



**President's Office**

**David T. Harrison, Ph.D.**  
PRESIDENT



**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, March 8, 2012  
12:00 p.m.  
Pete Grimes Board Room, Franklin Hall

**AGENDA**

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(1) Voluntary Cash Separation Incentive Plan – Allocation for Year 2 .....	1
(2) Shared Services: Reynoldsburg Regional Learning Center – Release of Funds.....	3
(3) Approval to Renew Revised Agreement between Columbus State Community College and the Columbus State Community College Development Foundation, Inc. ....	4
(4) Financial Statements as of and for the Seven Months Ended January 31, 2012.....	5
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(6) Executive Session ( <i>if needed</i> )	

*lss*



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: \_\_\_\_\_

### **SUBJECT:**

Voluntary Cash Separation Incentive Plan – Allocation for Year 2

### **BACKGROUND INFORMATION:**

At various times throughout Columbus State's history, retirement incentives have been offered when conditions warrant. Given the continued complexities and uncertainties related to state funding for higher education, a softening enrollment, and pending reforms to Ohio's pension programs, the Board of Trustees authorized a three-year Voluntary Separation Incentive Plan "the Plan" for employees already eligible to retire and funded the first year of the Plan for FY2012. In adopting the Plan in May 2011, the College reserved the right to re-evaluate the incentive after Year 1 to decide whether to offer it subsequently.

VSIPs serve to slow the growth of the College's payroll, the most significant expense in the operating budget. Additionally, the program creates opportunities to reorganize or reallocate positions to more effectively meet the College's student success objectives.

Specifically, the Board of Trustees authorized the Plan outlined below at its May 2011 meeting:

### **Eligibility:**

- Only full-time employees who at the time that the incentive is offered meet the current eligibility requirements to retire under State Teachers Retirement System (STRS), School Employees Retirement System (SERS), and/or the Alternative Retirement Plans (ARP) systems. Consequently, the employee would have a combination of age and service years with the College and/or any other public employer and political sub-division to qualify for retirement. The employee must qualify in the year that the incentive is offered.
- Employees who have already retired from a public employee retirement system are not eligible for this incentive.
- The employee will be required to have an effective date of separation no later than six (6) months from the date the incentive is officially offered if the employee is already eligible to retire, or from the date they become qualified.
- The College is not buying service time and the volunteer only needs to separate from the College but does not have to officially retire.

**Incentive:**

- Full-time employees who qualify and volunteer in year one of the incentive, shall be given a 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 in year two, full-time employees who volunteer for the incentive will be given a 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 in year three, full-time employees who volunteer for the incentive will be given a cash incentive of one-year's salary to a maximum of \$20,000 for faculty (2 semesters salary), \$10,000 for administrators, and \$5,000 for staff.
- Employees who participate in the program will be paid all accrued leaves in accordance with College Policy and Procedure as if they were going to retire.

**Effective date:**

- Year 1 July 1, 2011 – June 30, 2012 (FY12)
- Year 2 July 1, 2012 – June 30, 2013 (FY13)
- Year 3 July 1, 2013 – June 30, 2014 (FY14)

**Miscellaneous:**

- Employee volunteer must identify their interest in the program during a 60-day window beginning July 1-August 31 of each year.
- The College reserves the right to re-evaluate the incentive and decide whether to offer it in the subsequent years.
- Employees who are eligible and take the incentive may not return to the College in the same position as they left without approval of the President.
- Lastly, if approved, the College will address this incentive with the appropriate union representatives as required by law.

**Benefits:**

- Slows the growth of the overall payroll budget including the lag time to refill the position if needed.
- Permits the College to reallocate certain positions that better meet the needs of the College.
- Permits the College to better plan attrition and succession.

**RECOMMENDATION:**

That the Board of Trustees authorizes the Voluntary Cash Separation Incentive Plan for FY 2013.





## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date \_\_\_\_\_

### **SUBJECT:**

Shared Services: Reynoldsburg Regional Learning Center – Release of Funds

### **BACKGROUND INFORMATION:**

Through a shared services arrangement designed to accelerate college readiness, student success and credential attainment, Reynoldsburg City Schools and Columbus State Community College are working through the details of a dual enrollment partnership that would make Columbus State Community College courses available to Reynoldsburg high school students, giving students the opportunity to earn a two-year associate degree along with their high school diploma if they choose.

The partnership would be unique in that it will allow students not only to be dual-enrolled at both their high school and Columbus State, it will provide courses that will allow the students to complete as much as a two-year degree with all courses being transferrable to a four-year institution.

Reynoldsburg City Schools has offered to Columbus State space that is available at its Reynoldsburg High School's Livingston building. The school district is using its funds to renovate classrooms and additional space for labs and offices. Columbus State would equip the learning center and provide instruction and other support services.

Provided a mutually agreed-upon partnership agreement can be reached, dual enrollment classes will be available to Reynoldsburg High School students beginning Autumn Semester 2012, and a Columbus State Regional Learning Center at Reynoldsburg would open as soon as January 2013 to which everyone in Reynoldsburg and neighboring communities would be welcome to take a wide variety of Columbus State Community College courses.

### **RECOMMENDATION:**

That the Board of Trustees authorizes the release of up to \$1.4 million from the Strategic Growth fund for a Regional Learning Center in Reynoldsburg.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: \_\_\_\_\_

### **SUBJECT:**

Approval to Renew Revised Agreement between Columbus State Community College and the Columbus State Community College Development Foundation, Inc.

### **BACKGROUND INFORMATION:**

The current Agreement between CSCC and the Foundation was renewed by an "Addendum" signed by both Boards in September 2011, with an expiration of April 27, 2012. Thereafter, the Foundation Board approved its updated By-Laws on February 17, 2012 and the revisions are now reflected in this renewal Agreement.

At the same time, the CSCC Board of Trustees requested revisions to the Agreement to enhance the Boards' cooperative fund-raising strategies and consultation between the parties prior to expenditures or acquisitions on the College's behalf. The notable additions to the Agreement include the following provisions:

- Use/reliance by the Foundation on the College's accounting system and annual financial audit;
- Approval by the College prior to a change in the Foundation spending policy;
- Approval by the College prior to acceptance by the Foundation of non-monetary gifts or any gift encumbered by conditions, restrictions or liabilities;
- Regarding real estate gifts or acquisitions by the Foundation, written consent by the College to ensure consistency with College mission/plans and reserving naming rights to the College;
- Licensed permission and protection for use of CSCC's trademarked names/logos;
- Agreement to informally mediate disputes prior to commencing litigation;
- Five-year term of the Agreement reduced to two years with the option to modify at any time by mutual written agreement.

### **RECOMMENDATION:**

That the Board of Trustees approve the revisions to and renewal of the Agreement between the Columbus State Community College and the Columbus State Community College Development Foundation, Inc.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date \_\_\_\_\_

**SUBJECT:**

Financial Statements as of and for the seven months ended, January 31, 2012.

**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 seven months ended, January 31, 2012, 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:** February 17, 2012  
**SUBJECT:** Financial Statements as of January 31, 2012

Attached are the financial statements of Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended January 31, 2012.

**1. General Fund**

These financial statements include comparisons of actual-to-date compared to the Revised FY 12 Budget approved by the Board in January 2012.

- **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	20,001	3.8%	10,781	11,590	7.5%
Autumn 2011	30,756	30,921	0.5%	20,104	20,258	0.8%
Winter 2012*	30,478	30,273	-0.7%	19,216	19,833	3.2%
Spring 2012						

\*Preliminary headcounts and FTEs

- **Revenues** (Exhibit B)

Total operating revenues through January are \$87,448,353, just 1.4% lower than the same period last year. While subsidy is down 8.5%, tuition revenue is up 3.8% compared to the same period last year. The revised FY 12 budget adopted by the Board in January included updated revenue projections.

- **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$81,331,475 for the period, or 4.6% higher than the same period last year, reflecting higher expenditures as planned for this fiscal year.

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

For the period ending January 31, the Auxiliary Fund's revenues are down 3% compared to the same period last year. The decreases in revenue are primarily due to an enrollment decline at the Child Development Center and lower than expected revenues at Bridgeview Golf Center, as well as lower than anticipated sales at the bookstore for Winter rush. The auxiliary fund is expected to balance within the revenues the enterprises are projected to generate. Overall expenditures for the Auxiliary Fund are down 5% compared to last year.

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

The President's Discretionary Fund has a cash balance of \$13,998 at January 31, after disbursements of \$6,002.

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

Foundation contributions through January are \$383,945 compared to \$477,418 through January of last year. For appropriate comparison, last year's contribution amount through January includes \$163,221 that should have been deposited to the general fund and paid as royalties to book authors. The adjustment was made in June 2011. Management and general expenditures are \$100,563 or 67.2% of their budget. Expenditures are incurred at a faster rate through the first half of the year because of the costs associated with Taste the Future. Through the month of January, the College has supported the operations of the Foundation in the amount of \$226,908 or 56.99% of their approved budget. The college support amount now includes rent for the offices at 750 E. Long Street.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 18.7 % currently invested in STAROhio and other money markets, with the balance in federal agencies.



**COLUMBUS STATE COMMUNITY COLLEGE**  
**BALANCE SHEET AT JANUARY 31, 2012**  
 With Comparative Figures at January 31, 2011

EXHIBIT A

<u>Assets</u>	<u>January 31,</u> 2012	<u>January 31,</u> 2011	<u>Liabilities and Fund Balance</u>	<u>January 31,</u> 2012	<u>January 31,</u> 2011
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	\$ 8,300,516	\$ 21,939,600	Accounts payable	\$ 6,719,005	\$ 5,393,563
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))	122,451,653	119,109,460	Deferred income	26,099,973	22,616,374
Accounts receivable, net of allowance for doubtful accounts	19,452,833	14,464,215	Student tuition	687,238	932,960
Interest receivable	-	-	Lab fees and credit bank	-	-
Prepaid expense	296,316	358,330	Due to restricted funds	-	-
Net Investment in Golf Course	-	-	Due to plant funds	12,447,112	8,883,963
Due from agency funds	1,879,470	1,522,800	Due to agency funds	-	-
Due from auxiliary funds	916,510	582,006	Fund balances (Exhibit C):		
Total educational & general	\$ 153,297,298	\$ 157,976,411	Allocated	83,519,996	91,230,318
			Unallocated	23,823,974	28,919,233
			Total fund balances	107,343,970	120,149,551
			Total educational & general	\$ 153,297,298	\$ 157,976,411
<u>Auxiliary enterprise</u>					
Cash	\$ 3,054,028	\$ 2,894,174	Auxiliary enterprise		
Investments	6,108,951	5,750,640	Accounts payable	\$ 998,118	\$ 1,324,026
Accounts receivable	1,049,443	828,373	Due to educational & general fund	916,510	582,006
Inventories, at cost as defined (note 2)	2,240,837	2,382,788			
Other Assets	416,178	363,912	Fund balances (Exhibit D):		
Due from general fund	-	-	Allocated	350,000	250,000
Due from grant funds	3,195	3,123	Unallocated	10,608,004	10,066,978
Total auxiliary enterprise	12,872,632	12,223,010	Total fund balances	10,958,004	10,316,978
Total unrestricted	\$ 166,169,930	\$ 170,199,421	Total auxiliary enterprise	12,872,632	12,223,010
			Total unrestricted	\$ 166,169,930	\$ 170,199,421
<u>Restricted</u>					
Cash	\$ -	\$ -	Restricted		
Due from educational & general fund	-	-	Due to general fund	\$ -	\$ -
Total restricted	-	-	Fund balances		
Total current funds	\$ 166,169,930	\$ 170,199,421	Unallocated	-	-
	[A]	[B]	Total restricted	-	-
			Total current funds	\$ 166,169,930	\$ 170,199,421
				[C]	[D]

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT JANUARY 31, 2012  
With Comparative Figures at January 31, 2011

EXHIBIT A  
(Continued)

<u>Assets</u>	<u>January 31, 2012</u>	<u>January 31, 2011</u>	<u>Liabilities and Fund Balance</u>	<u>January 31, 2012</u>	<u>January 31, 2011</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	3,404,706	2,604,562
Capital Improvement Fund	3,404,706	2,604,562	Restricted	-	-
Total unexpended	3,404,706	2,604,562	Total unexpended	3,404,706	2,604,562
Cash from Bond Proceeds	22,820	96,235	Investment in plant:		
Deposit with trustees	-	-	Interest payable	-	-
Due from general fund	12,447,112	8,883,963	Capital lease payable	-	-
Land	29,618,235	29,235,190	Accounts payable	45,252	-
Improvements other than buildings	12,117,274	11,569,988	Bonds payable	13,055,000	9,366,069
Buildings	141,507,797	140,438,064	Deferred Gift Annuity	-	-
Movable equipment, furniture			Net investment in plant	161,468,917	156,511,956
and library books	42,709,746	48,032,407			
Construction-in-progress	4,108,285	721,787	Total investment in plant	174,569,169	165,878,025
Other Assets	257,513	(4,660,836)	Total plant funds	177,973,875	168,482,587
Less: accumulated depreciation	(68,219,613)	(68,438,773)			
Total investment in plant	174,569,169	165,878,025	<u>Agency funds</u>		
Total plant funds	\$ 177,973,875	\$ 168,482,587	Cash	-	-
			Deposits held in custody for others	-	-
			Due to educational and general fund	1,879,470	1,522,800
			Total agency funds	1,879,470	1,522,800
				[C]	[D]

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





COLUMBUS STATE COMMUNITY COLLEGE  
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT  
EDUCATIONAL AND GENERAL FUNDS  
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2012

EXHIBIT C

	Balance at June 30, 2011	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at January 31, 2012
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 4,857,207	\$ -	1,800,000	581,648	\$ -	7,238,855 (1)
Carpet/Furniture Reupholstering	60,394	-	-	225,000	(75,708)	209,686 (2)
Bolton Field Site Analysis	33,883	-	-	-	-	33,883 (3)
Eibling Hall Renovations (CCPC) and Lobby	23,082	-	-	-	-	23,082 (4)
Space Efficiency Upgrades	3,819,045	-	-	-	(1,415,457)	2,403,588 (5)
Project Planning	139,339	-	-	-	(67,472)	71,867 (6)
Union Hall Renovation	14,728,638	-	-	(1,200,000)	(350,428)	14,378,210 (7)
Site Development Delaware Campus	2,509,487	-	-	-	(128,490)	1,180,997 (8)
Bookstore/DX Modifications	289,024	-	-	-	(14,200)	274,824 (9)
Facilities Infrastructure Improvements	37,443	-	-	50,000	-	87,443 (10)
Delaware Hall Renovation	3,099	-	-	-	-	3,099 (11)
Parking Capacity	23,072	-	-	-	-	23,072 (12)
145-149 Cleveland Avenue Purchase	12,619	-	-	-	-	12,619 (13)
Capital Equipment	5,008,606	-	3,000,000	806,993	(2,575,456)	6,240,143 (14)
Target 2002	333,088	-	-	-	-	333,088 (15)
Collective Bargaining	63,252	-	-	-	-	63,252 (16)
Budget/Tuition Stabilization	22,756,987	-	-	-	-	22,756,987 (17)
Accumulated Lab Fees	1,622,651	-	-	210,205	(4,000)	1,828,856 (18)
Broadbanding	222,780	-	-	-	(1,194)	221,586 (19)
Think Again Scholarship	5,570,160	-	-	-	(1,400,383)	4,169,777 (20)
Teaching and Learning Initiatives	8,613,905	-	-	-	(1,356,804)	7,257,101 (21)
Strategic Growth Initiatives	2,500,000	-	-	-	-	2,500,000 (22)
Technology Initiatives	2,485,640	-	-	-	(47,132)	2,438,508 (23)
Human Capacity Development/Wellness	372,493	-	-	-	-	372,493 (24)
Campus Safety Initiatives	1,457,956	-	-	-	-	1,457,956 (25)
Energy Efficiency/Sustainability Initiatives	3,125,637	-	-	25,000	(190,778)	2,959,859 (26)
Delaware Campus Operations	2,966,619	-	-	(1,204,608)	-	1,762,011 (27)
Health Care Self-Insurance Escrow	1,023,018	-	-	-	-	1,023,018 (28)
Health Care HSA Incentive	680,441	-	-	-	(185,183)	495,258 (29)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500 (30)
Voluntary Separation Incentive Plan	2,000,000	-	1,053,051	-	(1,754,490)	1,298,561 (31)
One-Time Compensation	-	-	2,300,000	-	(2,560,549)	(260,549) (32)
Partnerships for Student Success	500,000	-	-	-	-	500,000 (33)
PERFORMS	272,991	-	-	-	(264,625)	8,366 (34)
Unallocated	88,265,056	-	8,153,051	(505,762)	(12,392,349)	83,519,996 (35)
Total General Fund	26,261,333	(7,182,419)	(8,153,051)	505,762	12,392,349	23,823,974 (36)
	\$ 114,526,389	(7,182,419)	(8,153,051)	505,762	12,392,349	107,343,970 (37)
	[A]	[B]	[C]	[D]	[E]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE  
BOND FUNDED PROJECTS  
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2012**

EXHIBIT C-1

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations	Budget Reallocation 2011/2012	Proceeds Expended to Date	Bond Proceeds Encumbered	Available to Spend
Refunding 1993 Bonds	\$ 3,445,000	\$ 3,445,000	\$ 709,635	\$ 3,408	\$ 3,445,000	\$ -	\$ -
Bookstore	7,000,000	7,000,000			7,709,635		
Facilities	3,400,000						
Aquinas Hall*		1,631,673	(88,521)	588	1,538,816		
366/370 N. Grant*		1,760,304	(51,066)		1,709,238		
Unallocated		8,022	(8,022)		-		
Child Development Center	3,000,000	3,000,000	(891,666)	(108,124)	1,999,698		
Columbus Campus Facility Projects							
356 N. Grant			158,931	(8,953)	155,445		
Madison Hall			62,913	6,076	68,989		
Rhodes Hall			27,979		27,979		
Franklin Hall Suite Efficiencies			80,950	2,800	83,750		
Planning			100,000	409	100,409		
TRIO			67,500	432	67,932		
Student Life/Judicial			48,000	(3,284)	44,716		
K-12 Move			20,000	(20,000)	-		
Cisco Lab			65,000	(16,289)	48,711		
339 Cleveland Avenue			32,985		32,985		
Automotive Flooring			137,832		137,832		
Bolton Field Upgrades			75,000	(11,156)	63,844		
CWD Space Adjustments			16,000	(16,000)	-		
Office Space Efficiencies				22,000	34		
Rhodes Hall Space Efficiencies			98,000		97,855		21,967
Bridgeview Signage					5,870		145
Issuance Costs	315,000	315,000	(55,830)	6,000	286,967		130
Interest Income			(297,395)	27,797			
Total	\$ 17,160,000	\$ 17,160,000	\$ 308,225	\$ (190,177)	\$ 17,625,705	\$ -	\$ 22,820

\* 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, 2005, certain Columbus Campus Facility Projects may be funded by unspent balances from 2003 bond proceeds.

COLUMBUS STATE COMMUNITY COLLEGE  
 OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES  
 FOR THE SEVEN MONTHS ENDED JANUARY 31, 2012  
 With Comparative Figures at January 31, 2011

EXHIBIT D

	FY 12		FY 11		Projected FY 12 Year End Budget	Projected % of Budget
	Revised Budget as approved January 2012	Actual to Date	Revised Budget as approved January 2011	Actual to Date		
<b>Sales/Revenues</b>						
Bookstore	\$ 13,534,748	\$ 8,509,440	\$ 13,975,969	\$ 8,741,922	13,534,748	100.00%
Child Development Center	733,342	381,240	907,493	467,980	733,342	100.00%
Food Services	358,000	200,143	347,071	194,677	358,000	100.00%
Bridgeview	440,200	207,184	474,310	214,601	440,200	100.00%
Total Revenues before Grant Activity	15,066,290	9,298,007	15,704,843	9,619,180	15,066,290	100.00%
<b>Cost of Goods Sold</b>						
Bookstore	10,384,738	6,474,919	10,524,161	6,685,879	10,384,738	100.00%
Bridgeview	24,483	10,858	24,510	10,389	24,483	100.00%
Gross Margin	4,657,069	2,812,230	5,156,172	2,922,912	4,657,069	100.00%
<b>Operating Expenses</b>						
Bookstore	2,320,830	1,084,743	2,290,577	1,066,228	2,320,830	100.00%
Child Development Center	1,102,430	588,286	1,176,681	634,322	1,102,430	100.00%
Food Services	93,076	44,254	84,695	46,676	93,076	100.00%
Bridgeview	509,128	250,109	561,680	270,225	509,128	100.00%
Auxiliary Administration	631,605	257,874	625,248	322,889	631,605	100.00%
Total Expenses before Grant Activity	4,657,069	2,225,266	4,738,881	2,340,440	4,657,069	100.00%
Auxiliary Net Operating Income/(Loss)	-	586,964	417,291	582,472	-	-
Grant Income	-	-	-	9,365	-	0.00%
Grant Expense	-	-	-	9,365	-	0.00%
Net Grant Income/(Loss)	-	-	-	-	-	-
<b>Net Income/(Loss)</b>						
Bookstore	829,180	949,778	1,161,231	989,815	829,180	100.00%
CDC	(369,088)	(207,046)	(289,188)	(166,342)	(369,088)	100.00%
Food Services	264,924	155,889	262,376	148,001	264,924	100.00%
Bridgeview	(93,411)	(53,783)	(111,880)	(66,013)	(93,411)	100.00%
Auxiliary Administration	(631,605)	(257,874)	(625,248)	(322,889)	(631,605)	100.00%
Net Auxiliary Income/(Loss)	-	586,964	417,291	582,472	-	-
Auxiliary Fund Balance at June 30, 2011	-	10,427,062	-	9,734,506	-	-
Board Approved Improvements	-	(56,022)	-	-	-	-
Transfers	-	-	-	-	-	-
Auxiliary Fund Balance at January 31, 2011	\$ 10,958,004	\$ 10,958,004	\$ 10,316,978	\$ 10,316,978	\$ 10,958,004	100.00%

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 JANUARY 31, 2012

	Actual August 2011	Actual September 2011	Actual October 2011	Actual November 2011	Actual December 2011	Actual January 2012	
Beginning Cash	\$ 12,711,611	13,898,144	13,931,724	11,101,554	9,776,117	46,832,722	(1)
Cash Receipts	7,799,994	13,558,551	6,309,883	6,320,526	11,944,481	6,567,921	(2)
Cash Disbursements	(16,632,668)	(13,488,373)	(14,838,806)	(14,418,334)	(12,744,861)	(14,760,735)	(3)
Financial Aid	19,207	14,963,402	698,753	(1,227,629)	34,856,985	(22,939,887)	(4)
Outflow for investments	-	(30,000,000)	-	-	-	(14,000,000)	(5)
Inflow from investments	10,000,000	15,000,000	5,000,000	8,000,000	3,000,000	5,000,000	(6)
Ending Cash	\$ 13,898,144	13,931,724	11,101,554	9,776,117	46,832,722	6,700,021	(7)

	Forecasted February 2012	Forecasted March 2012	Forecasted April 2012	Forecasted May 2012	Forecasted June 2012	Forecasted July 2012	
Beginning Cash	\$ 6,700,021	8,604,015	12,146,964	11,462,961	10,700,304	13,845,871	(8)
Cash Receipts	5,803,994	13,303,994	6,303,994	5,803,994	10,803,994	10,803,994	(9)
Cash Disbursements	(13,000,000)	(14,161,045)	(14,087,997)	(13,576,651)	(13,668,427)	(14,029,849)	(10)
Financial Aid	1,100,000	24,400,000	(12,900,000)	(990,000)	14,010,000	(7,980,000)	(11)
Outflow for investments	-	(20,000,000)	-	-	(8,000,000)	-	(12)
Inflow from investments	8,000,000	-	20,000,000	8,000,000	-	6,000,000	(13)
Ending Cash	\$ 8,604,015	12,146,964	11,462,961	10,700,304	13,845,871	8,640,016	(14)

COLUMBUS STATE COMMUNITY COLLEGE  
 PRESIDENT'S DISCRETIONARY FUND  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE SEVEN MONTHS ENDED JANUARY 31, 2012

EXHIBIT F

Cash at Beginning of Period		\$ 18,842	(1)
		<u>          </u>	(2)
<u>Receipts:</u>			(3)
Deposit		1,158	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	552		(8)
Dress for Success	5,000		(9)
Jazz Arts Group	250		(10)
Columbus Metropolitan Library	200		(11)
			(12)
		<u>6,002</u>	(13)
		<u>\$ 13,998</u>	(14)
	[A]	[B]	[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 JANUARY 31, 2012  
With Comparative Figures at January 31, 2011

<u>Assets</u>	<u>January 31, 2012</u>	<u>January 31, 2011</u>	
Cash	\$ 339,182	\$ 596,517	(1)
Investments at market value (see note)	5,519,605	5,361,916	(2)
Pledges Receivable	59,596	77,153	(3)
Student Emergency Loans restricted - Net	-	1,297	(4)
			(5)
Total Assets	<u>\$ 5,918,383</u>	<u>\$ 6,036,883</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ 157,913	\$ 139,722	(7)
Pledge Payable	-	-	(8)
Trade Payables	479	-	(9)
Total Liabilities	<u>158,392</u>	<u>139,722</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	3,580,343	3,530,032	(11)
Temporarily Restricted	1,676,704	2,030,139	(12)
Unrestricted	502,944	336,990	(13)
			(14)
Total fund balance	<u>5,759,991</u>	<u>5,897,161</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 5,918,383</u>	<u>\$ 6,036,883</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 Portfolio</u>
Cash	\$ 129,933	129,933	2.35%
Equities	2,483,088	2,863,433	51.88%
Fixed Income	541,170	611,305	11.08%
Mutual Funds	<u>1,827,836</u>	<u>1,914,934</u>	<u>34.69%</u>
Total Investments	<u>\$ 4,982,027</u>	<u>\$ 5,519,605</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 SEVEN MONTHS ENDED JANUARY 31, 2012  
With Comparative Figures at January 31, 2011

	January 31, 2012			Total All Funds	January 31, 2011 Total All Funds	
	Unrestricted	Temporarily Restricted	Permanently Restricted			
Revenue						
Contributions for Columbus State	\$ 130,812	\$ 101,170	\$ 17,978	\$ 249,960	\$ 560,699	(1)
Administration Fee Income	-	133,985	-	133,985	79,940	(2)
Interest Income	47,584	-	-	47,584	47,214	(3)
Investment Income	63	-	-	63	10	(4)
Realized	75,921	20,554	-	96,475	144,006	(5)
Unrealized	(85,408)	(24,725)	-	(110,133)	550,783	(6)
Investment income-subtotal	(9,487)	(4,171)	-	(13,658)	694,789	(7)
Total revenues	168,972	230,984	17,978	417,934	1,382,652	(8)
Expenditures						(9)
Scholarships	-	150,628	-	150,628	145,462	(10)
Contributions to Columbus State	-	131,485	-	131,485	79,940	(11)
Administrative Fee Expense	-	47,584	-	47,584	47,214	(12)
Management and general	100,563	-	-	100,563	96,468	(13)
Total expenditures	100,563	329,697	-	430,260	369,084	(14)
Excess (deficit) of revenues over expenditures	68,409	(98,713)	17,978	(12,326)	1,013,568	(15)
Transfers	(2,484)	-	2,484	-	-	(16)
Fund balance at beginning of period	437,019	1,775,417	3,559,881	5,772,317	4,883,593	(17)
Fund balance at end of period	\$ 502,944 [A]	\$ 1,676,704 [B]	\$ 3,580,343 [C]	\$ 5,759,991 [D]	\$ 5,897,161 [F]	(18)
						(19)

COLUMBUS STATE COMMUNITY COLLEGE  
 NOTES TO FINANCIAL STATEMENTS  
 AS OF JANUARY 31, 2012

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 18,645,683	\$ 18,645,683	0.03%	1
STAR Ohio/Plant	3,404,706	3,404,706	0.03%	1
STAR Ohio/Auxiliary	284,997	284,997	0.03%	1
CSCC Operating Fund 1	49,439,422	49,438,892	0.19%	194.4
CSCC Operating Fund 2	49,538,131	49,538,131	0.79%	855
Auxiliary Services	5,786,061	5,823,941	1.01%	882
Plant Fund	4,804,636	4,828,946	0.98%	1066
	<u>\$ 131,903,637</u>	<u>\$ 131,965,297</u>		

\* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	16.93%
	Agencies	81.29%
	Cash & Equivalents	1.78%
		<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 January, February and March 2012.

**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>
Jeffrey Akers (New – B/A)	Coordinator	Off-Campus Programs	02/01/12	\$53,196
Mary Bartell (Repl. L. Sandlin)	Representative	Telephone Information Center	03/01/12	\$33,129
Tina Berry (Repl. J. Hawks)	Assistant Professor	Nursing	01/03/12	\$51,294
Holly Green (New – B/A)	Advisor	Advising Services	03/16/12	\$47,362
Adam Hagar (Repl. L. Boggioni)	Teaching Assistant	Hospitality	01/17/12	\$37,849
Megan Hale (Repl. J. Crietz)	Police Officer	Public Safety	02/01/12	\$30,696
Brett Hamilton (Repl. W. Murphy)	Technician 1	Public Safety	02/01/12	\$28,652
Marcia Holleman (New – B/A)	Office Associate	Delaware Campus	01/17/12	\$28,652
Mary Lewis (New – B/A)	Instructor	Psychology	08/29/12	\$44,224
Patricia Maramba (Repl. A. Jackson)	Clinical Coordinator	Nursing	02/17/12	\$40,063
Stacey Mulinex (Repl. N. Campbell)	Director I	Business and Campus Services	02/01/12	\$80,000
Laurie Needles (Repl. E. Neutzling)	Coordinator	Delaware Campus Testing Center	03/01/12	\$53,196
Ellen Neutzling (Repl. L. Washington)	Advisor	Delaware Campus	03/01/12	\$48,375
Kathy Newman-Gall (Repl. E. Brooks)	Program Coordinator	Curriculum Management	03/01/12	\$55,185
Katie Perman-Kuhn (Repl. M. Erney)	Program Coordinator	Curriculum Management	02/01/12	\$48,375

Susan Rennekamp (New – B/A)	Office Associate	Career Services	02/01/12	\$33,129
Cassie Stewart (Repl. B. Meyer)	Advisor	Advising Services	03/16/12	\$44,034
Melvin Stewart (Repl. J. Dodge)	Coordinator (Sergeant)	Public Safety	01/17/12	\$33,129
Lori Thomas (Repl. K. Robbins)	Program Coordinator	Human Resources	02/01/12	\$57,000
Julia Thompson (Repl. M. Crouch)	Interpreter	Disability Services	02/16/12	\$37,849
Jan Wagner (Repl. D. Buechner)	Professor	Nursing	03/26/12	\$84,303
Tyler Welsh (Repl. R. Owens)	Police Officer	Public Safety	02/01/12	\$30,696
Kelly Woods (Repl. A. Myers)	Technician I	Public Safety	01/17/12	\$28,652
John Youngblood (Repl. K. Dybiec)	Teaching Assistant	Health, Dental & Vet Tech	03/01/12	\$37,849
Natalie Zelaya (Repl. K. Welch)	Specialist	Off-Campus Programs	02/01/12	\$33,129

**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/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Jason Carl (Resignation)	Police Officer	Public Safety	02/06/12
Analeah Charles (Termination)	Office Associate	Student Life, Diversity, and Study Abroad, and TRIO Programs	01/30/12
Diane Gatliff (Deceased)	Technician II	Public Safety	02/01/12
Adam Ghiloni (Resignation)	Advisor	Financial Aid	02/17/12
Amy Jackson (Resignation)	Clinical Coordinator	Nursing	12/09/12
Christine McCombs (Probationary Removal)	Technician	Public Safety	01/17/12
Alisha Montgomery-Reid (Termination)	Assistant	Records and Registration	01/09/12
William Murphy (Deceased)	Technician	Public Safety	01/03/12
Paul Nicholson (Resignation)	Coordinator	Instructional Services	02/17/12
Louis Rogers (Retirement Incentive)	Teaching Assistant	Emergency Medical Services	02/23/12
Michael Shilling (Resignation)	System Administrator	Data Center	02/03/12
Kelly Woods (Resignation)	Technician	Public Safety	02/10/12