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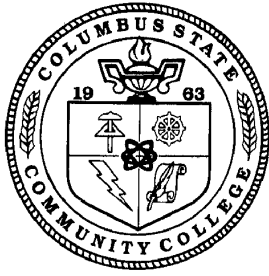
**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Friday, March 22, 2019
Pete Grimes Board Room, Franklin Hall
7:30 AM

AGENDA

- (1) Call to Order
- (2) Roll Call
- (3) Certification of Conformity with Section §121.22(F) of the Ohio Revised Code
- (4) Opening Remarks from President Harrison
- (5) Approval of Minutes
- (6) Naming of Facilities in the School of Hospitality Management and Culinary Arts.....1
- (7) Financial Statements as of and for the Eight Months Ended February 28, 2019.....3
- (8) Personnel Information Items (Information Only).....16
- (9) Discussion of Current Issues
- (10) Executive Session (*if needed*)
- (11) Adjournment

DAVID T. HARRISON Ph.D. **PRESIDENT**



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE _____

SUBJECT:

Naming of Facilities in the School of Hospitality Management and Culinary Arts.

BACKGROUND INFORMATION:

Policy No. 1-14 was established to bestow the honor of naming College facilities and units to recognize financial contributions to support the physical space named, to recognize exceptional service, and to recognize long-term and significant financial contributions to the College. The responsibility and authority for naming a unit or facility shall be that of the Board of Trustees, acting after receiving a recommendation from the Naming Advisory Committee.

Beginning with the lead gift of \$2.5 million from Cameron Mitchell, fundraising for the new School of Hospitality Management and Culinary Arts building now exceeds \$7 million. In accordance with policy, the Naming Advisory Committee recommends naming designations in recognition of contributions to the School of Hospitality Management and Culinary Arts as indicated on Exhibit A.

RECOMMENDATION:

That the Board of Trustees accepts the recommendations of the Naming Advisory Committee for facilities in the School of Hospitality Management and Culinary Arts.

**RECOMMENDATIONS OF NAMING ADVISORY COMMITTEE
SCHOOL OF HOSPITALITY MANAGEMENT AND CULINARY ARTS BUILDING**

SPACE	LOCATION	PROPOSED NAME	DONOR	GIFT AMT
Building	250 Cleveland Avenue	Cameron Mitchell Hall PROPOSED EXTERIOR SIGNAGE: Mitchell Hall	Cameron Mitchell; Cameron Mitchell Restaurants	\$2,500,000
Beverage & Mixology Lab	3 rd Floor, corner	Heidelberg Distributing Company Beverage Lab	Heidelberg Distributing Co. (Miller Family)	\$500,000
Culinary Theatre	1 st Floor	Wasserstrom Family Foundation Culinary Theatre	Wasserstrom Company	\$500,000
Bakery Production Lab	1 st Floor, next to Bakery Café	Bundy Baking Solutions Lab	Bundy Baking Solutions (Bundy Family)	\$250,000
Production Kitchen	1 st Floor serving restaurant & catering	Ingram-White Castle Foundation Production Kitchen	Ingram-White Castle Foundation	\$250,000
Board Room	1 st Floor	American Electric Power Foundation Board Room	American Electric Power Foundation	\$250,000
Conference Center Breakout #1	2 nd Floor, corner section with balcony	Crane Group Breakout Room	Crane Group (Crane Family)	\$200,000
Large Classroom & Conference Room	3 rd Floor above entrance	Columbus Hospitality Management Classroom	Columbus Hospitality Management (Charles Lagarce)	\$100,000
Distinguished Alumni Wall	3 rd Floor	American Culinary Federation & Renee & Ziggy Allespach Distinguished Alumni Wall	American Culinary Federation & Renee & Ziggy Allespach Fund of the Foundation	\$100,000
Outdoor Amphitheater	Outdoor amphitheater	Keith & Donica Key Outdoor Amphitheater	Keith & Donica Key	\$100,000
Student Gallery	2 nd floor top of staircase	Tracy & David Harrison Student Gallery	Dave & Tracy Harrison	\$50,000
Monumental Staircase	Culinary Hub	Elford Staircase	Elford Construction Company	\$50,000
Program	NA	Rich & Karen Rosen Design Challenge for Social Justice	Rich & Karen Rosen	\$50,000
Student Collaboration Room #1	3 rd Floor near teaching kitchens	Val Hoover & Jeff Garascia Collaboration Room	Val Hoover & Jeff Garascia	\$50,000
Student Collaboration Room #2	3 rd Floor near teaching kitchens	Zink Foodservice Collaboration Room	Zink Foodservice	\$50,000
Bakery Patio	Outdoor patio adjacent to bakery	Budros Family Bakery Patio	Jim & Susan Budros	\$50,000
Chef's Table #1 in Culinary Theatre	Moveable table at front of theatre	Bob & Mary Frances Restrepo Chef's Table	Bob & Mary Frances Restrepo	\$25,000
Chef's Table #2 in Culinary Theatre	Moveable table at front of theatre	Jeff & Cathy Lyttle Chef's Table	Jeff & Cathy Lyttle	\$25,000
Elevator #1	Elevator	Marcellus A. Upshaw Elevator	Marcellus Upshaw	\$15,000



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of and for the eight months ended February 28, 2019.

BACKGROUND INFORMATION:

Columbus State Community College policy requires that monthly the President provide each Board of Trustees member a copy of the college's financial statements.

RECOMMENDATION:

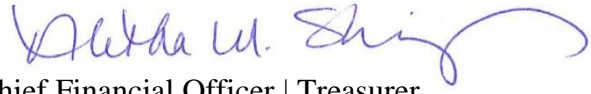
That the financial statements as of and for the eight months ended February 28, 2019, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

March 14, 2019

TO: Dr. David T. Harrison, President



FROM: Aletha M. Shipley, Vice President | Chief Financial Officer | Treasurer

SUBJECT: Financial Statements as of February 28, 2019

Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended February 28, 2019.

1. General Fund (Exhibit B)

Revenues. Total revenues reported through February are 3.3% (almost \$3.3 million) above last year with tuition accounting for most of the increase. FY19 tuition is up mostly due to an increase in the tuition rate as a result of the Career Services Fee implemented in Spring 2018 and a tuition increase of \$10 per credit implemented in Autumn 2018.

The budget for state subsidy (State Share of Instruction or SSI) was updated through the Revised Budget in January and is based on the ODHE's final FY19 calculation for Columbus State, which is 0.2% higher than last year.

Overall, projected year-end revenue (Column G, Row 13) is \$536,537 higher than budgeted, which is mostly attributable to Spring enrollment estimated to now be 1% down rather than 3% down as assumed in the Revised Budget. Fees are projected to be almost \$187K higher due largely to more students signing up for payment plans. Other smaller adjustments are also included for special courses and contracted services based on current trends.

Term	Revised Budgeted Credit Hours	Actual Credit Hours*	Budget to Actual Increase/ Decrease	Prior Year FTEs	Current Year FTEs*	% Variance
Summer 2018**	38,338	38,338	0.0%	5,504	5,556	0.9%
Autumn 2018	215,112	215,112	0.0%	14,485	14,341	-1.0%
Spring 2019	199,418	203,441	2.0%	13,700	13,563	-1.0%
Summer 2019**	45,005					

* Summer 2018 credit hours and FTE are the preliminary Census day numbers provided by the Institutional Effectiveness (IE) Office. Autumn 2018 credit hours and FTE are IE Census day numbers adjusted by the Resource Planning & Analysis (RPA) Office to account for B-term courses. Spring 2019 credit hours and FTE represent an estimate by the RPA Office and may be updated as more information is available from IE.

** Summer semester 2018 straddles both FY18 and FY19, with 46% of the revenue attributed to FY19. Likewise, Summer semester 2019 straddles both FY19 and FY20, with 54% of the revenue attributed to FY19.

Expenses. Through the end of February, expenditures are 4.8% higher than the same period last year. FY19 Projected Year-End expenditures (column G, row 22) have been increased slightly from the Revised Budget (column A, row 22) with benefits estimated to come in above the Revised Budget being offset by payroll (primarily vacancies) and debt service estimated to come in below the Revised Budget. The Resource Planning and Analysis Office will continue to monitor spending trends particularly as it relates to benefits. Debt service is projected to be lower than budgeted due to the pace of billings for Mitchell Hall that will likely result in a lower outstanding balance on the Series 2018B debt issue at the end of FY19 than initially anticipated.

2. **Auxiliary Fund** (Exhibit D)

Bookstore revenues through February are down \$1,168,239, or 11.6% from last year. Textbook affordability initiatives, including 192 courses which did not require course materials and new digital eBook options such as Cengage Unlimited and Inclusive Access continue to drive down textbook revenues. These delivery methods for course materials continue to grow each semester which directly impacts traditional textbook sales. College Credit Plus school districts that are able to reuse a portion of textbooks purchased last year are also a contributing factor to the decline in textbook revenues. Cost of goods sold has been closely managed to maintain favorable gross margins. Food Service revenues are down compared to the same time last year, due to the impact on catering commissions from the extended closing of the conference center for renovations. Overall, Auxiliary expense is down 5.9% from last year as a result of tight control of Bookstore operating expenses, payroll reclassifications from Auxiliary Administration to the General Fund, vacant positions that have not been replaced, and other budgeted reductions.

3. **President's Discretionary Fund** (Exhibit F)

To-date disbursements of \$968 left a balance of \$19,032 for February in this fund.

4. **Foundation** (Exhibits G and H)

Foundation contributions through February are \$5,312,398, compared to \$946,529 for the same period last year, primarily the result of a \$3.3M pledge from the Weiler family for student support services in addition to signed pledges related to Hospitality Management and Culinary Arts. Contributions to Scholarships and Programs have increased in comparison to last year allowing the Foundation to offer additional scholarships this year. Net investment activity through February is \$93,507 compared with \$499,985 last year, a decrease of \$406,478 resulting from the recent volatility in the market. Other Assets are reported at \$366,744, which primarily represents the closing on a purchase of real property in February.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 50.36% currently invested in STAR Ohio, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT FEBRUARY 28, 2019
With Comparative Figures at February 28, 2018**

EXHIBIT A

<u>Assets</u>	<u>February 28, 2019</u>	<u>February 28, 2018</u>		<u>Liabilities and Fund Balance</u>	<u>February 28, 2019</u>	<u>February 28, 2018</u>	
Current Funds			(1)	Current Funds			(1)
Unrestricted			(2)	Unrestricted			(2)
Educational and general			(3)	Educational and general			(3)
Cash	\$ 3,745,800	\$ 8,077,825	(4)	Accounts payable	\$ 12,915,491	\$ 12,955,462	(4)
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)	123,142,182	120,095,773	(5)	Deferred income			(5)
Accounts receivable, net of allowance for doubtful accounts	17,152,981	10,912,284	(6)	Student tuition	20,056,072	15,040,117	(6)
Interest receivable	-	-	(7)	Lab fees and credit bank	423,481	413,099	(7)
Prepaid expense	826,825	779,319	(8)	Due to auxiliary funds	-	-	(8)
			(9)	Due to restricted funds	-	-	(9)
Due from agency funds	4,721,388	4,804,058	(10)	Due to plant funds	40,002,208	37,335,387	(10)
Due from auxiliary funds	356,847	1,385,825	(11)	Due to agency funds	-	-	(11)
			(12)	Fund balances (Exhibit C):			(12)
Total educational & general	<u>\$ 149,946,022</u>	<u>\$ 146,055,084</u>	(13)	Allocated	61,353,637	61,252,102	(13)
			(14)	Unallocated	15,195,133	19,058,917	(14)
			(15)	Total fund balances	<u>76,548,770</u>	<u>80,311,019</u>	(15)
			(16)	Total educational & general	<u>\$ 149,946,022</u>	<u>\$ 146,055,084</u>	(16)
Auxiliary enterprise				Auxiliary enterprise			
Cash	\$ 958,182	\$ 1,529,572	(17)	Accounts payable	\$ 57,364	\$ 6,207	(17)
Investments	10,745,042	10,512,320	(18)	Due to educational & general fund	356,847	1,385,825	(18)
Accounts receivable	3,049,907	3,565,641	(19)	Due to Plant Fund	1,463,873	1,460,535	(19)
Inventories, at cost as defined (note 2)	1,782,951	1,634,028	(20)	Fund balances (Exhibit D):			(20)
Other Assets	70,178	59,274	(21)	Allocated	326,846	2,026,195	(21)
Due from general fund	-	-	(22)	Unallocated	14,401,331	12,422,073	(22)
Due from grant funds	-	-	(23)	Total fund balances	<u>14,728,176</u>	<u>14,448,268</u>	(23)
Total auxiliary enterprise	<u>16,606,260</u>	<u>17,300,835</u>	(24)	Total auxiliary enterprise	<u>16,606,260</u>	<u>17,300,835</u>	(24)
Total unrestricted	<u>\$ 166,552,283</u>	<u>\$ 163,355,919</u>	(25)	Total unrestricted	<u>\$ 166,552,283</u>	<u>\$ 163,355,919</u>	(25)
Total current funds	<u>\$ 166,552,283</u>	<u>\$ 163,355,919</u>	(31)	Total current funds	<u>\$ 166,552,283</u>	<u>\$ 163,355,919</u>	(31)
	[A]	[B]			[C]	[D]	

(See accompanying summary of significant accounting policies and notes to financial statements)

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT FEBRUARY 28, 2019
With Comparative Figures at February 28, 2018**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>February 28, 2019</u>	<u>February 28, 2018</u>	<u>Liabilities and Fund Balance</u>	<u>February 28, 2019</u>	<u>February 28, 2018</u>
Plant funds					
Unexpended			(1) Unexpended		
State appropriations receivable	\$ -	\$ -	(2) Fund balances		
Capital Improvement Fund	1,501,135	1,428,522	(3) Restricted	\$ 1,501,135	\$ 1,428,522
Total unexpended	<u>1,501,135</u>	<u>1,428,522</u>	(4) Total unexpended	<u>1,501,135</u>	<u>1,428,522</u>
			(5)		
Cash from Bond Proceeds	-	-	(6)		
Investments	13,207,174	-	(7)		
Deposit with trustees/Escrow	2,270,837	-	(8)		
Due from general fund	40,002,208	37,335,387	(9) Investment in plant:		
Due from Auxiliary	1,463,873	1,460,535	(10) Interest payable	-	-
Land	27,719,338	27,719,338	(11) Capital lease payable	569,244	-
Improvements other than buildings	13,929,244	13,929,244	(12) Accounts payable	-	-
Buildings	172,024,042	171,760,776	(13) Bonds payable	19,112,951	5,320,000
Movable equipment, furniture and library books	52,756,146	49,623,682	(14) Deferred Gift Annuity	-	-
Construction-in-progress	6,562,290	1,573,590	(15) Due from Grant Funds	240,000	240,000
Other Assets	141,391	171,265	(16) Net investment in plant	191,382,721	186,726,790
Less: accumulated depreciation	(118,771,629)	(111,287,027)	(17)		
Total investment in plant	<u>211,304,915</u>	<u>192,286,790</u>	(18)		
Total plant funds	<u>\$ 212,806,051</u>	<u>\$ 193,715,312</u>	(19) Total investment in plant	<u>211,304,915</u>	<u>192,286,790</u>
			(20)		
			(21) Total plant funds	<u>\$ 212,806,051</u>	<u>\$ 193,715,312</u>
Agency funds			(22) Agency funds		
Cash	\$ -	\$ -	(23) Deposits held in custody for others	\$ -	\$ -
Due from agencies	4,721,388	4,804,058	(24) Due to educational and general fund	4,721,388	4,804,058
Due from general fund	-	-	(25)		
Total agency funds	<u>4,721,388</u>	<u>4,804,058</u>	(26) Total agency funds	<u>\$ 4,721,388</u>	<u>\$ 4,804,058</u>
	[A]	[B]		[C]	[D]

(See accompanying summary of significant accounting policies and notes to financial statements)

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2019
With Comparative Figures at February 28, 2018**

EXHIBIT B

	FY 19			FY 18			FY 19 Projected Year End		FY 18 Audited		
	Revised Budget as approved January 2019	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2018	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 19 Projected Year End	Projected % of Budget	FY 18 Audited Year End	Projected % of Budget	
Revenues											
Appropriations											
Subsidy	\$ 67,507,998	\$ 44,978,913	66.63%	\$ 67,363,495	\$ 45,034,498	66.85%	\$ 67,507,998	100.00%	\$ 67,363,495	100.00%	(1)
Student Support Services	-	-	-	-	-	-	-	-	69,889	-	(2)
	<u>67,507,998</u>	<u>44,978,913</u>	<u>66.63%</u>	<u>67,363,495</u>	<u>45,034,498</u>	<u>66.85%</u>	<u>67,507,998</u>	<u>100.00%</u>	<u>67,433,384</u>	<u>100.10%</u>	(3)
Student											
Tuition	74,089,143	52,336,839	70.64%	70,084,052	49,150,552	70.13%	74,544,547	100.61%	69,982,534	99.86%	(4)
Fees	4,066,328	3,423,475	84.19%	4,218,452	3,254,636	77.15%	4,253,298	104.60%	3,731,366	88.45%	(5)
Special Courses	1,836,213	1,049,062	57.13%	1,560,144	995,983	63.84%	1,845,951	100.53%	1,644,073	105.38%	(6)
	<u>79,991,684</u>	<u>56,809,376</u>	<u>71.02%</u>	<u>75,862,648</u>	<u>53,401,171</u>	<u>70.39%</u>	<u>80,643,796</u>	<u>100.82%</u>	<u>75,357,973</u>	<u>99.33%</u>	(7)
Contracted Services											
Net	792,440	202,083	25.50%	707,323	321,338	45.43%	676,865	85.42%	793,974	112.25%	(8)
	<u>792,440</u>	<u>202,083</u>	<u>25.50%</u>	<u>707,323</u>	<u>321,338</u>	<u>45.43%</u>	<u>676,865</u>	<u>85.42%</u>	<u>793,974</u>	<u>112.25%</u>	(9)
Other											
Partnership Revenue	14,240	11,892	83.51%	10,790	10,790	100.00%	14,240	100.00%	19,442	180.19%	(10)
Miscellaneous	609,637	355,773	58.36%	562,134	300,088	53.38%	609,637	100.00%	550,981	98.02%	(11)
	<u>623,877</u>	<u>367,664</u>	<u>58.93%</u>	<u>572,924</u>	<u>310,878</u>	<u>54.26%</u>	<u>623,877</u>	<u>100.00%</u>	<u>570,423</u>	<u>99.56%</u>	(12)
Total Revenues	<u>148,915,999</u>	<u>102,358,036</u>	<u>68.74%</u>	<u>144,506,390</u>	<u>99,067,885</u>	<u>68.56%</u>	<u>149,452,536</u>	<u>100.36%</u>	<u>144,155,754</u>	<u>99.76%</u>	(13)
Operating Expenditures											
Educational & general (Instructional)	77,570,716	51,789,759	66.76%	75,422,506	49,625,352	65.80%	78,647,313	101.39%	75,606,567	100.24%	(14)
Library	1,918,616	1,311,857	68.38%	1,928,848	1,312,830	68.06%	1,926,362	100.40%	1,950,305	101.11%	(15)
General	11,359,536	7,302,806	64.29%	11,289,503	6,636,998	58.79%	11,554,584	101.72%	10,889,411	96.46%	(16)
Information Technology	12,963,709	9,283,218	71.61%	12,974,560	8,803,870	67.85%	12,829,060	98.96%	12,728,786	98.11%	(17)
Student Services	15,424,322	9,632,570	62.45%	14,675,851	9,083,364	61.89%	15,036,254	97.48%	14,059,843	95.80%	(18)
Operation and maintenance of plant	16,006,381	10,161,172	63.48%	15,617,597	10,157,388	65.04%	15,782,487	98.60%	14,573,196	93.31%	(19)
Administration	9,416,271	5,757,744	61.15%	8,741,277	5,839,520	66.80%	9,101,488	96.66%	8,879,241	101.58%	(20)
Transfer for debt service	1,687,598	1,125,065	66.67%	636,994	458,172	71.93%	1,437,967	85.21%	636,994	100.00%	(21)
Total Expenditures	<u>146,347,149</u>	<u>96,364,192</u>	<u>65.85%</u>	<u>141,287,136</u>	<u>91,917,494</u>	<u>65.06%</u>	<u>146,315,515</u>	<u>99.98%</u>	<u>139,324,343</u>	<u>98.61%</u>	(22)
Non-operating & Encumbered											
Transfer for Capital Equipment	750,000	See Exhibit C	-	550,000	See Exhibit C	-	750,000	N/A	550,000	N/A	(23)
Transfer for One-Time Compensation	-	-	-	-	-	-	-	N/A	-	N/A	(24)
Transfer for Other Needs	-	-	-	-	-	-	-	N/A	800,000	N/A	(25)
Transfer for Scholarships	1,000,000	-	-	-	-	-	1,000,000	N/A	-	N/A	(26)
Transfer for Budget/Tuition Stabilization	-	-	-	726,816	-	-	-	N/A	-	N/A	(27)
Transfer for Campus Safety	-	-	-	-	-	-	-	N/A	-	N/A	(28)
Transfer for Student Success and Innovation	-	-	-	361,834	-	-	-	N/A	361,834	N/A	(29)
Transfer for Technology Initiatives	818,850	-	-	400,000	-	-	818,850	N/A	400,000	N/A	(30)
Transfer for Workforce Development	-	-	-	400,000	-	-	-	N/A	400,000	N/A	(31)
Transfer for Advancement	-	-	-	780,604	-	-	-	N/A	780,604	N/A	(32)
Total expenditures and transfers	<u>148,915,999</u>	<u>96,364,192</u>	<u>64.71%</u>	<u>144,506,390</u>	<u>91,917,494</u>	<u>63.61%</u>	<u>148,884,365</u>	<u>99.98%</u>	<u>142,616,781</u>	<u>98.69%</u>	(33)
Operational Revenues	-	5,993,844	N/A	-	7,150,391	N/A	568,171	N/A	1,538,973	N/A	(34)
Interest Income											
Net Operating Revenues	\$ -	\$ 2,018,240	-	\$ -	\$ 173,347	-	\$ 2,018,240	-	\$ 766,809	-	(35)
	<u>-</u>	<u>8,012,083</u>	<u>-</u>	<u>-</u>	<u>7,323,738</u>	<u>-</u>	<u>2,586,411</u>	<u>-</u>	<u>2,305,782</u>	<u>-</u>	(36)
Reserve expenditures from Exhibit C											
Net Revenues/(Expenditures)	-	3,385,535	-	-	6,426,907	-	10,591,412 *	-	12,992,294	-	(37)
	<u>-</u>	<u>4,626,549</u>	<u>-</u>	<u>-</u>	<u>896,831</u>	<u>-</u>	<u>(8,005,001)</u>	<u>-</u>	<u>(10,686,512)</u>	<u>-</u>	(38)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	

*Reserve expenditures from Exhibit C also include estimated year-end audit adjustments such as State capital appropriations, capitalization of assets, depreciation expense and other required adjustments.

**COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2019**

EXHIBIT C

	Preliminary Balance at June 30, 2018	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at February 28, 2019	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 8,211,118	\$ -	\$ -	\$ -	\$ (149,305)	\$ 8,061,813	(1)
Carpet/Furniture Reupholstering	23,812	-	-	-	-	23,812	(2)
Jefferson Ave/Grove Street Repaving	22,222	-	-	-	-	22,222	(3)
Space Efficiency Upgrades	187,257	-	-	-	-	187,257	(4)
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279	(5)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(6)
Facilities Infrastructure Improvements	70,741	-	-	-	-	70,741	(7)
Student Support Services	133,198	-	-	-	-	133,198	(8)
Creative Campus	100,000	-	-	-	(100,000)	-	(9)
School of Hospitality Management	263,542	-	-	-	(82,026)	181,516	(10)
Advancement	583,234	-	1,000,000	-	(223,695)	1,359,539	(11)
COTA	75,000	-	-	-	-	75,000	(12)
EB 302 Renovation	10,057	-	-	-	-	10,057	(13)
Vet Tech Upgrade	23,055	-	-	-	-	23,055	(14)
Fire Science	1,419,749	-	-	(1,060,000)	(15,826)	343,922	(15)
Ongoing Maintenance	218,737	-	-	-	(202,597)	16,140	(16)
Mitchell Hall Start-Up Costs	800,000	-	900,000	1,000,000	(9,053)	2,690,947	(17)
Capital Equipment	5,842,021	-	750,000	-	(391,242)	6,200,780	(18)
Target 2002	333,088	-	-	-	-	333,088	(19)
Collective Bargaining	33,104	-	-	-	-	33,104	(20)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(21)
Accumulated Lab Fees	1,936,125	-	-	-	(289,660)	1,646,465	(22)
Broadbanding	103,337	-	-	-	-	103,337	(23)
Scholarships	757,912	-	1,000,000	-	(498,291)	1,259,621	(24)
Student Success and Innovation	9,990,364	-	400,000	-	(1,029,048)	9,361,317	(25)
Strategic Growth Initiatives	629,107	-	-	60,000	-	689,107	(26)
Technology Initiatives	1,529,658	-	818,850	-	(92,128)	2,256,380	(27)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(28)
Campus Safety Initiatives	268,688	-	-	-	(81,128)	187,560	(29)
Energy Efficiency/Sustainability Initiatives	1,568,631	-	-	-	1,785	1,570,416	(30)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(31)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(32)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(33)
One-Time Compensation	226,657	-	-	-	-	226,657	(34)
Partnerships for Student Success	20,529	-	-	-	-	20,529	(35)
Workforce Development	446,484	-	-	-	(223,322)	223,162	(36)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(37)
PERFORMS	1,499	-	-	-	-	1,499	(38)
	59,870,322	-	4,868,850	-	(3,385,535)	61,353,637	(39)
Unallocated	11,511,300	5,167,149	(4,868,850)	-	3,385,535	15,195,133	(40)
Total General Fund	\$ 71,381,621	\$ 5,167,149	\$ -	\$ -	\$ -	\$ 76,548,770	(41)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2019
With Comparative Figures at February 28, 2018**

EXHIBIT D

	FY 19			FY 18			FY 19 Projected Year End		FY 18 Audited Year End		
	Revised Budget as approved January 2019	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2018	Actual to Date	% of Budget Expended to Date	FY 19 Projected Year End	Projected % of Budget	FY 18 Audited Year End	Projected % of Budget	
Auxiliary											
Sales/Revenues											
Bookstore	\$ 10,034,774	\$ 8,893,579	88.63%	\$ 11,466,556	\$ 10,061,818	87.75%	\$ 10,148,686	101.14%	\$ 12,175,244	106.18%	(1)
Food Services	219,930	175,654	79.87%	220,000	187,057	85.03%	220,000	100.03%	257,237	116.93%	(2)
Total Revenues	10,254,704	9,069,233	88.44%	11,686,556	10,248,875	87.70%	10,368,686	101.11%	12,432,481	106.38%	(3)
Cost of Goods Sold											(4)
Bookstore	7,950,195	6,819,933	85.78%	9,378,351	8,051,101	85.85%	7,810,522	98.24%	9,587,857	102.23%	(5)
Food Service	-	70	0.00%	-	89	0.00%	70	0.00%	89	0.00%	(6)
Gross Margin	2,304,509	2,249,231	97.60%	2,308,205	2,197,685	95.21%	2,558,094	111.00%	2,844,535	123.24%	(7)
Operating Expenses											(8)
Bookstore	1,831,878	1,163,912	63.54%	1,869,777	1,167,429	62.44%	1,781,502	97.25%	1,771,231	94.73%	(9)
Food Services	89,124	54,779	61.46%	86,681	57,308	66.11%	89,124	100.00%	88,085	101.62%	(10)
Auxiliary Administration	223,595	126,132	56.41%	310,214	204,126	65.80%	223,595	100.00%	268,928	86.69%	(11)
Total Expenses	2,144,597	1,344,823	62.71%	2,266,672	1,428,863	63.04%	2,094,221	97.65%	2,128,244	93.89%	(12)
Auxiliary Net Operating Income/(Loss)	159,912	904,408	565.57%	41,533	768,822	1851.11%	463,873	290.08%	716,291	1724.63%	(13)
Net Income/(Loss)											(14)
Bookstore	252,701	909,735	360.00%	218,428	843,288	386.07%	556,662	220.28%	816,156	373.65%	(15)
Food Services	130,806	120,805	92.35%	133,319	129,660	97.26%	130,806	100.00%	169,063	126.81%	(16)
Auxiliary Administration	(223,595)	(126,132)	56.41%	(310,214)	(204,126)	65.80%	(223,595)	100.00%	(268,928)	86.69%	(17)
Net Auxiliary Income/(Loss)	159,912	904,408	565.57%	41,533	768,822	1851.11%	463,873	290.08%	716,291	1724.63%	(18)
Non-operating Revenues/Expenditures											(19)
College Credit Plus	(100,000)	2,541		(200,000)	-		(100,000)		342,758		(20)
College Strategic Priorities	(86,620)	(86,620)		(256,903)	(2,110)		(86,620)		(170,283)		(21)
Food Services/Renovations	(136,000)	(49,000)		(136,000)	(49,000)		(136,000)		(64,000)		(22)
Transfers	(900,000)	(762,695)		(1,648,622)	(164,220)		(900,000)		(1,061,651)		(23)
Audit Entries		-			-				-		(24)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	(25)

**COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF FEBRUARY 28, 2019**

EXHIBIT E

	Actual September 2018	Actual October 2018	Actual November 2018	Actual December 2018	Actual January 2019	Actual February 2019	
Beginning Cash	\$ 19,094,118	4,083,344	4,991,890	3,705,051	5,690,686	5,527,005	(1)
Cash Receipts	8,202,461	9,196,741	8,603,119	9,241,409	18,180,442	10,828,651	(2)
Cash Disbursements	(13,570,632)	(14,420,402)	(13,867,878)	(13,349,847)	(14,128,054)	(14,634,615)	(3)
Financial Aid	2,357,397	2,132,207	(22,080)	1,094,073	13,783,931	(624,834)	(4)
Outflow for investments	(16,000,000)	-	-	(8,000,000)	(18,000,000)	-	(5)
Inflow from investments	4,000,000	4,000,000	4,000,000	13,000,000	-	2,000,000	(6)
Ending Cash	<u>\$ 4,083,344</u>	<u>4,991,890</u>	<u>3,705,051</u>	<u>5,690,686</u>	<u>5,527,005</u>	<u>3,096,207</u>	(7)

	Forecasted March 2019	Forecasted April 2019	Forecasted May 2019	Forecasted June 2019	Forecasted July 2019	Forecasted August 2019	
Beginning Cash	\$ 3,096,207	4,031,207	4,151,207	4,290,946	4,260,946	4,165,946	(8)
Cash Receipts	8,800,000	8,500,000	13,670,000	8,900,000	7,395,000	19,650,000	(9)
Cash Disbursements	(14,380,000)	(13,380,000)	(13,710,261)	(17,300,000)	(14,500,000)	(14,300,000)	(10)
Financial Aid	(485,000)	-	180,000	1,370,000	(990,000)	8,670,000	(11)
Outflow for investments	-	-	-	-	-	(17,000,000)	(12)
Inflow from investments	7,000,000	5,000,000	-	7,000,000	8,000,000	3,000,000	(13)
Ending Cash	<u>\$ 4,031,207</u>	<u>4,151,207</u>	<u>4,290,946</u>	<u>4,260,946</u>	<u>4,165,946</u>	<u>4,185,946</u>	(14)

**COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2019**

EXHIBIT F

Cash at Beginning of Period		\$ 16,920	(1)
		<u> </u>	(2)
<u>Receipts:</u>			(3)
Deposit from General Fund	3,080	3,080	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	908		(8)
Condolence Contribution	60		(9)
			(10)
		<u> 968</u>	(11)
		\$ <u>19,032</u>	(12)
	[A]	[B]	(13)
		<u> [C]</u>	

NOTE:

The President's Discretionary fund is a separate fund from the operating and capital funds of the college. The source of funds is from other-than-public (governmental) monies or student fees, as specified by the Board of Trustees.

The purpose of the fund is to enhance the mission of the college. Expenditures are to promote or enhance the image of the college, the college educational programs, operations, entertainment, contributions, and other appropriate expenditures not provided for in the college operating budget.

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
BALANCE SHEET AT FEBRUARY 28, 2019
With Comparative Figures at February 28, 2018**

<u>Assets</u>	<u>February 28, 2019</u>	<u>February 28, 2018</u>	
Cash	\$ 2,405,683	\$ 2,041,237	(1)
Investments at market value (see note)	9,814,013	8,548,676	(2)
Pledges Receivable - Hospitality & Culinary Building	3,143,771	104,096	(3)
Pledges Receivable - Other	4,523,820	3,286,822	(4)
Accounts Receivable	26,045	58,485	(5)
Other Assets	366,744	-	(6)
Total Assets	<u>\$ 20,280,076</u>	<u>\$ 14,039,316</u>	(7)
<u>Liabilities</u>			
Due to general fund	\$ 11,317	\$ 1,249	(8)
Pledge Payable	-	-	(9)
Trade Payables	175,300	465,052	(10)
Total Liabilities	<u>186,617</u>	<u>466,301</u>	(11)
<u>Fund balance</u>			
Permanently Restricted	4,451,198	4,315,159	(12)
Temporarily Restricted	12,169,104	6,009,509	(13)
Unrestricted	3,473,157	3,248,347	(14)
Total fund balance	<u>20,093,459</u>	<u>13,573,015</u>	(15)
Total Liabilities and fund balance	<u>\$ 20,280,076</u> [A]	<u>\$ 14,039,316</u> [B]	(16)

Note: Investments

Investments are valued at market, which is generally determined by use of published market quotations. Realized gains and losses from sale or redemption of investments are based upon the cost of the specific investment sold or redeemed. Purchases and sales of investments are reflected on a trade-date basis. A summary of investments is as follows:

	Cost	Market	Percent of Portfolio
Cash	\$ 897,456	898,087	9.15%
Equities	3,768,169	4,482,597	45.68%
Fixed Income	3,364,821	3,326,420	33.89%
Mutual Funds	<u>1,129,153</u>	<u>1,106,909</u>	<u>11.28%</u>
Total Investments	<u>\$ 9,159,599</u>	<u>\$ 9,814,013</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2019
With Comparative Figures at February 28, 2018**

	February 28, 2019				February 28, 2018	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds	
Revenue						
Contributions						
Scholarships and Programs	\$ 160,823	\$ 3,665,249	\$ 31,321	\$ 3,857,393	\$ 399,513	(1)
Taste the Future	124,707	-	-	124,707	111,097	(2)
Contributions for Columbus State	-	21,378	-	21,378	20,469	(3)
Creative Campus	-	260,000	-	260,000	245,000	(4)
Hospitality & Culinary Arts	-	1,048,920	-	1,048,920	170,450	(5)
Administration Fee Income	-	-	-	-	41,802	(6)
Interest Income	855	95	-	950	610	(7)
Investment Income						(8)
Realized	30,286	52,914	-	83,200	275,384	(9)
Unrealized	(516)	10,823	-	10,307	224,601	(10)
Investment income-subtotal	<u>29,770</u>	<u>63,737</u>	<u>-</u>	<u>93,507</u>	<u>499,985</u>	(11)
Total revenues	<u>316,155</u>	<u>5,059,379</u>	<u>31,321</u>	<u>5,406,855</u>	<u>1,488,926</u>	(12)
Expenditures						
Scholarships and Programs	-	379,029	-	379,029	224,561	(13)
Contributions to Columbus State	-	31,128	-	31,128	22,555	(14)
Corporate Gift	-	1,509,252	-	1,509,252	500,000	(15)
Creative Campus	-	287,846	-	287,846	58,659	(16)
Hospitality & Culinary Arts	-	-	-	-	-	(17)
Administrative Fee Expense	-	-	-	-	41,802	(18)
Management and general	205,141	-	-	205,141	213,306	(19)
Total expenditures	<u>205,141</u>	<u>2,207,255</u>	<u>-</u>	<u>2,412,396</u>	<u>1,060,883</u>	(20)
Excess (deficit) of revenues over expenditures	111,014	2,852,124	31,321	2,994,459	428,043	(21)
Transfers	-	(100,000)	100,000	-	-	(22)
Fund balance at beginning of period	<u>3,362,143</u>	<u>9,416,980</u>	<u>4,319,877</u>	<u>17,099,000</u>	<u>13,144,972</u>	(23)
						(24)
Fund balance at end of period	<u>\$ 3,473,157</u>	<u>\$ 12,169,104</u>	<u>\$ 4,451,198</u>	<u>\$ 20,093,459</u>	<u>\$ 13,573,015</u>	(25)
	[A]	[B]	[C]	[D]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF FEBRUARY 28, 2019**

1) **Investments**

<u>Investment Fund</u>	<u>Cost</u>	<u>Market Value</u>	<u>Yield to Maturity*</u>	<u>Average Maturity (days)</u>
STAR Ohio/Operating	\$ 30,999,620	\$ 30,999,620	2.58%	1
STAR Ohio/Plant	1,501,135	1,501,135	2.58%	1
STAR Ohio/Auxiliary	5,578,399	5,578,399	2.58%	1
STAR Plus	2,557,601	2,557,601	2.53%	1
CSCC Operating Fund	80,500,222	80,231,410	2.11%	572
Auxiliary Services	5,137,870	5,166,644	2.41%	209
Bond Fund	13,080,540	13,207,174	2.61%	56
Plant Fund	9,390,938	9,353,551	1.83%	382
	<u>\$ 148,746,324</u>	<u>\$ 148,595,533</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	27.35%
	Agencies	43.35% *
	Municipal Bonds	1.43%
	Corporate Issues	2.04%
	Treasury Notes	2.82%
	Stocks	0.00%
	Cash & Equivalents	<u>23.01%</u>
		100.00%

* This includes discount notes, callable, non-callable, securitized, and step-up agency investments.

2) **Inventories**

Bookstore inventories at year-end are stated at actual cost. A complete physical inventory is taken annually and adjustments, if any, are recorded.

3) **Plant Funds**

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in case of gifts. Depreciation of physical plant and equipment is recorded.

4) **Long-term debt**

Outstanding long-term debt consists of bonds payable in annual installments varying from \$800,000 to \$1,285,000 with interest rates of 1.65% to 5%, the final installment being due in 2038, collateralized by a gross pledge basis, of the general receipts of the college, which include the full of every type and character of receipts, excepting only those specifically excluded which are primarily those that are appropriated from the State of Ohio.

Debt service for this long-term debt is paid from an annual allocation in the College's Operating fund, the Auxiliary Services fund, and from the State's Capital Component Program.

5) **Interfund Accounts**

All interfund borrowings have been made from current funds and amounts are due currently without interest.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Personnel Information Items.

BACKGROUND INFORMATION:

In accordance with a Board of Trustees resolution approved and adopted at their regular meeting held on October 18, 1978, the President has the authority to make staff appointments to positions which have already been approved by the Board and included in the current budget and to accept faculty and staff resignations.

FOR INFORMATION ONLY

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following persons have been **appointed**.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SALARY</u>
Candace Allen	Advisor	International Student Services	12/17/18	\$44,034
Lorraine Astrop	Office Associate	Psychology and Education	11/16/18	\$28,662
Laura Baisden	Advisor	Student Central	01/02/19	\$45,000
Allante Booker	College Transition Specialist	Center for Advising Support & Exp.	12/03/18	\$40,061
Kevin Bowen	Groundskeeper I	Grounds	12/17/18	\$29,931
Jolene Broshious	Program Coordinator	Equity and Compliance	01/16/19	\$49,250
Whitney Campbell	Payroll Accountant	Payroll	02/01/19	\$37,856
Jose Chamochumbi	Facilities Support Worker	Building Services	02/18/19	\$28,205
Shawn Craft	Manager	Information Technology	11/01/18	\$92,000
Shelby Delp	Specialist	Counseling Services	02/01/19	\$33,134
Katrina De Los Santos	Specialist	Global Diversity and Inclusion	01/16/19	\$35,173
Allison Franz	College Transition Specialist	Center for Advising Support & Exp.	12/03/18	\$40,061
Windy Harper	Reference Librarian	Library	02/01/19	\$44,034
Amber Herron	College Transition Specialist	Center for Advising Support & Exp.	12/03/18	\$40,061
Jacquelyn Hurst	Business Partner	Human Resources	01/14/19	\$60,000
Rick Hyatt	Instructor	Business Programs	01/01/19	\$44,777
Richard Kane	Supervisor	Student Conduct	02/18/19	\$55,262
Chaylee Liberator	Supervisor	Business & Industry	12/17/19	\$60,000
Jason Love	Program Coordinator	Compensation & Benefits	12/03/18	\$50,000
Richard McClish	Specialist	Residency	02/01/19	\$33,134

Lynn McNish	Advisor	Center for Advising Support & Exp.	11/16/18	\$44,034
Nora Metzker	Specialist	Grants Accounting & Reporting	11/01/18	\$33,134
Erica Noll	College Transition Specialist	Center for Advising Support & Exp.	12/03/18	\$40,061
Monique Proffitt	Project Specialist	Student & Academic Support	01/07/19	\$45,718
Devan Quitter	Communications Technician	Police Communications & Admin	12/03/18	\$41,662
Kevin Rooney	Supervisor	Grants Office	10/01/18	\$62,000
Jason Stover	System Specialist	Admissions	11/01/18	\$41,226
Jerry Wade	Senior Analyst	Institutional Effectiveness	12/17/18	\$80,000
Melanie Watts	Specialist	TRIO and Special Projects	01/02/19	\$33,134
Christine Wears	Office Associate	Business Programs	02/01/19	\$28,662

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following resignations/voluntary cash separation incentives/reductions in force/terminations/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Hakim Adjoua	Professor	Justice, Safety & Legal Studies	12/31/18
Lynda Anderson-Casey	Director II	Professional Development & Retention/Benefits & Compensation	01/25/19
Julie Barnickle	Advisor	College Credit Plus Services	02/15/19
Crystal Baum	Advisor	College Credit Plus Services	01/08/19
Monessa Bradford	Program Coordinator	Human Resources	11/09/18
George Chatters	Advisor	Center for Advising Support & Exp.	12/31/18
Robert Cowles	Supervisor	Delaware Campus Administration	01/18/19
Janice Crozier	Advisor	Center for Advising Support & Exp.	12/31/18
Ed Dokes	Maintenance Technician	Maintenance	02/04/19
James Gilchrist-Elliott	Advisor	Military & Veterans Affairs	02/28/19
Kimberly Hall	Senior Vice President	Administration	01/31/19
James Hamberg	Program Coordinator	Institutional Effectiveness	12/31/18
Leon'Dra Hicks	Material Handler II	Mail Shipping/Receiving Warehouse	10/31/18
David Hill	Technician	Workforce Innovation	02/07/19
Korie Jenkins	Supervisor	College Health Office	11/15/18
Noah Jones	Security Specialist	Patrol	10/30/18
Thomas Lyons	Program Coordinator	Institutional Effectiveness	12/31/18
John McCoy	Facilities Worker	Building Services	12/31/18
David Meyers	Supervisor	Business & Industry	12/31/18
Jaelyn Smith	Senior Cashier	Cashiers & Student Accounting	01/11/19
Gregory Stepp	Facilities Worker	Building Services	01/25/19

Michelle Teasley-Parks	Director	College Testing Services	03/01/19
Catherine Treyens	Professor	Modern Languages	12/31/18
Arlene Wilson	Office Associate	Center for Advising Support & Exp.	11/06/18
Chaka Wilson	Advisor	Center for Advising Support & Exp.	11/06/18