

OHIO SENATE

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Executive Department

OFFICE OF THE GOVERNOR

Columbus

I, Mike DeWine, Governor of the State of Ohio, do hereby appoint Kimberly Ann Trout, from Albany, Athens County, Ohio, as a Member of the Ohio Private Investigation and Security Services Commission for a new term beginning May 5, 2023 and ending at the close of business December 31, 2027, replacing Kimberly Ann Trout, whose term expired.



IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed, at Columbus, this 5th day of May in the year of our Lord, Two Thousand and Twenty Three.

A handwritten signature of Mike DeWine in black ink, written over a horizontal line.

Mike DeWine
Governor

Kimberly A. Trout

3117 Glenfinnan Drive • Albany, Ohio • 45710

Cell Phone: 740.590.0720

Email: troutk@ohio.edu

EXPERIENCE

Associate Bursar

June 2011 to Present

Ohio University, Office of the Bursar, Athens, OH

- Responsible for the billing, collecting, and reconciliation of all University receivables, including student, non-student, and third-party accounts;
- Oversees the day-to-day operations of the Office of the Bursar, including supervision of staff;
- Responsible for the configuration and functionality of the PeopleSoft Student Financials module including Student Tuition and Fee Assessment, Student Payment Plans, Student Refunding, Third Party Billing, Financial Aid posting, charge/payment posting, Oracle General Ledger interface, and Collections;
- Responsible for managing projects related to PeopleSoft Student Financials which includes analysis and identification of system needs and business processes, writing functional specifications for system enhancements, and working with the Office of Information Technology as needed so that projects are delivered according to scope, time and resources;
- Reviews PeopleSoft Bundle (patches/upgrades) to identify the impact on the PeopleSoft Student Financials module and complete end-to-end user testing and signoff;
- Create queries and reports within PeopleSoft to be used for reporting and data validation in addition to population selection for use in PeopleSoft processes;
- Instrumental in the development of the Oracle Business Intelligence Enterprise Edition (OBIEE) Bursar subject area, dashboards, and external campus reports;
- Review and redesign business processes for efficiency;
- Ensures accurate accounting of revenue and expense transactions that result from PeopleSoft Student Financial transactions to Oracle Financials;
- Manages interfaces between PeopleSoft Student Financials and other University applications;
- Prepares Federal 1098T Tax forms;
- Provides troubleshooting and problem resolution as needed with end users and technical staff;
- Collaborate with University departments, such as the University Registrar, Office of Student Financial Aid, Finance, Intercollegiate Athletics, colleges, and regional campuses, and other administrative offices regarding billing, financial aid, and accounting needs;
- Prepares policies and procedures for end user documentation;
- Prepares training materials and conduct training as needed.

Functional Lead – The OHIO Guarantee

March 2014 to Present

Ohio University, Office of the Bursar, Athens, OH

- Responsible for leading the functional implementation of The OHIO Guarantee, the cohort based, level-rate tuition, housing, dining, and fee model;
- Responsible for translating high-level business requirements into detail oriented functional specifications in order to document modifications to the delivered PeopleSoft system;
- Coordinating system testing with other PeopleSoft module functional leads and preparing test scripts;
- Responsible for the configuration of the Student Financials module to accommodate the new tuition module in conjunction with the existing module that will continue.

Associate Bursar/Functional Lead

June 2009 to May 2011

Ohio University, Office of the Bursar, Athens, OH
PeopleSoft Implementation

- Completed a full scale business process redesign to ensure efficiency and effectiveness for using PeopleSoft Campus Solutions with the Student Financials module. Performing a comprehensive business process redesign prevented the project from major and expensive modifications to PeopleSoft Student Financials and other interfaced applications;
- Configured the Student Financials module, which included the tuition structure, charge/payment transaction codes with the corresponding accounting, payment plan, and refunding;
- Responsible for translating high-level business requirements into detail oriented functional specifications in order to document modifications to the delivered PeopleSoft system;
- Responsible for developing functional specifications for data conversion from legacy system;
- Coordinated all areas of system testing including the preparation of test scripts;
- Coordinated the creation of the integrations between PeopleSoft Student Financials and other University applications in Residential Housing, Parking Services, Office of Information Technology, and Computer Lab Printing;
- Collaborated with other module functional leads on baseline configuration of the system;
- Responsible for creation of business process guides used in end-user training.

Associate Bursar/Functional Lead

July 2002 to April 2003

Ohio University, Office of the Bursar, Athens, OH
Oracle Financials Implementation

- Completed a business process redesign to ensure efficiency and effectiveness for the using the Oracle Financials Accounts Receivable module. The business process redesign was necessary because the accounts receivable process was manual prior to the implementation of the module;
- Configured the Accounts Receivable module;
- Responsible for the creation of business processes.

Associate Bursar

December 2000 to June 2009

Ohio University, Office of the Bursar, Athens, OH

- Bill and collect all University receivables, including student, non-student, and third-party accounts; Maintain the student account module of the Student Information System;
- Schedule all daily, weekly, and monthly batch processes for the student account module of the Student Information System;
- Administer the Ohio University Monthly Payment Plan;
- Oversee the daily and monthly balancing of all university receivable accounts;
- Oversee the disbursement of excess financial aid to students after tuition and fees have been paid;
- Collect, report, and account for campus-based short and long term loans;
- Oversee the disbursement of Athletic scholarships;
- Prepare the 1098T tax forms;
- Develop, design, and continuously improve processes and procedures within the Office of the Bursar;
- Implemented eBilling for Student Account Receivables;
- Implemented online enrollment for Direct Deposit and the Monthly Payment Plan;
- Implemented and maintain the Oracle Accounts Receivable module;
- Responsible for the hiring, training, mentoring, and evaluating of the office staff.

Assistant Bursar

April 1996 to December 2000

Ohio University, Office of Disbursements/Loan Collections (division of the Office of the Bursar),
Athens, OH

- Developed and implemented the Office of Disbursements/Loan Collections;
- Disbursed, reported, and accounted for all financial aid awarded and processed through the Office of Student Financial Aid and Scholarships (\$100 million, annually);
- Collected, reported, and accounted for campus-based short and long term loans, Federal Perkins Loans, and College of Osteopathic Medicine Primary Care and Disadvantaged Loan Programs;
- Prepared the Perkins Loan Fund portion of the Fiscal Operations Report and Application to Participate (FISAP);
- Reported the Federal Annual Operating Report for the College of Osteopathic Medicine loan funds;
- Created and implemented Direct Deposit of student account refunds;
- Oversaw the process of the Return of Title IV Funds;
- Implemented the Bursar web pages and the online Current Account Statement;
- Responsible for the hiring, training, and evaluating of office staff.

Interim Accounts Receivable Manager

January 1997 to March 1997

Ohio University, Accounts Receivable Office (division of the Office of the Bursar), Athens, OH

- Scheduled Month End Accounting Reports from the Student Account System;
- Scheduled Billing for the Student Account System;
- Managed the Accounts Receivable Office until a new Accounts Receivable manager was hired.

Account Clerk

August 1995 to March 1996

Ohio University Inn, Marriott Conference Centers, Athens, OH

- Responsible for all accounts payable processing and reporting;
- Responsible for accounts receivable;
- Supervised night auditors;
- Completed weekly distribution reports for hotel;
- Completed weekly and monthly information for corporate headquarters.

Lead Night Auditor

June 1994 to August 1995

Ohio University Inn, Marriott Conference Centers, Athens, OH

- Completed daily auditing functions;
- Posted revenue and charges for all profit centers;
- Reconciled Food & Beverage registers;
- Verified room charges;
- Produced revenue and cash reports.

EDUCATION

OHIO UNIVERSITY, Athens, OH – March 2004
Master of Education in Higher Education Administration

OHIO UNIVERSITY, Athens, OH – June 1994
Bachelor of Business Administration - Accounting

PROFESSIONAL PROFICIENCIES

Functional and technical knowledge of Oracle PeopleSoft Campus Solutions
Functional and technical knowledge of Oracle e-Business Suite
CASHNet/Transact
Oracle Business Intelligence Enterprise Edition (OBIEE)
Microsoft Excel
Microsoft Word

PROFESSIONAL ACTIVITIES

2022 to present, HEUG Campus Student Financial Support Chair
2017 to present, HEUG Student Financials Advisory Group member
2019, March – Attended HEUG Alliance Conference, Lake Buena Vista, FL
2019, March – Attended HUEG Summit for Advisory Group members, Lake Buena Vista, FL
2018, March – Attended HEUG Alliance Conference, Salt Lake City, UT
2018, March – Attended HUEG Summit for Advisory Group members, Salt Lake City, UT
2017, February – Attended HEUG Alliance Conference, Las Vegas, NV
2017, February – Attended HUEG Summit for Advisory Group members, Las Vegas, NV
2016, March – Attended HEUG Alliance Conference, Seattle, WA
2015, March – Attended HEUG Alliance Conference, Nashville, TN
2014, April – Attended HEUG Alliance Conference, Las Vegas, NV
2013, April – Completed Introduction to Project Management Course, Ohio University
2013, March – Attended HEUG Alliance Conference, Indianapolis, IN
2012, March – Attended HEUG Alliance Conference, Nashville, TN
2009, March – Attended HEUG Alliance Conference, Anaheim, CA
2009 to Present - Member, Higher Education User Group (HEUG)
2006, May – Attended NACUBO Student Financial Services Conference, San Diego, CA
2005, November – Attended CASHNet User Conference, Monterey, CA
2004, April – Completed Higher Education Collection Practices Seminar, ACA International
2004 to 2005 – Completed Ohio University Management Development Program
1997 to 2003 - Advisor, Phi Gamma Nu Professional Business Association
1998-1999 - Board Member, 4-year Public School Representative, Ohio Bursars Association
1996 to Present - Member, Ohio Bursars Association

CONFERENCE PRESENTATIONS

2018, March – HEUG Alliance Conference Presentation on OHIO Guarantee
2018, March – HEUG Alliance Conference Presentation on Account Itemization
2017, February – HEUG Alliance Conference Presentation on Ohio University Authorized User
2005, November - CASHNet eBill Presentment and Implementation at Ohio University

GOVERNOR'S APPOINTMENTS TO BOARDS AND COMMISSIONS

Appointment Date: 5/5/2023

Name of Appointee: Kimberly Ann Trout
Address: 3117 Glenfinnan Drive
Albany, OH 45710
Athens County
(H) –
(W) – 7405939589
(M) – 7405900720
(E) – troutk@ohio.edu

Name of Commission: Ohio Private Investigation and Security Services Commission
Cari Maines
Ohio Department of Public Safety
Office of the Director
1970 West Broad Street
Columbus, Ohio 43223
(614) 728-2718

Term Begins: 1/1/2023
Term Ends: 12/31/2027
Party Affiliation: Democrat
Senate Confirmation: Appointed by the Governor, confirmed by the Senate
Financial Disclosure: No disclosure required
Vice: Kimberly Ann Trout

