

OWENS COMMUNITY COLLEGE
BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
December 1, 2015

A meeting of the Finance Committee was held in the President's Office conference room, Administration Hall, on the Owens Community College Toledo Campus.

Call to Order – Trustee Ed Nagle called the meeting to order at 11:05 a.m., and directed the record to show the meeting of the Finance Committee was held in accordance with the Ohio Revised Code and the policies of the Board of Trustees.

Roll Call – Roll Call was taken, and the following committee members were present: Mary Beth Hammond, Ed Nagle, Rich Rowe, Dee Talmage and Tom Uhler (5).

Attendees – The following administrators, staff or guests were in attendance for all or part of the meeting: President Mike Bower, Patricia Jezak, David Cannon, Steve Robinson, Betsy Johnson, Jack Witt, Laurie Sabin, Connie Schaffer, Jennifer Fehnrich, Jared Meade and Amber Stark.

Non-General Fees Review – Dave Cannon, Vice President/CFO/Treasurer, commented on the Board's Finance Committee request for an analysis for all technology costs for now and into the future. Mr. Cannon presented the Draft Technology Fee Financial Plan FY 2016 - FY 2018, with a breakdown of the academic technology fee, administrative technology fee and the computer usage fee revenue and a list of costs associated with student-related technology. A projection of \$26.00/credit hour based on current FTE would cover the listed student-related technology costs. (Attachment)

Connie Schaffer, Associate Vice President, Technology, commented on the costs assigned with the academic technology fee such as Banner, Oracle, Pharos (student labs) and high-dollar software and hardware. Mr. Cannon commented that the technology fees will be reviewed every year based on current and projected enrollment. In response to a question from Trustee Nagle, Dr. Schaffer commented that the technology expenses are fairly fixed and include licensing or maintenance agreements. Trustee Uhler commented on institutional collaborations, which Mr. Cannon and Dr. Schaffer replied, and she noted that Owens has potential to host with its significant investment in Banner, the data center and infrastructure. Trustee Hammond commented on college administration sharing with the Board the progress of collaborative efforts. President Bower commented broadly on various collaborations in progress with the University of Findlay Lourdes University and Bowling Green State University.

Mr. Cannon commented on the costs, including personnel costs, under the administrative technology area. In response to a question from Trustee Uhler, Mr. Cannon noted that the personnel cost includes all of Information Technology (IT) staff, except switchboard/telecommunications.

There was discussion on the \$26/credit hour projection covering all student-related technology costs and a \$14/credit hour proposal, on behalf of the Treasurer, President and the Vice Presidents. There was consensus on an incremental approach toward the projection covering all student-related technology costs. Trustee Nagle commented on the state-limited options and the College's due diligence of reviewing operational losses. There was discussion of affordability, the outcome of the proposed tuition adjustment and non-general fees approaching a break-even point.

Trustee Nagle asked for a motion for the Finance Committee to recommend \$18.25/credit hour (\$6.00 academic technology fee, \$10.25 administrative technology fee and \$2.00 computer usage fee) technology fees, which was moved by Trustee Talmage and seconded by Trustee Hammond. Following a voice vote, the motion was adopted.

Trustee Nagle suggested the Finance Committee review the technology fees and other fees being considered in the budget development process at the monthly meeting of February 18, 2016.

Mr. Cannon made final remarks on the tuition recommendation of \$153/credit hour for 1-14 credit hours and the 15-18 credit hours will be capped at the annual \$4,304 amount, same as prior year. Patricia Jezak, Board Secretary, confirmed with the Finance Chair, President and Treasurer, the following for the recommendation at the regular meeting:

In-state Tuition – Instructional and General Fee	\$153.00/Credit Hour
Non-General Fees – 6 or more credit hours:	
Academic Technology Fee	\$6.00/Credit Hour
Administrative Technology Fee	\$10.25/Credit Hour
Student Activity Fee	\$2.00/Credit Hour
Computer-Usage Fee	\$2.00/Credit Hour
E-Learning Fee (On-line Class)	\$20.00/Credit Hour On-line Class

Adjournment – As there was no further business to discuss, Trustee Nagle declared the meeting adjourned at 11:55 a.m.

ATTEST

Patricia Jezak

Secretary to the Board of Trustees

Approved 12-03-15

Attachment

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		<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
<u>Academic</u>				
Revenue	\$6.00	868,371	868,371	868,371
Banner maintenance		297,418	312,289	327,904
Oracle maintenance		119,766	125,754	132,042
Microsoft Office Suite licenses		55,284	58,048	60,951
Projector Upgrade (classrooms)		0	102,700	102,700
IDM (identity management authentication)		22,500	23,625	24,806
Hyland (OnBase) software		15,523	16,299	17,114
Applications Manager (scheduler)		3,250	3,413	3,583
Pharos Print Management software		9,200	9,660	10,143
Help Desk software		4,500	4,725	4,961
Switchboard software		0	4,000	4,200
Clean Address software		3,854	4,047	4,249
E Technologies Inc		10,107	10,612	11,143
DMC Technology Group Inc		7,893	8,288	8,702
Solar Winds		8,256	8,669	9,102
Academic Software		28,805	30,245	31,758
Academic Computer Hardware		161,137	169,194	177,654
Total Academic		747,494	891,568	931,012
Gain/Loss		120,877	(23,197)	(62,641)
<u>Administrative</u>				
Revenue	\$18.00	2,605,113	2,605,113	2,605,113
<u>Infrastructure</u>				
Network switches EOL replacement & maint (Smartnet)		82,500	255,000	255,000
Wireless expansion (access points)		25,000	25,000	25,000
Storage/backup EOL replacement & maintenance		30,000	52,500	30,000
Servers EOL replacement & maintenance		0	102,000	0
VMWare virtualization software		24,971	26,219	27,530
<u>Security</u>				
ACE Load Balancers replacement		0	52,500	0
Fishnet security firewall software		23,042	24,194	25,404
DC server anti-virus security software		20,000	21,000	22,050
Security Event Incident Mgmt (Splunk) software		0	7,500	7,875
Fraud Committee storage request separate for logs		20,000	0	0
Blackbox (Siemens) Telecomm maintenance		44,650	46,883	49,227
OARnet (bandwidth) connectivity		30,830	32,371	33,990
UPS Maintenance contract		23,750	24,938	26,184
InCommon SSL certificates		4,500	4,725	4,961
Buckeye Telesystems		149,398	156,868	164,711
AT & T		14,417	15,138	15,895
SciQuest software and maintenance		14,588	15,317	16,083
Telemanagement Solutions		988	1,037	1,089
Mainframe personnel		376,907	376,907	376,907
Programming personnel		512,060	512,060	512,060
Network personnel		1,029,374	1,029,374	1,029,374
Total Administrative		2,426,974	2,781,530	2,623,340
Gain/Loss		178,139	(176,417)	(18,227)
<u>Computer Usage</u>				
<u>Academic</u>				
Revenue	\$2.00	289,457	289,457	289,457
PC workstation replacement & maint (300 @ 6-yr cycle)		250,000	250,000	250,000
Gain/Loss		39,457	39,457	39,457
VDI implementation		0	262,500	26,250
		39,457	(223,043)	13,207
Total All Tech Fee Revenue		3,762,941	3,762,941	3,762,941
Total All Tech Fee Expenses		3,424,467	4,185,599	3,830,602
Gain/Loss		338,474	(422,658)	(67,661)