference Svc	CS Food Service	Total Auxiliary
PERSONNEL			
Salaries	39,261	-	39,261
Benefits	17,437	-	17,437
Subtotal	56,698	-	56,698
OPERATING			
Supplies & Services	375	13,433	13,808
Equipment & Software	-	2,828	2,828
Subtotal	375	16,261	16,636
Total Expense	\$57,073	\$16,261	\$73,334
Total Revenue	(\$36,500)	(\$64,289)	(\$100,789)
Net (Gain)/Loss	\$20,573	(\$48,028)	(\$27,455)

THE OHIO STATE UNIVERSITY AT NEWARK

I & G Expenditures

2019-2020 Proposed Budget by Category

	<u>Instructional Support</u>	<u>Academic Support</u>	<u>Student Services Support</u>	<u>Institutional Support</u>	<u>Facilities & Public Safety</u>	<u>General Overhead</u>	<u>Total</u>	<u>%</u>
Salaries	\$ 9,388,984	\$ 1,482,666	\$ 1,265,497	\$ 1,454,737	\$ 899,129	\$ 39,220	\$ 14,530,234	50.51%
Benefits	2,210,676	477,091	431,812	518,600	310,433	196	3,948,809	13.73%
Professional Services	190,162	1,502	113,723	1,179,480	696,953	16,680	2,198,500	7.64%
Capital Equipment	-	-	-	-	-	2,075,618	2,075,618	7.22%
Overhead	-	-	-	19,000	-	1,457,045	1,476,045	5.13%
Transfers	185,000	250,000	-	-	-	564,483	999,483	3.47%
Utilities	-	-	-	-	681,548	-	681,548	2.37%
Student Wages	139,572	78,693	228,311	25,004	38,432	-	510,013	1.77%
Supplies	147,780	15,320	46,419	35,692	124,425	-	369,637	1.29%
Advertising	3,950	200	244,587	49,432	-	-	298,169	1.04%
Professional Development	176,990	9,443	42,544	37,716	3,741	-	270,434	0.94%
Equipment Rental	1,000	683	379	169,697	4,383	-	176,143	0.61%
Scholarships, Medals & Prizes	9,250	2,248	140,149	1,591	467	-	153,705	0.53%
Lunches, Dinners & Receptions	32,420	4,352	92,272	20,184	1,230	-	150,458	0.52%
Annual Srv Agreements/Licensing	500	26,646	5,000	115,274	-	-	147,420	0.51%
Travel	90,325	6,485	23,240	18,791	1,929	-	140,769	0.49%
Fee Authorizations	90,000	-	-	-	-	-	90,000	0.31%
Postage	555	29	550	74,435	-	-	75,569	0.26%
Printing	4,420	-	62,945	4,575	-	-	71,940	0.25%
Library Books	-	69,000	-	-	-	-	69,000	0.24%
Bad Debts	-	-	65,000	-	-	-	65,000	0.23%
Repairs/Maintenance	11,956	292	9,287	1,168	32,215	-	54,918	0.19%
Insurance	-	-	-	45,500	-	-	45,500	0.16%
Equipment under \$5,000 & Software	25,500	655	2,988	529	6,025	-	35,696	0.12%
Subscriptions, Periodicals & Books	17,790	3,370	7,341	1,346	292	-	30,140	0.10%
Phone	400	-	175	25,265	2,803	-	28,643	0.10%
Dues & Memberships	3,210	1,918	4,866	10,789	1,460	-	22,243	0.08%
Moving & Freight	-	-	-	20,000	-	-	20,000	0.07%
Events	-	-	-	19,500	-	-	19,500	0.07%
Employee Recruitment	-	-	-	9,500	-	-	9,500	0.03%
Total	\$ 12,730,441	\$ 2,430,595	\$ 2,787,085	\$ 3,857,805	\$ 2,805,464	\$ 4,153,242	\$ 28,764,632	100%

THE OHIO STATE UNIVERSITY AT NEWARK

I & G Expenditures

2019-2020 Proposed Budget by Category Compared to 2018-2019

	FY19-20 Proposed Budget		FY18-19 Budget		%		%		%	
	Total	%	Total	%	Total	%	Total	%	Change	Explanation of Changes
Salaries	\$ 14,530,234	50.51%	\$ 13,783,646	50.88%					5.42%	Increase for new positions and compensation increases
Benefits	\$ 3,948,809	13.73%	\$ 3,867,168	14.28%					2.11%	Reduction in benefit rates
Professional Services	\$ 2,198,500	7.64%	\$ 1,998,674	7.38%					10.00%	Phase in of future science bldg operating costs and phase in of BS in Engineering
Capital Equipment	\$ 2,075,618	7.22%	\$ 1,578,300	5.83%					31.51%	Add contingency to address future Career Roadmap and future faculty and phase in STEP program costs
Overhead	\$ 1,476,045	5.13%	\$ 1,496,629	5.53%					-1.38%	Decrease in service charge due to Columbus Campus rate decrease
Transfers	\$ 999,483	3.47%	\$ 999,483	3.69%					0.00%	No change
Utilities	\$ 681,548	2.37%	\$ 668,745	2.47%					1.91%	Align budgets to actual expenses for gas, electric, water and sewer
Student Wages	\$ 510,013	1.77%	\$ 486,134	1.79%					4.91%	Student wage increases plus reduction in budgets student life, public safety and conference services
Supplies	\$ 369,637	1.29%	\$ 367,572	1.36%					0.56%	Budget reallocation
Advertising	\$ 298,169	1.04%	\$ 286,414	1.06%					4.10%	Budget reallocation
Professional Development	\$ 270,434	0.94%	\$ 252,345	0.93%					7.17%	Increase faculty PBA budget for new faculty
Equipment Rental	\$ 176,143	0.61%	\$ 157,112	0.58%					12.11%	Increase for Service Center equipment
Scholarships, Medals & Prizes	\$ 153,705	0.53%	\$ 153,434	0.57%					0.18%	Not significant
Lunches, Dinners & Receptions	\$ 150,458	0.52%	\$ 146,128	0.54%					2.96%	Budget reallocation
Annual Srv Agreements/Licensing	\$ 147,420	0.51%	\$ 128,058	0.47%					15.12%	Align budgets to actual expenses for annual maintenance agreements
Travel	\$ 140,769	0.49%	\$ 115,416	0.43%					21.97%	Budget reallocation
Fee Authorizations	\$ 90,000	0.31%	\$ 90,000	0.33%					0.00%	No change
Postage	\$ 75,569	0.26%	\$ 73,793	0.27%					2.41%	Align postage budget to actual expense
Printing	\$ 71,940	0.25%	\$ 68,257	0.25%					5.39%	Budget reallocation
Library Books	\$ 69,000	0.24%	\$ 69,000	0.25%					0.00%	No change
Bad Debts	\$ 65,000	0.23%	\$ 65,000	0.24%					0.00%	No change
Repairs/Maintenance	\$ 54,918	0.19%	\$ 38,213	0.14%					43.72%	Increase for Recreation Center equipment repair
Insurance	\$ 45,500	0.16%	\$ 43,500	0.16%					4.60%	Slight increase in insurance costs
Equipment under \$5,000 & Software	\$ 35,696	0.12%	\$ 11,884	0.04%					200.38%	Increase equipment and software budget for SciDome
Subscriptions, Periodicals & Books	\$ 30,140	0.10%	\$ 28,843	0.11%					4.50%	Not significant
Phone	\$ 28,643	0.10%	\$ 45,382	0.17%					-36.88%	Align budgets to actual expenses for telephone
Dues & Memberships	\$ 22,243	0.08%	\$ 20,881	0.08%					6.52%	Budget reallocations
Moving & Freight	\$ 20,000	0.07%	\$ 20,000	0.07%					0.00%	No change
Events	\$ 19,500	0.07%	\$ 17,700	0.07%					10.17%	Budget reallocation
Employee Recruitment	\$ 9,500	0.03%	\$ 10,500	0.04%					-9.52%	Budget reallocation
Total	\$ 28,764,632	100.00%	\$ 27,088,210	100.00%						

**The Ohio State University at Newark
Proposed Capital & Maintenance Projects
Fiscal Year 2019-2020**

Campus Maintenance & Improvements

Cost-share	Proposed Budget
1 Campus Tree Trimming and Brush Removal	\$ 25,000
2 Electrical Project Discretionary Fund	15,000
3 Miscellaneous Sidewalk and Curb Replacement	10,000
4 Project Manager Discretionary Fund	20,000
5 Snow Removal Contingency Fund	20,000
6 Warner Center Library Entry Walls	75,000
7 Reese Amphitheater Irrigation System	6,600
8 Facilities Building - Vehicle Bay	10,000
9 Founders-Hopewell LED Bollard Lights	6,500
10 Miscellaneous Exterior Painting	10,000
11 Bike Path Assessment Report	7,000
12 Hopewell Hall Fire Alarm System Upgrades	12,000
13 Safety Stair Treads	10,000
14 Adena Hall Switchgear Maintenance	11,000
15 Warner Food Court Coiling Door Motors	9,000
16 Testing Center Expansion / Remodel	100,000
17 Warner Center - WC209 Remodel	10,000
18 Warner Center Study Rooms	13,500
	<hr style="width: 100%; border: 0.5px solid black;"/>
	\$ 370,600

Replacement of Campus Furniture, Fixtures & Equipment

Ohio State Newark	Proposed Budget
19 OSU Renewals and Replacements	\$ 25,000
20 Microscopes for Biology Lab	57,124
	<hr style="width: 100%; border: 0.5px solid black;"/>
	\$ 82,124
Cost-share	
21 Cost-Shared Renewals & Replacements	\$ 20,000
22 Light Pole Banner Replacements	8,000
23 Miscellaneous Interior Campus Signage	5,000
24 Reese Center Services Renewals & Replacements	5,000
25 Wellness Furniture (CS)	5,000
26 Dump Truck (second installment - \$46,000 total)	23,000
27 Classroom Chair Replacements - Phase IV	40,000
28 Reese Center Ballroom Tables	20,000
29 Rotary Park - Restroom Doors	5,000
30 Warner Library Furniture	15,000
31 Warner Replacement Furniture	50,000
32 Walk-Behind Floor Scrubber	8,000
33 Security Cameras (CS)	10,000
34 Tutoring Center Reconfigurations	5,000

**The Ohio State University at Newark
Proposed Capital & Maintenance Projects
Fiscal Year 2019-2020**

Replacement of Campus Furniture, Fixtures & Equipment continued...

35 Sprayer/Spreader	8,000	
36 Grasshopper Sweepster Broom	6,500	
37 Maintenance Department Tools	<u>9,500</u>	
		\$ 243,000

Replacement of Information Technology Equipment and Software

Cost-share	Proposed Budget	
38 Electrical Labor for ITS	\$ 6,000	
39 Security Camera License Fee	<u>15,000</u>	
		\$ 21,000

New Initiatives

Ohio State Newark		
40 Ohio State Newark Sign Language / Captioning Services	<u>\$ 50,000</u>	\$ 50,000

**Proposed FY20 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, 2019 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 _____
Geoffrey S. Chatas, 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/Director for Institutional Planning and Human Resources, the Ohio State Newark Associate Dean, COTC's Vice President for Academic Affairs, the OCIO Relationship Manager assigned to the campus, the Director of Advancement, the Director of Marketing and Public Relations, 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/Director for Institutional Planning and Human Resources, 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 Center for Student Success and Student Activities.

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

FTE Factors

The “FTE” aspect acknowledges the number of students on campus but also the course load of the students. For example, one full-time student is equivalent to two half time students. This factor applies to departments where utilization is driven by the number of full-time equivalent students utilizing the services of those departments, such as the Library, Facilities and Public Safety. Also included are departments that may not be tied directly to students but to faculty and staff of the institution since this number is indirectly related to the FTE of each institution. Examples of these departments are 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 upon an average of current year projected enrollment and prior year actual enrollment for COTC and Ohio State Newark. Headcount and FTE All Enrollment factors are calculated using enrollment from Newark, Coshocton, Virtual, Knox and Pataskala Campuses. 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 2019-2020 can be found in Appendix B Section 4 (2019-2020 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	
2012-13	50.0%	50.0%	50/50 Factor
	45.6%	54.4%	Headcount Factor - Newark
	59.6%	40.4%	FTE Factor - Newark
	36.0%	64.0%	Headcount Factor - All Enrollment
	44.3%	55.7%	FTE Factor - All Enrollment
2013-14	50.0%	50.0%	50/50 Factor
	47.0%	53.0%	Headcount Factor - Newark
	59.1%	40.9%	FTE Factor - Newark
	35.8%	64.2%	Headcount Factor - All Enrollment
	43.9%	56.1%	FTE Factor - All Enrollment
2014-15	50.0%	50.0%	50/50 Factor
	44.6%	55.4%	Headcount Factor - Newark
	57.7%	42.3%	FTE Factor - Newark
	34.4%	65.6%	Headcount Factor - All Enrollment
	42.6%	57.4%	FTE Factor - All Enrollment
2015-16	50.0%	50.0%	50/50 Factor
	47.8%	52.2%	Headcount Factor - Newark
	59.9%	40.1%	FTE Factor - Newark
	37.5%	62.5%	Headcount Factor - All Enrollment
	45.5%	54.5%	FTE Factor - All Enrollment
2016-17	50.0%	50.0%	50/50 Factor
	51.9%	48.1%	Headcount Factor - Newark
	64.4%	35.6%	FTE Factor - Newark
	40.7%	59.3%	Headcount Factor - All Enrollment
	49.8%	50.2%	FTE Factor - All Enrollment
2017-18	50.0%	50.0%	50/50 Factor
	53.7%	46.3%	Headcount Factor - Newark
	66.8%	33.2%	FTE Factor - Newark
	43.5%	56.5%	Headcount Factor - All Enrollment
	53.6%	46.4%	FTE Factor - All Enrollment
2018-19	50.0%	50.0%	50/50 Factor
	56.5%	43.5%	Headcount Factor - Newark
	69.3%	30.7%	FTE Factor - Newark
	46.5%	53.5%	Headcount Factor - All Enrollment
	56.5%	43.5%	FTE Factor - All Enrollment
2019-20	50.0%	50.0%	50/50 Factor
	58.3%	41.7%	Headcount Factor - Newark
	70.7%	29.3%	FTE Factor - Newark
	47.9%	52.1%	Headcount Factor - All Enrollment
	58.4%	41.6%	FTE Factor - All Enrollment

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
- Advancement Office
- Executive Office Operations
- Human Resources
- Performing Arts
- Planning Support

Headcount All Enrollment factor includes the following departments:

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

Headcount Newark Campus factor includes the following departments:

- Center for Student Success
- 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 2019-2020 Revenue/Expense by Department

2019-2020 COST-SHARE REVENUE/EXPENSE			
	Newark Cost-share	COTC'S Share	Ohio State Newark's Share
PUBLIC SERVICE - Conference Services	76,146	38,073	38,073
ACADEMIC SUPPORT			
Career Services	95,261	39,629	55,633
Library	506,992	211,692	295,299
	602,253	251,321	350,932
STUDENT SERVICES			
Center for Student Success	452,161	219,565	232,596
Disability Services	322,316	167,926	154,389
Enrollment Management	12,500	6,513	5,988
Financial Aid	501,119	261,083	240,036
Student Groups & Activities	312,951	107,663	205,289
Student Life Admin	463,631	240,825	222,805
Testing Center	148,479	77,358	71,122
	2,213,157	1,080,933	1,132,224
INSTITUTIONAL SUPPORT			
Accounting	390,231	195,115	195,115
Advancement Office	154,552	77,276	77,276
Bursar	249,748	130,119	119,629
Business & Finance Office	631,152	315,576	315,576
Executive Office Operations	51,250	25,625	25,625
Human Resources	473,839	236,920	236,920
Marketing & Public Relations	472,253	196,457	275,796
Performing Arts	23,220	11,610	11,610
Planning Support	4,400	2,200	2,200
Purchasing	280,139	116,538	163,601
Services Center	387,991	113,681	274,309
Staff Development Committee	2,500	733	1,768
Technology Services	2,737,919	1,570,603	1,167,316
Telecommunications	63,795	26,539	37,256
Telephone Services	162,000	47,466	114,534
	6,084,988	3,066,457	3,018,531
OPERATION & MAINTENANCE OF PLANT			
Custodial	892,573	261,524	631,049
Facilities	1,538,412	509,919	1,028,493
Grounds	502,113	147,119	354,994
Maintenance	553,221	162,094	391,127
Public Safety	499,489	146,350	353,139
	3,985,808	1,227,006	2,758,802
GENERAL OVERHEAD - Capital Equipment	605,400	177,382	428,018
AUXILIARY ENTERPRISES - Food Service	(67,932)	(19,904)	(48,028)
MISC REVENUE - COTC CS	(15,000)	(4,395)	(10,605)
BOOKSTORE REVENUE - CS	(223,000)	(92,768)	(130,232)
CONFERENCE SERVICES REVENUE - CS	(35,000)	(17,500)	(17,500)
	(273,000)	(114,663)	(158,337)
TOTALS	13,226,820	5,706,605	7,520,215

APPENDIX C
Public Service
FY2019-FY2020 (July 1, 2019-June 30, 2020)

C-1: Conference Services

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

Position	FTE	Initially Paid By
Event Planner	1.00	COTC
Events Operations Assistant	1.00	COTC

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

APPENDIX D
Academic Support Services
FY2019-FY2020 (July 1, 2019-June 30, 2020)

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

*9-month position

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

FY2019-FY2020 (July 1, 2019-June 30, 2020)

E-1: Enrollment Management

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

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

E-2: Financial Aid

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

Position	FTE	Initially Paid By
Director of Financial Aid	1.00	COTC
Assistant Director of Financial Aid	1.00	COTC
Financial Aid Systems Administrator	1.00	COTC
Financial Aid Advisor	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-3: Student Life Administration

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

Scope of Student Life Administration

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

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

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

E-4: Student Intramural Sports

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

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

*10-month position

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

E-5: 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-6: Center for Student Success Administration

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

Position	FTE	Initially Paid By
Director of the Center for Student Success	1.00	COTC
Professional Tutor	0.75	COTC
Math Learning Center Coordinator	1.00	Ohio State Newark
Learning Skills Specialist	1.00	Ohio State Newark

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

E-7: Center for Student Success

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

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

E-8: Testing Center

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

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

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

E-9: Disability Services

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

Position	FTE	Initially Paid By
Director of Disability Services	0.75	COTC
Access Specialist	1.00	COTC
Psychiatric Counselor	1.00	Ohio State Newark
Psychiatric Counselor	1.00*	COTC
Mental Health Therapist	0.50	COTC

*10-month position

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

APPENDIX F

Institutional Support

FY2019-FY2020 (July 1, 2019-June 30, 2020)

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: Business and Finance Office

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

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

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

F-4: Institutional Planning and Human Resources

This office provides personnel and benefit information to all employees. The Human Resources Office also oversees the Planning Support (50/50 factor) budget.

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

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

F-5: Purchasing

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

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

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

F-6: Bursar

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

Position	FTE	Initially Paid By
Bursar	1.00	COTC
Accounts Receivable Specialist	1.00	COTC
Student Accounts Specialist	2.33	COTC

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

F-7: Accounting

This office provides primary accounting services and payroll for the campus including

preparation of Financial and Ohio 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
Senior Accountant	1.00	Ohio State Newark
Accountant	0.75	COTC
Payroll Accountant	1.00	Ohio State Newark
Payroll Technician	1.00	Ohio State Newark
Accounts Payable Clerk	1.00	COTC

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

F-8: Technology Services

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

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 CIO to execute an agreement for this function. The specifics of the costs (shared and non-shared) are captured in that contract.

F-9: Marketing & Public Relations

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

Communications:

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

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

Communications Coordinator	1.00	Ohio State Newark
Communications Coordinator	1.00	COTC
Senior Graphic Designer	1.00	COTC

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

F-10: Performing Arts

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

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

F-11: Staff Development Committee

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

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

F-12: 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	1.00	Ohio State Newark

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

F-13: 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-14: 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
FY2019-FY2020 (July 1, 2019-June 30, 2020)

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	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	3.00	Ohio State Newark
Groundskeeper 2	1.00	Ohio State Newark
Groundskeeper 3	1.00	Ohio State Newark

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

G-3: Building Maintenance

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

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

Position	FTE	Initially Paid By
Building Maintenance Superintendent 1	1.00	Ohio State Newark
Facilities Electrical and Electronic Systems Technician	1.00	Ohio State Newark
Facilities Renovation and Restoration Associate	2.00	Ohio State Newark
Facilities Mechanical Systems Technician Senior	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	5.00	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
Public Safety Supervisor – Regional Campus	1.00	Ohio State Newark
Public Safety Officer	1.00	Ohio State Newark
Security Officer/Dispatcher	5.50	COTC
Assistant Director of Public Safety	1.00	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

FY2019-FY2020 (July 1, 2019-June 30, 2020)

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

FY2019-FY2020 (July 1, 2019-June 30, 2020)

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

FY2019-FY2020 (July 1, 2019-June 30, 2020)

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

FY2019-FY2020 (July 1, 2019-June 30, 2020)

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.