



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Pete Grimes Board Room
May 19, 2011

MINUTES

Present:

Poe A. Timmons, Chair	Terri Gehr, Senior Vice President and Chief Financial Officer
Dr. Richard H. Owens, Vice-Chair	Will Kopp, Vice President
William J. Dolan, Board	Dr. Janet Rogers, Vice President
Anne Lopez-Walton, Board	Tim Wagner, Vice President
Dianne A. Radigan, Board	Jackie DeGenova, In-House Counsel
Richard D. Rosen, Board	Valetine Cabell, Ex Officio, Staff
Dr. David T. Harrison, President	
Hamid Danesh, Vice President	

Absent:

A. Lynne Bowman, Board and Michael E. Flowers, Board
Dr. Deborah Coleman, Vice President and Dr. Jack Cooley, Senior Vice President
Kevin James, Ex Officio Faculty and Korie Jenkins, Ex Officio Student

Ms. Poe Timmons, Board Chair, called the meeting to order at 12:10 p.m. The Chair then turned the meeting over to Dr. David Harrison who requested that Ms. Terri Gehr begin discussion on the first item on the agenda.

(1) Tuition Waiver for Summer Quarter 2011 through Summer Quarter 2012

The Board of Trustees and the Chancellor of the Ohio Board of Regents had extended tuition waivers through Spring Quarter 2011, keeping the cost of tuition at Columbus State constant for a fifth consecutive year. The Board wants to extend the waiver for the period Summer Quarter 2011 through Summer Quarter 2012 to keep tuition as affordable as possible for students. The waiver would continue to be: \$2.75 per credit hour for Ohio residents, \$6.00 per credit hour for non-residents of Ohio, and \$7.25 per credit hour for international students.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(2) Voluntary Cash Separation Incentive

Tim Wagner explained that in a time of uncertainties related to state funding for higher education, a softening enrollment, and proposed pension reform legislation that the Board approve a Voluntary Cash Separation Incentive for employees already eligible to retire. The program would create opportunities to reorganize or reallocate positions to more effectively meet the College's student success objectives.

This incentive is built on a three year plan; however, funds are being requested for the first year only at this time. Incentive for full-time employees that qualify:

- Year one, cash incentive of one year salary up to a maximum of \$75,000 for faculty (3 quarters or 2 semesters salary), \$55,000 for administrators, and \$25,000 for staff.
- If offered, year two, cash incentive of one-year's salary up to a maximum of \$50,000 for faculty (3 quarters or 2 semesters salary), \$25,000 for administrators, and \$10,000 for staff.
- If offered, year three, cash incentive of one-year's salary up to a maximum of \$20,000 for faculty (2 semesters salary), \$10,000 for administrators, and \$5,000 for staff.

Employees would be paid all accrued leaves in accordance with College Policy and Procedure, as if they were going to retire.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(3) Operating Budget for Fiscal Year 2012

Terri Gehr, CFO, gave a presentation highlighting the proposed 2012 budget as it relates to the College's District and Auxiliary Enterprises, and the request to release additional funds for five strategic initiatives as described in Exhibits A, B and C attached.

Also, requested was:

- Hiring of six new full-time tenure-track faculty for the 2012-13 academic year.
- Hiring of full-time positions to support student services, strategic partnerships, curriculum management, college outreach, public safety and other needs, not to exceed 24 positions and \$1.65 million.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(4) **Joint Resolution with CSCC and OSU Preferred Pathways**

Dr. David Harrison presented the Joint Resolution between Columbus State Community College and The Ohio State University to the Board to approve the Preferred Pathway Program. The Ohio State University Board of Trustees approved this joint resolution at their April 2011 Board meeting.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(5) **New Policy, 9-12, Payment Card Industry (PCI) Standard Compliance**

Ms. Terri Gehr explained that because Columbus State Community College accepts and processes payment card transactions, the College must demonstrate compliance with the Payment Card Industry (PCI) Data Security Standard. An element of PCI standard is to ensure an adequate policy is in place to establish and govern such compliance.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(6) **Construction Contracts Exceeding \$50,000**

Ms. Terri Gehr reported that by state statute the Board of Trustees must approve construction contracts that exceed \$50,000. Contracts for the projects were bid as required by law, and the Board is asked to authorize awarding the following contracts:

<u>Project</u>	<u>Contractor</u>	<u>Amount</u>
Bolton Field Boiler Replacement	C.W. Whitfield	\$137,488
Bolton Field Tarmac Replacement	Republic Builders	\$112,549
Aquinas Roof and Parapet Repair	Fey Roofing and Sheet Metal	\$147,300

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(7) Tenure Appointments and First Promotion in Rank

The following faculty members have met the eligibility requirements stated in Tenure Policy No. 5-02. Recommendation to the Board is to grant tenure and promotion in rank to Assistant Professor effective at the beginning of the 2011-12 contract year for the following faculty:

Lisa Briggs	Business Office Applications
Constance Clark	Dental Hygiene
Scott Dolan	Nursing
Patrick Fiorelli	Accounting
Charla Fraley	Business Management
Lydia Gilmore	Business Management
Karen Krimmer	Hospitality Management
Margaret Owens	Construction Sciences and Engineering
Fauna Stout	Medical Assisting Technology
William (Gene) Strickland	Integrated Media and Technology
Jackie Teny-Miller	Mental Health and Chemical Dependency
Julie Cronk	Biological Sciences
Sue Hargrove	Developmental Education
Adam Keller	Physical Sciences
Cameron Kishel	Developmental Education
Melissa Logue	Modern Languages
Scott Millsap	Communication
Michelle Persinger	Mathematics
Rebecca Safa	English

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(8) Financial Statements as of and for the ten months ended, April 30, 2011

A copy of the College's financial statements as of and for the ten months ended April 30, 2011 was reviewed.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(9) **Personnel Information Items**

There was no discussion on the Personnel Information Items as they are presented for Informational purposes only.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(10) **Executive Session**

The Committee adjourned to Executive Session at 1:10 p.m. to consider Dr. Harrison's performance evaluation. The regular meeting of the Committee reconvened at 2:20 p.m.

There being no further items to come before the Committee, the meeting was adjourned at 2:25 p.m.

**Columbus State Community College
District Operational Budget Comparison
Proposed FY12 Budget Compared to Projected FY11 Year End**

	(A) FY09 Actual (6)	(B) FY10 Actual (6)	(C) FY11 Projected YE	(D) FY12 Proposed	(E) Difference FY11 vs. FY12	(F) Percent Inc/(Dec.)
Revenues						
Appropriations						
(a) Subsidy (1)	\$ 52,981,736	\$ 53,265,704	\$ 54,375,267	\$ 58,710,089	\$ 4,334,822	8%
(b) SSI-Stimulus	-	8,903,032	9,277,688	-	(9,277,688)	-100%
(c) Access Challenge	6,350,449	-	-	-	-	0%
(d) Jobs Challenge	175,605	-	-	-	-	0%
	<u>59,507,790</u>	<u>62,168,736</u>	<u>63,652,955</u>	<u>58,710,089</u>	<u>(4,942,866)</u>	<u>-7.8%</u>
Student						
(e) Tuition (2)	66,851,569	80,277,572	85,157,603	85,982,450	824,847	1%
(f) Fees (3)	4,360,831	5,204,135	4,985,464	5,003,465	18,001	0%
(g) Special courses	753,768	862,708	1,379,785	1,551,758	171,973	12%
	<u>71,966,168</u>	<u>86,344,415</u>	<u>91,522,852</u>	<u>92,537,673</u>	<u>1,014,821</u>	<u>1%</u>
Contracted Services						
(h) Net	210,512	292,219	526,335	526,335	-	0%
	<u>210,512</u>	<u>292,219</u>	<u>526,335</u>	<u>526,335</u>	<u>-</u>	<u>0%</u>
Other						
(i) Transfer-In Delaware Campus	-	251,002	1,982,333	2,038,216	55,883	3%
(j) Partnership Revenue	-	-	-	430,000	430,000	100%
(k) Miscellaneous	167,397	230,004	100,000	250,000	150,000	150%
	<u>167,397</u>	<u>481,006</u>	<u>2,082,333</u>	<u>2,718,216</u>	<u>635,883</u>	<u>31%</u>
(l) Total Revenues	<u>131,851,867</u>	<u>149,286,376</u>	<u>157,784,475</u>	<u>154,492,313</u>	<u>(3,292,162)</u>	<u>-2%</u>
Expenditures						
Educational & General						
(m) (Instructional)	66,057,855	73,265,967	82,769,982	85,078,713	2,308,731	3%
(n) Library	1,724,844	1,730,605	2,082,580	2,667,062	584,482	28%
(o) General (4)	9,105,268	9,919,826	11,478,073	11,720,458	242,385	2%
(p) Information Technology	9,708,954	10,657,750	12,216,775	12,719,796	503,021	4%
(q) Student Services	9,256,617	10,008,958	11,363,091	13,022,492	1,659,401	15%
(r) Operation & Maintenance of Plant	11,057,952	11,357,853	13,150,171	14,350,198	1,200,027	9%
(s) Administration (5)	5,503,580	6,505,939	8,381,046	8,746,733	365,687	4%
(t) Contingency Delaware Campus	-	-	-	100,000	100,000	0%
(u) Delaware Campus	-	251,002	-	-	-	0%
(v) Operational Expenses	<u>112,415,070</u>	<u>123,697,900</u>	<u>141,441,718</u>	<u>148,405,452</u>	<u>6,963,734</u>	<u>5%</u>
(w) Transfer for equip. & replacement	3,400,000	2,200,000	3,600,000	3,000,000	(600,000)	-17%
(x) Transfer for debt service	1,548,818	1,548,819	1,548,819	1,548,819	-	0%
(y) Transfer for scholarships	3,500,000	-	-	-	-	0%
(z) Transfer for semester conversion	-	-	4,000,000	-	-	-
(aa) Total expenditures & transfers	<u>120,863,888</u>	<u>127,446,719</u>	<u>150,590,537</u>	<u>152,954,271</u>	<u>2,363,734</u>	<u>2%</u>
(ab) Net Operational Revenues	<u>\$ 10,987,979</u>	<u>\$ 21,839,657</u>	<u>\$ 7,193,938</u>	<u>\$ 1,538,042</u>	<u>\$ (5,655,896)</u>	<u>-79%</u>
Net if \$4.1 million is not distributed (see Note 1)			\$ 3,093,938			

Notes:

- (1) FY11 Projected Year-End Subsidy includes the \$4.1 million "planned lapse," as represented in the April 28, 2011 OBOR Subsidy Distribution Schedule for Columbus State. The actual distribution of the \$4.1 million in the current fiscal year is still uncertain as it is dependent on the status of state revenue receipts. The actual distribution of the planned lapse is still uncertain as it is dependent on the status of state revenue receipts, as noted in the State Budget Director's May 10, 2011 *OBM Monthly Financial Report*. The FY12 Subsidy projection provided by Ohio Board of Regents (May 9, 2011).
- (2) Tuition revenue assumes tuition at \$79 per credit hour, enrollment comparable to FY11, plus growth at the Delaware Campus reflecting first Summer quarter at the new campus and the OSU-Marion partnership.
- (3) Fee revenue includes matriculation, lab, parking, and other fees.
- (4) General includes Planning & Construction, Human Resources, Print Shop, Office Services, Institutional Adv., KRP, Diversity & Inclusion, & Development Office.
- (5) Administration includes Sr VP BAS, President's Office, Delaware Campus Administration & Business Services.
- (6) FY09 and FY10 reflect unaudited numbers.

Columbus State Community College
Columbus Campus Operational Budget Comparison
Proposed FY12 Budget Compared to Projected FY11 Year End

	(A) FY09 Actual (6)	(B) FY10 Actual (6)	(C) FY11 Projected YE	(D) FY12 Proposed	(E) Difference FY11 vs. FY12	(F) Percent Inc./Dec.
Revenues						
Appropriations						
(a) Subsidy (1)	\$ 52,981,736	\$ 53,265,704	\$ 54,375,267	\$ 58,190,909	\$ 3,815,642	7.0%
(b) Subsidy (Federal Stimulus)	-	8,903,032	9,277,688	-	(9,277,688)	-100.0%
(c) Access Challenge	6,350,449	-	-	-	-	0.0%
(d) Jobs Challenge	175,605	-	-	-	-	0.0%
	<u>59,507,790</u>	<u>62,168,736</u>	<u>63,652,955</u>	<u>58,190,909</u>	<u>(5,462,046)</u>	<u>-8.6%</u>
Student						
(e) Tuition (2)	66,851,569	80,277,572	83,687,017	83,687,017	-	0.0%
(f) Fees (3)	4,360,831	5,204,135	4,933,825	4,933,825	-	0.0%
(g) Special courses	753,768	862,708	1,379,785	1,551,758	171,973	12.5%
	<u>71,966,168</u>	<u>86,344,415</u>	<u>90,000,627</u>	<u>90,172,600</u>	<u>171,973</u>	<u>0.2%</u>
Contracted Services						
(h) Net	210,512	292,219	526,335	526,335	-	0.0%
	<u>210,512</u>	<u>292,219</u>	<u>526,335</u>	<u>526,335</u>	<u>-</u>	<u>0.0%</u>
Other						
(i) Miscellaneous	167,397	230,004	100,000	250,000	150,000	150.0%
	<u>167,397</u>	<u>230,004</u>	<u>100,000</u>	<u>250,000</u>	<u>150,000</u>	<u>150.0%</u>
(j) Total Revenues	<u>131,851,867</u>	<u>149,035,374</u>	<u>154,279,917</u>	<u>149,139,844</u>	<u>(5,140,073)</u>	<u>-3.3%</u>
Expenditures						
Educational & General						
(k) (Instructional)	66,057,855	73,265,967	81,292,776	82,972,198	1,679,422	2.1%
(l) Library	1,724,844	1,730,605	1,921,470	2,426,720	505,250	26.3%
(m) General (4)	9,105,268	9,919,826	11,396,686	11,549,321	152,635	1.3%
(n) Information Technology	9,708,954	10,657,750	11,739,701	12,051,941	312,240	2.7%
(o) Student Services	9,256,617	10,008,958	11,058,535	12,719,626	1,661,091	15.0%
(p) Operation & Maintenance of Plant	11,057,952	11,357,853	12,431,661	13,181,261	749,600	6.0%
(q) Administration (5)	5,503,580	6,505,939	8,096,331	8,151,916	55,585	0.7%
(r) Operational Expenses	<u>112,415,070</u>	<u>123,446,898</u>	<u>137,937,160</u>	<u>143,052,983</u>	<u>5,115,823</u>	<u>3.7%</u>
(s) Transfer for equip. & replacement	3,400,000	2,200,000	3,600,000	3,000,000	(600,000)	-16.7%
(t) Transfer for debt service	1,548,818	1,548,819	1,548,819	1,548,819	-	0.0%
(u) Transfer for scholarships	3,500,000	-	-	-	-	0.0%
(v) Transfer for semester conversion	-	-	4,000,000	-	-	0.0%
(w) Total expenditures & transfers	<u>120,863,888</u>	<u>127,195,717</u>	<u>147,085,979</u>	<u>147,601,802</u>	<u>515,823</u>	<u>0.4%</u>
(x) Net Operational Revenues	<u>\$ 10,987,979</u>	<u>\$ 21,839,657</u>	<u>\$ 7,193,938</u>	<u>\$ 1,538,042</u>	<u>(5,655,896)</u>	<u>-78.6%</u>

Net if \$4.1 million is not distributed (see Note 1, Exhibit A) \$ 3,093,938

Notes

- (1) See Note 1, Exhibit A.
- (2) Tuition revenue for FY12 assumes flat RFY11 enrollment and no tuition increase.
- (3) Fee revenue includes Lab Fee Income and other student based fees.
- (4) General includes Planning & Construction, Human Resources, Print Shop, Office Services, Institutional Adv., KRP, Diversity & Inclusion, and Development Office.
- (5) Administration includes VP BAS, President's Office, & Business Services.
- (6) FY09 and FY10 reflect unaudited numbers.

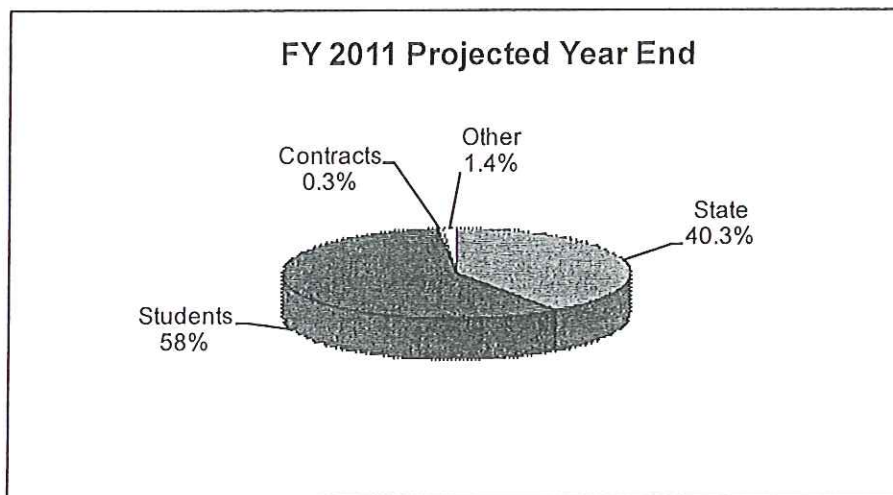
Columbus State Community College
Delaware Campus Operational Budget Comparison
Proposed FY12 Budget Compared to Projected FY11 Year End

	(A) FY10 Actual (6)	(B) RFY11 Actual (6)	(C) FY12 Proposed	(D) Difference FY11 vs. FY12	(E) Percent Inc./((Dec.)
Revenues					
Appropriations					
(a) Subsidy (1)	\$ -	\$ -	\$ 519,180	\$ 519,180	100.0%
	-	-	519,180	519,180	100.0%
Student					
(b) Tuition (2)	-	1,470,586	2,295,433	824,847	56.1%
(c) Fees (3)	-	51,639	69,640	18,001	34.9%
(d) Special courses	-	1,522,225	2,365,073	842,848	55.4%
Other					
(e) Transfer-In Delaware Campus	251,002	1,982,333	2,038,216	55,883	2.8%
(f) Partnership Revenue	-	-	430,000	430,000	100.0%
	251,002	1,982,333	2,468,216	485,883	24.5%
(g) Total Revenues	251,002	3,504,558	5,352,469	1,847,911	52.7%
Expenditures					
(h) Educational & General					
(i) (Instructional)	-	1,477,206	2,106,515	629,309	42.6%
(j) Library	40,189	161,110	240,343	79,233	49.2%
(k) General (4)	-	81,387	171,137	89,750	110.3%
(l) Information Technology	65,854	477,074	667,855	190,781	40.0%
(m) Student Services	94,031	304,556	302,866	(1,690)	-0.6%
(n) Operation & Maintenance of Plant	22,320	718,510	1,168,936	450,426	62.7%
(o) Administration (5)	28,608	284,715	594,817	310,102	108.9%
(p) Contingency			100,000	100,000	100.0%
(q) Operational Expenses	251,002	3,504,558	5,352,469	1,847,911	52.7%
(r) Transfer for equip. & replacement					
(s) Transfer for debt service					
(t) Transfer for capital improvements					
(u) Total expenditures & transfers	251,002	3,504,558	5,352,469	1,847,911	52.7%
(v) Net Operational Revenues	\$ -	\$ -	\$ -	-	0.0%

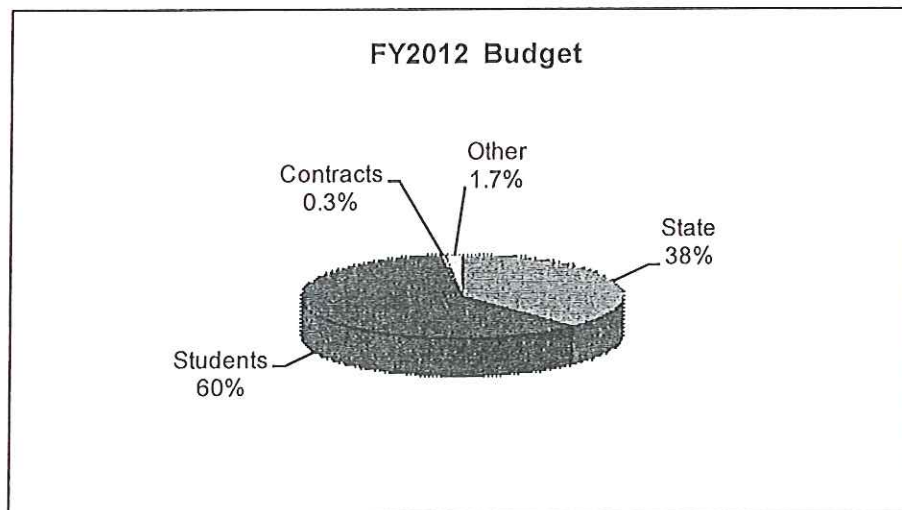
Notes

- (1) State subsidy is calculated based on 2 yr average and paid in arrears.
- (2) Tuition revenue for FY12 assumes flat RFY11 enrollment, plus \$261k for Summer, and OSU-Marion partnership.
- (3) Fee revenue includes Lab Fee Income.
- (4) General includes Office Services and Institutional Advancement.
- (5) Administration includes Campus Administration and Business Services.
- (6) FY09 and FY10 reflect unaudited numbers.

**COLUMBUS STATE COMMUNITY COLLEGE DISTRICT
FY 12 PROPOSED OPERATING BUDGET REVENUES
May, 2011**

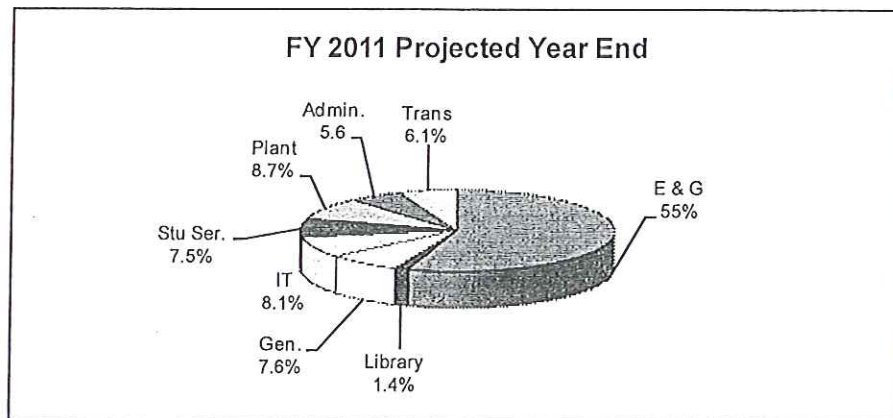


\$157,784,475

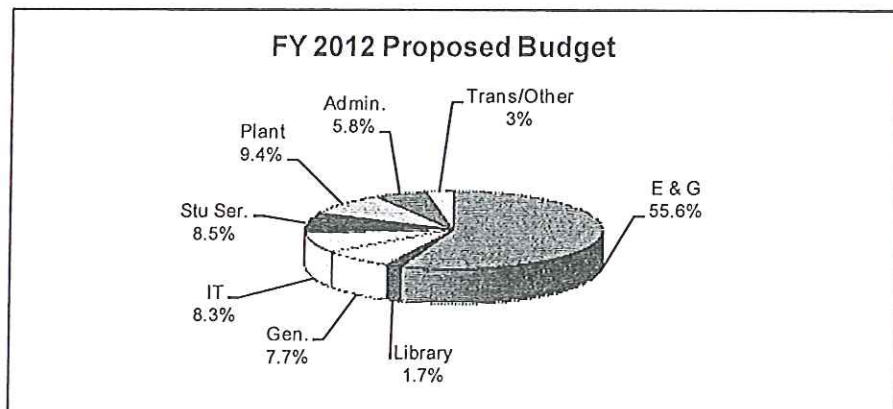


\$154,492,313

**COLUMBUS STATE COMMUNITY COLLEGE DISTRICT
FY 12 PROPOSED OPERATING BUDGET EXPENDITURES
May, 2011**



\$150,590,537



\$152,954,271

Columbus State Community College
Auxiliary Services Budget Comparison
Proposed FY12 Budget Compared to FY11 Projected Year End

	(A) FY09 Actual ⁴	(B) FY10 Actual ⁴	(C) FY11 Projected YE	(D) FY12 Proposed Budget	(E) Increase (Decrease)	(F) Percent Change
<u>Revenues</u>						
(a) Bookstore	\$ 3,118,119	\$ 3,413,494	\$ 3,434,188 ¹	\$ 3,175,337	\$ (258,851)	-7.5%
(b) Child Development Center	964,500	915,633	807,593	912,740	105,147	13.0%
(c) Food Services	329,678	340,250	347,071	358,000	10,929	3.1%
(d) Bridgeview	387,248	418,993	391,824 ¹	454,997	63,173	16.1%
(e) Total	<u>4,799,545</u>	<u>5,088,370</u>	<u>4,980,676</u>	<u>4,901,074</u>	<u>(79,602)</u>	<u>-1.6%</u>
<u>Expenses</u>						
(f) Bookstore	2,409,382	2,058,211	2,140,577	2,322,578	182,000	8.5%
(g) Child Development Center	1,104,873	1,073,903	1,125,891	1,134,868	8,977	0.8%
(h) Food Services	69,466	72,998	84,695	93,753	9,058	10.7%
(i) Bridgeview	431,442	478,391	461,313	473,937	12,624	2.7%
(j) Total	<u>4,015,163</u>	<u>3,683,503</u>	<u>3,812,476</u>	<u>4,025,136</u>	<u>212,660</u>	<u>5.6%</u>
<u>Net Income/(Loss)</u>						
(k) Bookstore	708,737	1,355,283	1,293,611	852,760	(440,852)	-34.1%
(l) Child Development Center	(140,373)	(158,270)	(318,298)	(222,128)	96,170	-30.2%
(m) Food Services	260,212	267,252	262,376	264,247	1,871	0.7%
(n) Bridgeview	(44,194)	(59,398)	(69,489)	(18,940)	50,549	-72.7%
(o) Total	<u>784,382</u>	<u>1,404,867</u>	<u>1,168,200</u>	<u>875,938</u>	<u>(292,262)</u>	<u>-25.0%</u>
<u>Miscellaneous</u>						
(p) Administrative Office	-	493,960	625,248 ²	631,532	6,284	1.0%
(q) Marketing	-	-	- ³	77,430	77,430	
(r) Add'l Payroll Items	-	-	-	-	-	
	<u>-</u>	<u>493,960</u>	<u>625,248</u>	<u>708,962</u>	<u>83,714</u>	<u>13.4%</u>
(s) Total Auxiliary Net Income	<u>\$ 784,382</u>	<u>\$ 910,908</u>	<u>\$ 542,952</u>	<u>\$ 166,976</u>	<u>\$ (375,976)</u>	<u>-69.2%</u>

¹ Bookstore sales are budgeted at \$13,528,347 and Bridgeview sales are budgeted at \$358,000.

² Administrative Office contains expenses related to overseeing all Auxiliary as well as \$75k for Parking Lot Program and \$75k for Strategic Goals.

³ Marketing expenses are allocated back to its respective auxiliary enterprise during the year.

⁴ Actual for FY2009 & FY2010 reflects unaudited numbers.

Allocation and Release of Strategic Reserves

Initiative Account	Strategic Purpose	Amount
Voluntary Separation Incentive Plan	Year 1 (FY12) allocation for Voluntary Separation Incentive Plan	\$2.0 million
Partnerships for Student Success	Early testing, intrusive advising, dual enrollment	\$500,000
Technology Initiatives	Information Technology Infrastructure Development of a comprehensive IT plan. Enhance capacity for: <ul style="list-style-type: none"> • Instructional technology • Institutional research • Web services • On-line learning • Student Information System 	\$1.5 million
Strategic Growth Initiatives	Focused marketing initiatives to advance academic partnerships and growth initiatives, and to expand presence with community leaders.	\$350,000
Health Savings Account Option	Release \$400,000 of previously-approved allocation for health savings account option to continue incenting employees to participate in Health Savings Account Plans through which employees shoulder a high deductible plan thereby sharing risk and practicing consumerism and wellness.	\$400,000