



COPY TO ALL BOARD MEMBERS
Susan Thomas, Ex Officio Staff Member
Darrell Minor, Ex Officio Faculty Member
Jillian Woltz, Ex Officio Student Member

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Thursday, November 10, 2011
12:00 p.m.
Pete Grimes Board Room, Franklin Hall

AGENDA

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Columbus State Community College



Board Action

Date _____

SUBJECT:

Union Hall Renovation Construction Contract Awards for Phase I

BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts that exceed \$50,000.

In September 2010, the Board of Trustees authorized funds for the renovation of Union Hall, a 100,000 gross square foot building dedicated in 1975 that houses most of the College's Allied Health programs, as well as faculty and staff offices and a cafeteria. Additionally, the project includes an 18,000 square foot, six-floor addition on the west side of the building. The tower addition will provide sufficient "swing" space for existing programs and functions while the existing building is renovated floor-by-floor.

Phase I of the project includes the construction of the tower addition, as well as the renovation of the 4th (nursing) and 5th (anatomy labs) floors. The work is expected to take approximately two years to complete, at which time floors Ground through 3rd will be renovated.

The contracts were bid using the bidding process required by state law.

RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contracts with the lowest responsive and responsible bidder:

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General Trades	Summit Construction	\$5,113,000
HVAC	Aggressive Mechanical	\$1,591,700
Plumbing	Capital City Mechanical	\$ 550,000
Fire Protection	Central Fire Protection	\$ 112,900
Electric	Ohio Electric	\$1,098,000

Columbus State Community College



Board Action

Date _____

SUBJECT:

Voluntary Separation Incentive Plan – Additional Allocation

BACKGROUND INFORMATION:

Effective May 26, 2011, the Board of Trustees authorized the Voluntary Cash Separation Incentive Plan (“the Plan”) for FY 2012 and the release of strategic reserves in the amount of \$2,000,000 to fund Year 1 of the Plan. The Plan’s terms upon which eligible employees enrolled are as follows:

- Incentive: Full-time employees who qualify and volunteer in Year 1 of the Plan, shall be given a cash incentive of one year salary up to a maximum of \$75,000 for faculty (3 quarters salary), \$55,000 for administrators, and \$25,000 for staff.
- Effective Date: Year 1 (July 1, 2011 – June 30, 2012)

The table below summarizes the actual number of eligible employees who meet the requirements and have enrolled in the Voluntary Cash Separation Incentive Plan for Year 1.

Employee Classification	Number of Employees	Incentive Cost
Faculty	26	\$1,818,051
Staff	23	575,000
Administrator	12	660,000
Total	<u>61</u>	<u>\$3,053,051</u>

RECOMMENDATION:

That the Board of Trustees authorizes the allocation of an additional \$1,053,051 from unallocated funds to the Voluntary Separation Incentive Plan strategic account to fully fund the incentive for employees who have chosen to separate in Year 1 pursuant to the Plan.



COLUMBUS STATE COMMUNITY COLLEGE

BOARD ACTION

Date: _____

SUBJECT:

Revision of Policy 5-05, Academic Courses and Credits

BACKGROUND INFORMATION:

Policy 5-05, Academic Courses and Credits was reviewed for content changes needed for switch-to-semester purposes and Ohio Board of Regents (OBOR) requirements.

RECOMMENDATION:

That the Board of Trustees adopts the proposed revisions for Policy 5-05, Academic Courses and Credits.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ACADEMIC COURSES AND CREDITS

Effective October 15, 1985

Policy No. 5-05

Page 1 of 1

Revised Draft

- (A) Generally, one academic credit will be earned for one hour of lecture, SEMINAR or for two or three hours of laboratory, ~~field-experience~~, or clinic LAB assigned per week for a period of one academic ~~quarter~~ SEMESTER. Since an academic credit is earned for each three hours of work accomplished per week for a period of one academic ~~quarter~~ SEMESTER, an instructor may assign work to be completed outside the classroom, laboratory, ~~field experience~~ station, or clinic. Generally, one credit will be earned for a minimum of five clock hours per week of directed practice, a minimum of seven clock hours per week of practicum, a minimum of twelve clock hours per week of field experience, ~~or one clock hour per week of seminar accomplished for a period of one quarter~~. A MINIMUM OF 10 CLOCK HOURS OF COOPERATIVE WORK EXPERIENCE, A MINIMUM OF THREE CLOCK HOURS FOR A STUDIO COURSE, A MINIMUM OF TWO CLOCK HOURS FOR A STUDIO COURSE WITH ONE HOUR OF OUTSIDE WORK AND A MINIMUM OF SEVEN CLOCK HOURS FOR MISCELLANEOUS APPLICATION COURSES for a period of one ~~quarter~~ SEMESTER.
- (B) A credit course is a course which fulfills a requirement for graduation in an associate degree program.
- (C) A developmental educational course is a course designed for students who need to be better informed in specific areas of study to succeed in credit and special course work.

Accepted by the Shared Governance Instructional Council: 4/21/11

Accepted by the Shared Governance Instructional Support Council: 4/29/11



COLUMBUS STATE COMMUNITY COLLEGE

BOARD ACTION

Date: _____

SUBJECT:

Revision of Policy 5-06, Degree Program Requirements

BACKGROUND INFORMATION:

Policy 5-06, Degree Program Requirements was reviewed for content changes needed for switch-to-semester purposes and Ohio Board of Regents (OBOR) requirements.

RECOMMENDATION:

That the Board of Trustees adopts the proposed revisions for Policy 5-06, Degree Program Requirements.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DEGREE PROGRAM REQUIREMENTS

Effective September 23, 2009

Policy No. 5-06

Page 1 of 4

Revised Draft

- (A) This policy specifies the minimum requirements for each degree program offered at the College.
- (B) The following minimum number of ~~quarter~~ SEMESTER credit hours is required for a technical education program that leads to the degree Associate of Applied Science:
- (1) ~~Twenty-one quarter~~ THIRTY SEMESTER credit hours OF NON-TECHNICAL STUDIES TO INCLUDE FIFTEEN SEMESTER CREDIT HOURS in general education studies:
 - (a) ~~Eleven quarter~~ THREE SEMESTER credit hours in ~~communication skills to include two composition courses and one speech course~~ ENGLISH COMPOSITION.
 - (b) ~~Five quarter~~ THREE SEMESTER credit hours in either the social and behavioral sciences, ~~or the biological and physical sciences, whichever science does not appear among the basic studies requirements for the degree.~~
 - (c) ~~Five quarter~~ THREE SEMESTER credit hours in the arts and humanities.
 - (D) THREE SEMESTER CREDIT HOURS IN THE BIOLOGICAL AND PHYSICAL SCIENCES.
 - (E) THREE SEMESTER CREDIT HOURS IN MATHEMATICS, STATISTICS, AND LOGIC.
 - (F) REMAINING NON-TECHNICAL CREDIT HOURS ~~Twenty-one quarter credit hours~~ in basic studies.
 - (2) THIRTY SEMESTER ~~Forty-five quarter~~ credit hours in technical studies.
 - (3) A total of a minimum of SIXTY SEMESTER ~~ninety quarter~~ credit hours.
- (C) The following minimum number of ~~quarter~~-SEMESTER credit hours is required for a technical education program that leads to the degree Associate of Technical Studies:

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POLICY AND PROCEDURES MANUAL

DEGREE PROGRAM REQUIREMENTS

Effective September 23, 2009

Policy No. 5-06

Page 2 of 4

Revised Draft

- (1) ~~Twenty-one quarter~~ THIRTY SEMESTER credit hours in NON-TECHNICAL STUDIES TO INCLUDE FIFTEEN SEMESTER CREDIT HOURS IN general education studies as described in ~~subparagraph (1)~~ of paragraph (B) of this section.
 - (2) ~~Twenty-one quarter~~ REMAINING NON-TECHNICAL SEMESTER credit hours in basic studies.
 - (3) ~~Forty-five~~ THIRTY combined ~~quarter~~ SEMESTER credit hours in two or more (maximum four) areas of technical studies.
 - (4) A total of a minimum of ~~ninety-quarter~~ SIXTY SEMESTER credit hours.
- (D) The following minimum number of ~~quarter~~ SEMESTER credit hours is required for a transfer program that leads to the degree Associate of Arts:
- (1) General Education Core (~~45-quarter~~ 28 SEMESTER credit hours)
 - a) ~~Ten-quarter~~ SIX SEMESTER credit hours in composition to include a first-year English composition course and a second-year writing course.
 - b) ~~Five-quarter~~ THREE SEMESTER credit hours in mathematics, statistics, and logic at the level of college algebra or above.
 - c) ~~Ten-quarter~~ SIX SEMESTER credit hours in the arts and humanities to include two courses in different content areas.
 - d) ~~Ten-quarter~~ SIX SEMESTER credit hours in the social and behavioral sciences to include two courses in different content areas.
 - e) ~~Ten-quarter~~ SEVEN SEMESTER credit hours in the biological and physical sciences to include two courses, one of which must contain a laboratory component.
 - (2) Additional Requirements (~~45-quarter~~ 32 SEMESTER credit hours)
 - a) To ensure the added breadth in the liberal arts that is characteristic of the Associate of Arts degree, as well as the completion of the Ohio Transfer Module, an additional ~~fifteen~~ NINE hours is required from a combination of course work

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DEGREE PROGRAM REQUIREMENTS

~~Effective September 23, 2009~~

Policy No. 5-06

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Revised Draft

- in the arts and humanities, social and behavioral sciences, and biological and physical sciences, to include at least ~~five~~ THREE of these hours in the arts and humanities.
- b) An additional ~~thirty-quarter~~ TWENTY THREE SEMESTER credit hours of course work in the arts, humanities, social and behavioral sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
- (3) A Total of a minimum of ~~ninety (90) Quarter~~ SIXTY (60) SEMESTER credit hours will be required.
- (E) The following minimum number of ~~quarter~~ SEMESTER credit hours is required for a transfer program that leads to the degree Associate of Science:
- (1) General Education Core (~~45-quarter~~ 28 SEMESTER credit hours)
- ~~Ten-quarter~~ SIX SEMESTER credit hours in composition to include a first-year English composition course and a second-year writing course
 - ~~Five-quarter~~ THREE SEMESTER credit hours in mathematics, statistics, and logic at the level of college algebra or above
 - ~~Ten-quarter~~ SIX SEMESTER credit hours in the arts and humanities to include two courses in different content areas
 - ~~Ten-quarter~~ SIX SEMESTER credit hours in the social and behavioral sciences to include two courses in different content areas
 - ~~Ten-quarter~~ SEVEN SEMESTER credit hours in the biological and physical sciences to include two courses, one of which must contain a laboratory component

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DEGREE PROGRAM REQUIREMENTS

Effective September 23, 2009

Policy No. 5-06

Page 4 of 4

Revised Draft

- (2) Additional Requirements (~~45-quarter~~ 32 SEMESTER credit hours)
 - (a) To ensure the added breadth in mathematics and the biological and physical sciences that is characteristic of the Associate of Science degree, as well as the completion of the Ohio Transfer Module, an additional ~~fifteen~~ NINE SEMESTER hours is required from a combination of course work in the areas of mathematics and the biological and physical sciences.
 - (b) An additional ~~thirty-quarter~~ TWENTY THREE SEMESTER credit hours of course work in mathematics and the biological and physical sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
- (3) A total of a minimum of ~~90-quarter~~ SIXTY (60) SEMESTER credit hours will be required.
- (F) Specific degree program requirements for each degree offered by the college, as approved by the Board of Trustees and Ohio Board of Regents, will be published in the college's catalog.
- (G) An associate degree curriculum may be of ~~six, seven, or eight~~ FOUR OR FIVE full-time ~~quarters~~ SEMESTERS of generally fifteen through eighteen credits each. A student may take as many academic ~~quarters~~ SEMESTERS to complete an associate degree program as meets his/her goals and meets the requirements of the program and this section.
- (H) All degrees and degree programs offered will comply with requirements of outside agencies, such as the Ohio Board of Regents, accrediting bodies, etc.
- (I) The president of the college shall establish procedures to administer this policy.

Last Effective Date: July 1, 1997

Accepted by the Shared Governance Instructional Council: 4/21/11

Accepted by the Shared Governance Instructional Support Council: 4/29/11

Columbus State Community College



Board Action

Date _____

SUBJECT:

Revision of Policy 5-13, Academic Calendar

BACKGROUND INFORMATION:

Policy 5-13, Academic Calendar, was reviewed in the context of the College's preparations for switching from a quarter to a semester calendar effective Autumn Semester 2012.

In addition to replacing "quarters" with "semesters" wherever appropriate, the proposed revisions define the academic year and establish that the length of a semester will be aligned with guidelines established by the Ohio Board of Regents. The proposed revisions also give the President the authority to determine on which days three holidays will be observed: Martin Luther King Day, Columbus Day, and Presidents' Day. Granting this authority to the President gives the President the latitude make this judgment in the context of whatever unique circumstance a particular semester might offer.

The proposed revisions have been reviewed and recommended by various stakeholders, including the *Switch to Semesters* committees and both Councils of Shared Governance.

RECOMMENDATION:

That the Board of Trustees adopts the proposed revisions to Policy 5-13, Academic Calendar.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ACADEMIC CALENDAR
Policy No. 5-13
Page 1 of 2

Effective ~~June 17, 1988~~

Revised Draft

- (A) ~~The academic calendar of the college shall consist of four approximately equal terms designated as quarters. Each quarter shall consist of at least fifty days of scheduled academic activities and three days of student examination.~~
THE ACADEMIC YEAR SHALL CONSIST OF AT LEAST THIRTY (30) WEEKS IN LENGTH AND THE THIRTY (30) WEEK REQUIREMENT SHALL BE MEASURED EXCLUSIVE OF A COMPRESSED SUMMER SEMESTER. THE LENGTH OF THE SEMESTER SHALL BE ALIGNED TO GUIDELINES ESTABLISHED BY THE OHIO BOARD OF REGENTS (OBOR).
- (B) ~~The four quarters~~ THREE SEMESTERS shall be named Summer ~~Quarter~~ SEMESTER, Autumn ~~Quarter~~ SEMESTER, Winter ~~Quarter~~, and Spring ~~Quarter~~ SEMESTER.
- (C) Academic and office activities will not be scheduled for the following holidays: Independence Day (July 4), Labor Day (first Monday in September), ~~Columbus Day (second Monday in October)~~, Veterans Day (November 11), Thanksgiving holidays (fourth Thursday and Friday in November), Christmas Day (December 25), New Year's Day (January 1), ~~Martin Luther King Day (as determined by the Board of Trustees)~~, ~~Presidents Day (as determined by the Board of Trustees)~~, and Memorial Day (last Monday in May). If one of the above holidays is a Saturday, it will be observed on the preceding Friday. If one of the above holidays is on Sunday, it will be observed on the succeeding Monday. If Christmas and New Year's Eve are on Monday through Thursday, evening academic and office activities will not be scheduled.

THE COLLEGE WILL BE CLOSED IN OBSERVANCE OF THE FOLLOWING HOLIDAYS ON DAYS DETERMINED BY THE PRESIDENT:

- MARTIN LUTHER KING DAY
- COLUMBUS DAY
- PRESIDENTS DAY

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ACADEMIC CALENDAR
Policy No. 5-13
Page 2 of 2

Effective ~~June 17, 1988~~

Revised Draft

- ~~(D) — The academic calendar shall be developed by the Vice President for Academic Affairs, approved by the President, and published in the college Bulletin.~~
THE PRESIDENT SHALL APPROVE THE ACADEMIC CALENDAR, ADJUST THE ACADEMIC CALENDAR AS NECESSARY TO ACCOMMODATE UNFORESEEN CIRCUMSTANCES, AND ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.

Accepted by the Shared Governance Instructional Council: 10/27/11
Accepted by the Shared Governance Instructional Support Council: 10/28/11

Columbus State Community College



Board Action

Date _____

SUBJECT:

Revision of Policy 7-06, Student Fees

BACKGROUND INFORMATION:

Policy 7-06, Student Fees, was reviewed in the context of the College's preparations for switching from a quarter to a semester calendar effective Autumn Semester 2012.

In addition to replacing "quarters" with "semesters" wherever appropriate, the proposed revisions include the following:

- Change "matriculation" fee to "Application, Records and ID Fee" for easier understanding, and allows for this fee to be assessed in a semester after a student's first registration if for some reason it was not initially assessed.
- Makes clear that tuition and all fees must be paid by dates established by the college, and that schedules may be dropped if outstanding balances from previous terms are not paid by established deadlines.
- Provides authority to assess a Late Application Fee, the purpose of which is to encourage students to apply early, to confirm residency, and to facilitate testing and course registration prior to the start of classes.
- Establishes in policy the College's statutory responsibility to refer outstanding balances for collection to the State of Ohio, Office of the Attorney General.

The proposed revisions have been reviewed and recommended by various stakeholders, including the *Switch to Semesters* committees and both Councils of Shared Governance.

RECOMMENDATION:

That the Board of Trustees adopts the proposed revisions to Policy 7-06, Student Fees.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEES
Policy No. 7-06
Page 1 of 3

Effective February 1, 2006

Revised Draft

- (A) The Board of Trustees shall establish the following fees to defray the costs associated with admission, ~~matrieculation~~, ESTABLISHING AND MAINTAINING A COLLEGE RECORD, registration, instruction, student support services of a non-instructional nature, and student activities.

~~Matriculation Fee:~~ APPLICATION, RECORDS, AND ID FEE: The ~~matrieculation~~ APPLICATION, RECORDS, AND ID fee defrays the cost of enrolling at the ~~college~~ COLLEGE, including application and permanent record maintenance, and the cost of a ONE student identification card WHICH CAN BE OBTAINED IN THE SEMESTER THE FEE IS PAID OR A FUTURE SEMESTER. The fee is assessed at the time of initial registration, and is non-refundable. FOR STUDENTS WHO WERE NOT CHARGED AND/OR DID NOT PAY A MATRICULATION FEE OR APPLICATION, RECORDS, AND ID FEE DURING A PRIOR QUARTER/SEMESTER FOR ANY REASON, THE APPLICATION, RECORDS, AND ID FEE IS CHARGED AND DUE THE CURRENT SEMESTER OF REGISTRATION IN WHICH THE FEE IS INVOICED TO THE STUDENT'S ACCOUNT. International students may be assessed a ~~matrieculation~~ APPLICATION, RECORDS, AND ID fee different from DOMESTIC students ~~residing in the United States~~ to offset the costs of doing business ~~internationally~~.

~~Tuition:~~ ~~Quarterly~~ TUITION shall equal the total of the instructional fee and a general fee:

Instructional Fee: The instructional fee for Ohio residents defrays the cost of expenses incurred for instructional, educational resources, physical plant operation and administrative services.

The instructional fee for students who are non-Ohio residents of the United States or are international students defrays the costs of instructional, educational resources, PHYSICAL plant operation and administrative services not subsidized by the State of Ohio.

General Fee: A general fee defrays the cost of registration, student activities services, and student support services of a non-instructional nature.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEES
Policy No. 7-06
Page 2 of 3

Effective February 1, 2006

Revised Draft

Timely Payment: Tuition, and laboratory, AND ALL OTHER fees must be paid in full, each ~~quarter~~, SEMESTER, by the date established by the college. The college may drop student schedules if tuition, LABORATORY, and ALL other fees are not paid by established deadlines, OR IF AN OUTSTANDING BALANCE IS OWED FOR A PRIOR SEMESTER. OUTSTANDING BALANCES MAY ALSO RESULT IN RESTRICTIONS FROM REGISTERING FOR FUTURE SEMESTERS AND OBTAINING TRANSCRIPTS.

Tuition Refund: Tuition is refundable pursuant to college procedure.

- (B) The college shall establish the following fees:

Laboratory Fees: Laboratory fees for individual courses shall be assessed for the purpose of purchasing materials used for laboratory purposes. Laboratory fees are refundable pursuant to college procedure.

Parking PERMIT Fees and Fines: ~~Quarterly~~ Parking PERMIT fees and fines for parking and traffic violations shall be assessed EACH SEMESTER to defray the cost of providing parking for students. Parking PERMIT fees are non-refundable.

Assessment Fees: A fee shall be assessed for the purpose of developing, administering, evaluating and reporting PLACEMENT ~~proficiency exams~~, prior learning assessments, and OTHER THIRD-PARTY TESTS OR EXAMS THAT THE COLLEGE DEEMS NECESSARY. ~~for re-testing of college placement tests.~~

- (C) The college may establish the following fees:

LATE APPLICATION FEE: STUDENTS WHO APPLY TO THE COLLEGE BEYOND ESTABLISHED APPLICATION DEADLINES EACH SEMESTER MAY BE ASSESSED A LATE APPLICATION FEE.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEES
Policy No. 7-06
Page 3 of 3

~~Effective February 1, 2006~~

Revised Draft

Course Registration, Late Registration, and Re-Registration fee: Fees may be assessed on students' ACCOUNTS ~~who~~ WITH add, drop, or otherwise changes IN the status of courses ~~for which they have registered after the college's fee payment schedules and deadlines~~ AS DEFINED IN COLLEGE PROCEDURE.

Educational Records: A fee may be assessed for providing students with duplicate copies of official transcripts and of other educational records as defined in college policy and federal and state statutes and regulations.

Replacement Fees: The college may assess a fee for the replacement of student identification cards and other items purchased or borrowed.

Graduation and Commencement Exercises Fee: Students who petition for graduation may be assessed a fee to defray expenses.

- (D) The college shall comply with Federal and State of Ohio Financial Aid Program regulations.
- (E) BY LAW, OUTSTANDING BALANCES AND FINES WILL BE REFERRED FOR COLLECTION TO THE STATE OF OHIO, OFFICE OF THE ATTORNEY GENERAL, OR OTHER THIRD-PARTY COLLECTION AGENCY AS DEEMED APPROPRIATE. ACCOUNTS REFERRED FOR COLLECTION MAY INCUR COLLECTION OR OTHER FEES.
- (E) The President may waive fees in extenuating circumstances.
- (F) The President shall establish procedures to administer this policy.

Last Effective Date: June 26, 2000

Accepted by the Shared Governance Instructional Support Council: 8/19/11

Accepted by the Shared Governance Instructional Council: 9/29/11



Columbus State Community College

Board Action

Date _____

SUBJECT:

Financial Statements as of and for the three months ended September 30, 2011.

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 three months ended September 30, 2011, be accepted as presented.



550 East Spring Street
 P.O. Box 1609
 Columbus, Ohio 43216-1609
 614/287-2400

TO: Board of Trustees
FROM: Dr. David T. Harrison, President
DATE: October 27, 2011
SUBJECT: Financial Statements as of September 30, 2011

Attached are the financial statements of Columbus State Community College District, the Foundation, and the President’s Discretionary Fund for the period ended September 30, 2011.

1. General Fund

These financial statements include comparisons of actual-to-date compared to the FY 12 Budget approved by the Board in May.

- **Enrollment**

<u>Quarter</u>	<u>Budgeted Headcount</u>	<u>Headcount</u>	<u>Actual Increase/Decrease</u>	<u>Actual FY 11 FTEs</u>	<u>FY 12 FTEs</u>	<u>% Variance</u>
Summer 2011*	19,263	19,699	2.3%	10,781	11,699	8.5%
Autumn 2011*	30,756	30,839	0.3%	20,313	20,558	1.2%
Winter 2012						
Spring 2012						

*Preliminary headcounts and FTEs

- **Revenues** (Exhibit B)

Total operating revenues through September are \$31,760,502, nearly flat to the same period last year. While subsidy is down 8.5%, tuition revenue is up 7% compared to the same period last year, directly related to the FTE increase for Summer Quarter. Revenue to date only reflects Summer Quarter; Autumn Quarter revenues are reported over October-December. Additionally, while head count has traditionally been budgeted flat to the prior year, FY 12 head counts were budgeted a bit higher with the expectation of growth at the Delaware Campus.

- **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$31,564,803 for the period, or 2.8% higher than the same period last year. Projected year-end remains at the budgeted amount through September; we will have a better idea of projected final numbers as we monitor Autumn quarter expenditures throughout the quarter.

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

For the period ending September 2011, the Auxiliary Fund's revenues are down 1% compared to the same period last year, primarily due to commission from the pouring rights contract that has not been received yet this year. Overall expenditures for the Auxiliary fund are down 2% compared to last year.

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

The President's Discretionary Fund has a cash balance of \$14,754 at September 30, after disbursements of \$5,246.

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

Foundation contributions through September are \$228,388 compared to \$389,701 through September of last year. Last year's contribution amount includes revenue that should have been deposited to the general fund and paid as royalties to book authors. The adjustment to remove those revenues from the Foundation occurred in June 2011. Investment income decreased from July by \$298,984. Management and general expenditures are \$28,637 compared to \$34,796 through the same period last year. Through the month of September, the College has supported the operations of the Foundation in the amount of \$97,795, compared to \$98,597 at the same time last year.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 21.5 % currently invested in STAROhio and other money markets, with the balance in federal agencies.

EXHIBIT A
COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT SEPTEMBER 30, 2011
With Comparative Figures at September 30, 2010

<u>Assets</u>	<u>September 30,</u> <u>2011</u>	<u>September 30,</u> <u>2010</u>	<u>Liabilities and Fund Balance</u>	<u>September 30,</u> <u>2011</u>	<u>September 30,</u> <u>2010</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 16,017,794	\$ 30,130,115	Accounts payable	\$ 6,004,019	\$ 16,410,126
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))	129,218,979	132,035,056	Deferred income	26,718,161	26,228,472
Accounts receivable, net of allowance for doubtful accounts	8,166,212	4,289,907	Student tuition	905,710	965,772
Interest receivable	-	-	Due to auxiliary funds	-	-
Prepaid expense	429,169	690,359	Due to restricted funds	-	-
Net investment in Golf Course	-	-	Due to plant funds	12,928,689	9,019,965
Due from agency funds	1,090,495	1,449,018	Due to agency funds	-	-
Due from auxiliary funds	702,994	489,568	Fund balances (Exhibit C):		
Total educational & general	\$ 155,625,643	\$ 169,054,023	Allocated	90,027,499	81,742,341
			Unallocated	19,041,564	34,697,347
Auxiliary enterprise			Total fund balances	109,069,064	116,439,688
Cash	\$ 2,699,593	\$ 2,203,723	Total educational & general	\$ 155,625,643	\$ 169,054,023
Investments	6,575,687	6,243,791			
Accounts receivable	963,994	1,000,467	Auxiliary enterprise		
Inventories, at cost as defined (note 2)	1,908,796	1,547,450	Accounts payable	\$ 943,540	\$ 526,291
Other Assets	363,595	362,000	Due to educational & general fund	702,994	489,568
Due from general fund	-	-	Fund balances (Exhibit D):		
Due from grant funds	3,179	3,117	Allocated	350,000	250,000
Total auxiliary enterprise	12,514,844	11,360,548	Unallocated	10,518,310	10,094,689
Total unrestricted	\$ 168,140,487	\$ 180,424,571	Total fund balances	10,868,310	10,344,689
			Total auxiliary enterprise	12,514,844	11,360,548
Restricted			Total unrestricted	\$ 168,140,487	\$ 180,424,571
Cash	\$ -	\$ -			
Due from educational & general fund	-	-	Restricted		
Total restricted	-	-	Due to general fund	\$ -	\$ -
Total current funds	\$ 168,140,487	\$ 180,424,571	Fund balances	-	-
	[A]	[B]	Unallocated	-	-
			Total restricted	-	-
			Total current funds	\$ 168,140,487	\$ 180,424,571
				[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT SEPTEMBER 30, 2011
With Comparative Figures at September 30, 2010**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>September 30, 2011</u>	<u>September 30, 2010</u>	<u>Liabilities and Fund Balance</u>	<u>September 30, 2011</u>	<u>September 30, 2010</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	3,244,639	2,603,426
Capital Improvement Fund	3,244,639	2,603,426	Restricted	3,244,639	2,603,426
Total unexpended	<u>3,244,639</u>	<u>2,603,426</u>	Total unexpended	<u>3,244,639</u>	<u>2,603,426</u>
Cash from Bond Proceeds	22,853	110,306	Investment in plant:		
Deposit with trustees	-	-	Interest payable	-	-
Due from general fund	12,928,689	9,019,965	Capital lease payable	-	-
Land	29,618,235	29,235,190	Accounts payable	45,252	3,007
Improvements other than buildings	12,117,274	11,430,448	Bonds payable	13,690,000	14,910,000
Buildings	141,491,181	140,438,064	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	42,702,505	47,530,102	Net investment in plant	161,101,252	155,286,538
Construction-in-progress	3,917,866	691,834			
Other Assets	257,513	245,134	Total investment in plant	<u>174,836,504</u>	<u>170,199,545</u>
Less: accumulated depreciation	(68,219,613)	(68,501,499)	Total plant funds	<u>178,081,142</u>	<u>172,802,970</u>
Total investment in plant	<u>174,836,504</u>	<u>170,199,544</u>			
Total plant funds	<u>\$ 178,081,142</u>	<u>\$ 172,802,970</u>	<u>Agency funds</u>		
<u>Agency funds</u>			Deposits held in custody for others	-	-
Cash	-	-	Due to educational and general fund	1,090,495	1,449,018
Due from agencies	772,052	1,449,018	Total agency funds	<u>1,090,495</u>	<u>1,449,018</u>
Due from general fund	318,443	-		[C]	[D]
Total agency funds	<u>\$ 1,090,495</u>	<u>\$ 1,449,018</u>			
	[A]	[B]			

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

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011
With Comparative Figures at September 30, 2010

	FY 12		FY 11		FY 12 Projected Year End			
	Budget as approved May 2011	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2011	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 12 Year End Budget	Projected % of Budget
Revenues								
Appropriations								
Subsidy								
SSI - Stimulus	\$ 58,710,089	\$ 14,677,521	25.00%	\$ 59,591,744	\$ 13,534,317	22.71%	\$ 58,710,089	100.00%
Access Challenge	-	-	-	-	2,509,005	-	-	0.00%
Jobs Challenge	-	-	-	-	-	-	-	-
Delaware - Transfer In	2,038,216	678,181	33.27%	2,647,157	518,005	19.57%	2,038,216	100.00%
	60,748,305	15,355,702	25.28%	62,238,901	16,561,327	26.61%	60,748,305	100.00%
Student								
Tuition	85,982,450	14,477,578	16.84%	86,601,524	13,526,622	15.62%	85,982,450	100.00%
Fees	5,003,465	1,541,152	30.80%	5,741,427	1,574,801	27.43%	5,003,465	100.00%
Special courses	1,551,758	327,608	21.11%	1,551,758	169,205	10.90%	1,551,758	100.00%
	92,537,673	16,346,337	17.66%	93,894,709	15,270,628	16.26%	92,537,673	100.00%
Contracted Services								
Net	526,335	47,096	8.95%	255,585	30,284	11.85%	526,335	100.00%
	526,335	47,096	8.95%	255,585	30,284	11.85%	526,335	100.00%
Other								
Partnership Revenue	430,000	-	0.00%	-	-	-	430,000	100.00%
Miscellaneous	250,000	11,366	4.55%	250,000	31,164	12.47%	250,000	100.00%
	680,000	11,366	1.67%	250,000	31,164	12.47%	680,000	100.00%
Total revenues	154,492,313	31,760,502	20.56%	156,639,195	31,893,403	20.36%	154,492,313	100.00%
Operating Expenditures								
Educational & general (Instructional)								
ERC	85,178,713	16,279,618	19.11%	84,282,272	16,098,075	19.10%	85,178,713	100.00%
General	2,667,062	487,142	18.27%	2,082,580	548,071	26.32%	2,667,062	100.00%
Information Technology	11,720,458	2,806,012	23.94%	12,161,068	2,700,888	22.21%	11,720,458	100.00%
Student Services	12,719,795	3,997,878	31.43%	12,501,282	4,037,081	32.29%	12,719,795	100.00%
Operation and maintenance of plant	13,022,492	2,867,419	22.02%	11,694,596	2,457,360	21.01%	13,022,492	100.00%
Administration	14,350,198	3,116,124	21.71%	14,321,439	2,976,135	20.78%	14,350,198	100.00%
Transfer for debt service	8,746,733	1,623,406	18.56%	8,322,746	1,514,433	18.20%	8,746,733	100.00%
Total expenditures	1,548,819	387,205	25.00%	1,548,819	387,205	25.00%	1,548,819	100.00%
	149,954,270	31,564,803	21.05%	146,914,802	30,719,248	20.91%	149,954,270	100.00%
Non-operating & Encumbered								
Transfer for equipment and replacement	3,000,000	See Exhibit C		4,158,000	See Exhibit C		3,000,000	100.00%
Transfer for Semester Conversion	-	-		4,000,000	-		-	N/A
Transfer for scholarships	-	-		-	-		-	-
Total expenditures and transfers	152,954,270	31,564,803	20.64%	155,072,802	30,719,248	19.81%	152,954,270	100.00%
Operational revenues	1,538,042	195,699	N/A	1,566,392	1,174,155	N/A	1,538,042	N/A
Interest Income								
Net Operating revenues	\$ 1,538,042	\$ 115,050	20.20%	\$ 1,566,392	\$ 77,817	79.93%	\$ 600,000	N/A
	\$ 1,538,042	\$ 310,748	20.20%	\$ 1,566,392	\$ 1,251,972	79.93%	\$ 2,138,042	139.01%

EXHIBIT C

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011

	Balance at June 30, 2011	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at September 30, 2011
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 4,857,207	\$ -	\$ 1,800,000	\$ 656,648	\$ -	\$ 7,313,855
Carpet/Furniture Reupholstering	60,394	-	-	225,000	(11,484)	273,910
Bolton Field Site Analysis	33,883	-	-	-	-	33,883
Eibling Hall Renovations (CCPC) and Lobby	23,082	-	-	-	-	23,082
Space Efficiency Upgrades	3,819,045	-	-	-	(783,120)	3,035,925
Project Planning	139,339	-	-	-	(36,642)	102,697
Union Hall Renovation	14,728,638	-	-	-	(66,607)	14,662,031
Site Development Delaware Campus	2,509,487	-	-	(1,200,000)	(17,030)	1,292,457
Bookstore/DX Modifications	289,024	-	-	-	-	289,024
Facilities Infrastructure Improvements	37,443	-	-	-	-	37,443
Delaware Hall Renovation	3,099	-	-	-	-	3,099
Parking Capacity	23,072	-	-	-	-	23,072
145-149 Cleveland Avenue Purchase	12,619	-	-	-	-	12,619
Capital Equipment	5,008,606	-	3,000,000	806,993	(295,942)	8,519,657
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	63,252	-	-	-	-	63,252
Budget/Tuition Stabilization	22,756,987	-	-	-	-	22,756,987
Accumulated Lab Fees	1,622,651	-	-	210,205	(4,000)	1,828,856
Broadbanding	222,780	-	-	-	-	222,780
Think Again Scholarship	5,570,160	-	-	-	(569,606)	5,000,554
Teaching and Learning Initiatives	8,613,905	-	-	-	(462,036)	8,151,869
Strategic Growth Initiatives	2,500,000	-	-	-	-	2,500,000
Technology Initiatives	2,485,640	-	-	-	(1,425)	2,484,215
Human Capacity Development/Wellness	372,493	-	-	-	-	372,493
Campus Safety Initiatives	1,457,956	-	-	-	-	1,457,956
Energy Efficiency/Sustainability Initiatives	3,125,637	-	-	-	(252)	3,125,385
Delaware Campus Operations	2,966,619	-	-	(678,181)	-	2,288,438
Health Care Self-Insurance Escrow	1,023,018	-	-	-	-	1,023,018
Health Care HSA Incentive	680,441	-	-	-	(80,437)	600,004
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500
Voluntary Separation Incentive Plan	2,000,000	-	2,300,000	-	(312,683)	1,687,317
One-Time Compensation	-	-	-	-	(2,452,333)	(152,333)
Partnerships for Student Success	500,000	-	-	-	-	500,000
PERFORMS	272,991	-	-	-	(264,625)	8,366
Unallocated	88,265,056	-	7,100,000	20,665	(5,358,221)	90,027,499
Total General Fund	26,261,333	(5,457,325)	(7,100,000)	(20,665)	5,358,221	19,041,564
	\$ 114,526,389	\$ (5,457,325)	\$ 2,300,000	\$ -	\$ -	\$ 109,069,064
	[A]	[B]	[C]	[D]	[E]	[F]

COLUMBUS STATE COMMUNITY COLLEGE
BOND FUNDED PROJECTS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011

EXHIBIT C-1

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations	Budget Reallocation 2011	Proceeds Expended to Date	Bond Proceeds Encumbered	Available to Spend	
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(1)-(26)
Refunding 1993 Bonds	3,445,000	3,445,000	706,227	3,408	3,445,000	-	-	(1)
Bookstore Facilities	3,400,000	7,000,000	-	-	7,709,635	-	-	(2)
Aquinas Hall*	-	1,631,673	(88,521)	588	1,538,816	-	-	(3)
366/370 N. Grant*	-	1,760,304	(51,066)	-	1,709,238	-	-	(4)
Unallocated	-	8,022	(8,022)	-	-	-	-	(5)
Child Development Center	3,000,000	3,000,000	(891,666)	(108,124)	1,999,698	-	-	(6)
Columbus Campus Facility Projects	-	-	-	-	-	-	-	(7)
356 N. Grant	-	-	158,931	(8,953)	155,445	-	-	(8)
Madison Hall	-	-	62,913	6,076	68,989	-	-	(9)
Rhodes Hall	-	-	27,979	-	27,979	-	-	(10)
Franklin Hall Suite Efficiencies	-	-	80,950	2,800	83,750	-	-	(11)
Planning	-	-	100,000	409	100,409	-	-	(12)
TRIO	-	-	67,500	432	67,932	-	-	(13)
Student Life/Judicial	-	-	48,000	(3,284)	44,716	-	-	(14)
K-12 Move	-	-	20,000	(20,000)	-	-	-	(15)
Cisco Lab	-	-	65,000	(16,289)	48,711	-	-	(16)
339 Cleveland Avenue	-	-	32,985	-	32,985	-	-	(17)
Automotive Flooring	-	-	137,832	-	137,832	-	-	(18)
Bolton Field Upgrades	-	-	75,000	(11,156)	63,844	-	-	(19)
CWD Space Adjustments	-	-	16,000	6,000	-	-	-	(20)
Rhodes Hall Space Efficiencies	-	-	98,000	-	97,855	-	22,000	(21)
Bridgview Signage	-	-	-	6,000	5,870	-	145	(22)
Issuance Costs	315,000	315,000	(55,830)	27,797	286,967	-	130	(23)
Interest Income	-	-	(297,395)	(190,177)	-	-	-	(24)
Total	17,160,000	17,160,000	304,817	-	17,825,672	-	579	(25)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	(26)

* These two projects were funded from both the General Fund and the Bond Proceeds.
 ** As approved by the Board of Trustees on January 26, 2006, available balances in projects funded by the 2003 bond proceeds were reallocated to the Bookstore/Retail Complex.
 ***As approved by the Board of Trustees on September 28, 2006, certain Columbus Campus Facility Projects may be funded by unspent balances from 2003 bond proceeds.

EXHIBIT D

COLUMBUS STATE COMMUNITY COLLEGE
 OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011
 With Comparative Figures at September 30, 2010

	FY 12			FY 11			Projected FY 12 Year End Budget	Projected % of Budget
	Budget as approved May 2011	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2011	Actual to Date	% of Budget Expended to Date		
Sales/Revenues								
Bookstore	\$ 13,528,347	\$ 4,398,839	32.52%	\$ 13,975,969	\$ 4,385,479	31.38%	\$ 13,528,347	100.00%
Child Development Center	912,740	195,906	21.46%	907,493	196,511	21.65%	912,740	100.00%
Food Services	358,000	42,236	11.80%	347,071	112,680	32.47%	358,000	100.00%
Bridgeview	479,507	163,173	34.03%	474,310	174,391	36.77%	479,507	100.00%
Total Revenues before Grant Activity	15,278,594	4,800,154	31.42%	15,704,843	4,869,051	31.00%	15,278,594	100.00%
Cost of Goods Sold								
Bookstore	10,353,010	3,369,438	32.55%	10,524,161	3,316,685	31.51%	10,353,010	100.00%
Bridgeview	24,510	9,157	37.36%	24,510	8,792	35.87%	24,510	100.00%
Gross Margin	4,901,074	1,421,559	29.01%	5,156,172	1,543,584	29.94%	4,901,074	100.00%
Operating Expenses								
Bookstore	2,359,318	435,319	18.45%	2,290,577	426,603	18.62%	2,359,318	100.00%
Child Development Center	1,144,193	243,922	21.32%	1,176,681	248,618	21.13%	1,144,193	100.00%
Food Services	95,118	18,029	18.95%	84,695	18,980	22.41%	95,118	100.00%
Bridgeview	503,937	112,754	22.37%	561,680	100,879	17.96%	503,937	100.00%
Auxiliary Administration	631,532	105,020	16.63%	625,248	138,321	22.12%	631,532	100.00%
Total Expenses before Grant Activity	4,734,098	915,044	19.33%	4,738,881	933,401	19.70%	4,734,098	100.00%
Auxiliary Net Operating Income/(Loss)	166,976	506,515		417,291	610,183	146.22%	166,976	-
Grant Income	-	-	0.00%	-	9,365	-	-	0.00%
Grant Expense	-	-	0.00%	-	9,365	-	-	0.00%
Net Grant Income/(Loss)	-	-		-	-		-	
Net Income/(Loss)								
Bookstore	816,019	594,082	72.80%	1,161,231	642,191	55.30%	816,019	100.00%
CDC	(231,453)	(48,016)	20.75%	(269,188)	(52,107)	19.36%	(231,453)	100.00%
Food Services	262,882	24,207	9.21%	262,376	93,700	35.71%	262,882	100.00%
Bridgeview	(48,940)	41,262	84.31%	(111,880)	64,720	57.85%	(48,940)	100.00%
Auxiliary Administration	(631,532)	(105,020)	16.63%	(625,248)	(138,321)	22.12%	(631,532)	100.00%
Net Auxiliary Income/(Loss)	166,976	506,515	303.35%	417,291	610,183	146.22%	166,976	100.00%
Auxiliary Fund Balance at June 30, 2011		10,366,843			9,734,506			
Board Approved Improvements Transfers		(7,048)			-			
Auxiliary Fund Balance at September 30, 2011	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]
	\$ -	\$ 10,866,310		\$ -	\$ 10,344,689			

NOTES: Grant income is separately identified for a holistic view of CDC's financial picture. It is accounted for as a project account and not part of the Auxiliary Fund.

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF SEPTEMBER 30, 2011

	Actual April 2011	Actual May 2011	Actual June 2011	Actual July 2011	Actual August 2011	Actual September 2011	
Beginning Cash	\$ 24,465,843	14,776,939	13,363,673	14,075,346	12,711,614	13,898,147	(1)
Cash Receipts	7,933,634	7,782,203	14,674,413	6,833,830	7,799,994	13,558,551	(2)
Cash Disbursements	(13,212,685)	(13,702,494)	(13,092,006)	(11,650,954)	(16,632,668)	(13,488,373)	(3)
Financial Aid	(14,409,853)	(492,975)	14,129,266	(11,546,608)	19,207	14,963,402	(4)
Outflow for investments	-	-	(20,000,000)	(15,000,000)	-	(30,000,000)	(5)
Inflow from investments	10,000,000	5,000,000	5,000,000	30,000,000	10,000,000	15,000,000	(6)
Ending Cash	\$ 14,776,939	13,363,673	14,075,346	12,711,614	13,898,147	13,931,727	(7)

	Forecasted October 2011	Forecasted November 2011	Forecasted December 2011	Forecasted January 2012	Forecasted February 2012	Forecasted March 2012	
Beginning Cash	\$ 13,931,727	11,154,946	11,077,453	11,552,284	10,346,044	8,706,282	(8)
Cash Receipts	5,892,507	5,892,507	12,892,507	5,892,507	5,892,507	12,892,507	(9)
Cash Disbursements	(16,199,288)	(15,500,000)	(17,917,676)	(14,598,747)	(14,532,269)	(14,890,826)	(10)
Financial Aid	2,530,000	(470,000)	25,500,000	(10,500,000)	2,000,000	22,500,000	(11)
Outflow for investments	-	-	(20,000,000)	-	-	(23,000,000)	(12)
Inflow from investments	5,000,000	10,000,000	-	18,000,000	5,000,000	5,000,000	(13)
Ending Cash	\$ 11,154,946	11,077,453	11,552,284	10,346,044	8,706,282	11,207,963	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011

EXHIBIT F

Cash at Beginning of Period		\$ 18,842	(1)
			(2)
<u>Receipts:</u>			(3)
Deposit	-	1,158	(4)
			(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	246		(9)
Dress for Success	5,000		(10)
		5,246	(11)
		\$ 14,754	(12)
	[A]	[B]	(13)
		[C]	

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, INC.
BALANCE SHEET AT SEPTEMBER 30, 2011
 With Comparative Figures at September 30, 2010

<u>Assets</u>	<u>September 30,</u> <u>2011</u>	<u>September 30,</u> <u>2010</u>	
Cash	\$ 274,935	\$ 815,275	(1)
Investments at market value (see note)	4,984,734	4,660,062	(2)
Pledges Receivable	59,596	147,653	(3)
Student Emergency Loans restricted - Net	<u>-</u>	<u>1,297</u>	(4)
			(5)
Total Assets	<u>\$ 5,319,265</u>	<u>\$ 5,624,287</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ 90,830	\$ 78,944	(7)
Pledge Payable	-	-	(8)
Trade Payables	<u>-</u>	<u>3,278</u>	(9)
Total Liabilities	<u>90,830</u>	<u>82,222</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	3,565,869	3,437,311	(11)
Temporarily Restricted	1,589,948	2,032,644	(12)
Unrestricted	<u>72,618</u>	<u>72,110</u>	(13)
			(14)
Total fund balance	<u>5,228,435</u>	<u>5,542,065</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 5,319,265</u>	<u>\$ 5,624,287</u>	(17)
	[A]	[B]	(18)
			(19)

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:

	<u>Cost</u>	<u>Market</u>	<u>Percent of</u> <u>Portfolio</u>
Cash	\$ 165,234	165,234	3.31%
Equities	2,453,054	2,431,579	48.78%
Fixed Income	510,728	553,375	11.12%
Mutual Funds	<u>1,798,031</u>	<u>1,834,546</u>	<u>36.79%</u>
Total Investments	<u>\$ 4,927,047</u>	<u>\$ 4,984,734</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011
 With Comparative Figures at September 30, 2010

	September 30, 2011			September 30, 2010	Total All Funds
	Unrestricted	Temporarily Restricted	Permanently Restricted		
Revenue					
Contributions	\$ 105,777	\$ 63,623	\$ 3,988	\$ 173,388	(1)
Contributions for Columbus State	-	55,000	-	55,000	(2)
Administration Fee Income	-	-	-	-	(3)
Interest Income	9	-	-	9	(4)
Investment Income					(5)
Realized	25,624	7,084	-	32,708	(6)
Unrealized	(465,174)	(124,852)	-	(590,026)	(7)
Investment income-subtotal	(439,550)	(117,768)	-	(557,318)	(8)
Total revenues	(333,764)	855	3,988	772,579	(9)
Expenditures					
Scholarships	-	78,589	-	78,589	(10)
Contributions to Columbus State	-	50,060	-	50,060	(11)
Administrative Fee Expense	-	-	-	-	(12)
Management and general	28,637	-	-	28,637	(13)
Total expenditures	28,637	128,649	-	157,286	(14)
Excess (deficit) of revenues over expenditures	(362,401)	(127,794)	3,988	(486,207)	(15)
Transfers	(2,000)	(57,675)	2,000	(57,675)	(16)
Fund balance at beginning of period	437,019	1,775,417	3,559,881	4,883,593	(17)
Fund balance at end of period	\$ 72,618	\$ 1,589,948	\$ 3,565,869	\$ 5,228,435	(18)
	[A]	[B]	[C]	[D]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF SEPTEMBER 30, 2011**

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	\$ 25,643,956	\$ 25,643,956	0.04%	1
STAR Ohio/Plant	3,244,639	3,244,639	0.04%	1
STAR Ohio/Auxiliary	784,936	784,936	0.04%	1
CSCC Operating Fund 1	49,418,502	49,421,172	0.19%	137
CSCC Operating Fund 2	49,288,878	49,354,547	0.90%	856
Auxiliary Services	5,759,618	5,790,773	1.20%	937
Plant Fund	4,778,322	4,799,304	1.21%	887
	<u>\$ 138,918,852</u>	<u>\$ 139,039,327</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	21.34%
	Agencies	78.48%
	Cash & Equivalents	0.18%
		<u>100.00%</u>

2) **Inventories**

Bookstore inventories at year-end are stated at actual cost. At or near year-end a complete physical inventory is taken 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**

Long-term debt consists of bonds payable in annual installments varying from \$545,000 to \$1,120,000 with interest at rates varying from 2.00% to 4.50%, the final installment being due in 2023, 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.

The attached Personnel Information actions took place during the months of September and October 2011.

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>
Frank Barnhart (New-Board Approval)	Instructor	Communications	09/16/11	\$41,065
Kerry Bonaventura (Repl. M. Jacobs)	Supervisor I	Data Center	10/01/11	\$55,262
Kurt Farnsworth (Reclass- Lou Ann Carman)	Representative	Human Resources	10/03/11	\$44,034
Erika Hill (Repl. J. Jackson)	Advisor	Financial Aid	10/16/11	\$44,034
Faye James (Repl. B. Jackson)	Office Associate	Student Life	10/03/11	\$28,652
Marshall McCoy (Repl. J. Louks)	Instructor	Justice & Safety	09/16/11	\$44,224
Doris Myers (Repl. B. Beck)	Account Clerk	Business & Campus Services	10/16/11	\$26,204
Jeffrey Rowe (Repl. J. Byrne)	Instructor	Radiography	09/16/11	\$39,486
Steven Spurlock (Repl. M. Hershberger)	Maintenance I	Physical Plant	09/16/11	\$31,623
Rebecca Weaver (Repl. M. Berman)	Office Associate	Business Programs	10/03/11	\$31,948

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/terminations have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Dana Buechner (Resignation)	Associate Professor	Nursing	09/20/11
Aaron Coey (Resignation)	Police Officer	Public Safety	10/10/11
Lora Eberhard (Resignation)	Counselor	Transitional Workforce	08/05/11
Jeff Hawks (Resignation)	Instructor	Practical Nursing	09/26/11
Ricky Neal (Resignation)	Police Officer	Public Safety	09/14/11
Robbie Owens (Resignation)	Police Officer	Public Safety	09/28/11
Kristine Robbins (Resignation)	Program Coordinator	Human Resources	09/30/11
Linda Sandlin (Separation Incentive)	Representative	Telephone Information Center	10/28/11
Jane Schaefer (Resignation)	Dean	CEWD	09/30/11
Denise Thorpe (Probationary Removal)	Specialist	Records & Registration	09/01/11