



President's Office

David T. Harrison, Ph.D.
PRESIDENT



COPY TO ALL BOARD MEMBERS
Darla Vanhorn, Ex Officio Staff Member
Kevin James, Ex Officio Faculty Member
Brandon Collins, Ex Officio Student Member

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Thursday, July 11, 2013
12:00 p.m.
Pete Grimes Board Room, Franklin Hall

AGENDA - Updated

	<u>Page</u>
(1) Call to Order	
(2) Roll Call	
(3) Certification of Conformity with Section 12.22(F) of the Ohio Revised Code	
(4) Approval of Minutes	
(5) OACC Report	
(6) Master Planning Presentation	
(7) Revise Policy 7-14, Reporting of Felonies and Other Violent Crimes	1
(8) Revise Policy 13-01, Facilities Use	3
(9) Classification Salary Band Increases	5
(10) Financial Statements as of, and for the Eleven Months Ended May 31, 2013	6
(11) Personnel Information Items (Information Only)	20
(12) Executive Session (<i>if needed</i>)	

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COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Revise Policy 7-14, Reporting of Felonies and Other Violent Crime

BACKGROUND INFORMATION:

Policy 7-14 establishes the parameters under which the College evaluates the criminal history of applicants and currently enrolled students. Under the current Policy, an applicant or currently enrolled student is obligated to report any felony convictions and any prior convictions (typically misdemeanors) involving violence, harm to others, or weapons in any state or country. The current Policy further provides that the College may deny admission based on the nature and circumstances of the crime.

The proposed revisions to Policy 7-14:

- (1) maintain the requirement for felony reporting;
- (2) delete language related to the reporting of violent misdemeanor convictions (research indicates that review of felony convictions is the most effective method for impacting campus safety and efficiently utilizing administrative resources);
- (3) establish reporting conditions for currently enrolled, returning and previously enrolled students;
- (4) allow the college to deny, defer or place conditions on continued enrollment;
- (5) situate administrative review within the Office of Student Conduct; and
- (4) amend the title of the Policy to "Felony Reporting."

RECOMMENDATION:

That the Board of Trustees adopts the proposed revisions to Policy 7-14, Reporting of Felonies and other Violent Crime.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

~~REPORTING OF FELONIES AND OTHER VIOLENT CRIME~~
FELONY REPORTING

~~Effective March 17, 2011~~

Policy No. 7-14

Page 1 of 1

- (A) Columbus State Community College (CSCC) has a high standard of conduct for members of its college community, including students. To enhance the safety of the CSCC community, all applicants are responsible for informing the college of any ~~of his or her~~ prior felony convictions (INCLUDING PLEA BARGAINS) ~~and any prior convictions involving violence, harm to others, or weapons~~ in any state or country upon application to the college. The college may deny, DEFER, OR PLACE CONDITIONS UPON admission based on the nature and circumstances of the crime.
- (B) ~~Admitted~~ CURRENTLY ENROLLED students are required to self-report any felony conviction ~~or conviction involving violence, harm to others, or weapons~~ in any state or country subsequent to application (including plea bargains) to the ~~Dean of Enrollment Services and the Dean of Student Life~~ OFFICE OF STUDENT CONDUCT in writing before registration begins for the ~~term~~ SEMESTER following the conviction. The college may deny, DEFER, OR PLACE CONDITIONS ON continued enrollment based upon the nature and circumstances of the crime.
- (C) RETURNING OR PREVIOUSLY ENROLLED STUDENTS ARE REQUIRED TO REPORT ANY FELONY CONVICTIONS SUBSEQUENT TO APPLICATION (INCLUDING PLEA BARGAINS) TO THE OFFICE OF STUDENT CONDUCT IN WRITING PRIOR TO RE-ENROLLMENT. THE COLLEGE MAY DENY, DEFER, OR PLACE CONDITIONS ON RE-ENROLLMENT BASED UPON THE NATURE AND CIRCUMSTANCES OF THE CRIME AND PLACE A HOLD ON REGISTRATION UNTIL THE PROCES IS COMPLETE.
- (C) The President shall establish procedures to administer this policy.

Last Effective Date: *June 26, 2000(Felony Conviction)*



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Revise Policy 13-01, Facilities Use

BACKGROUND INFORMATION:

As a publicly-funded institution of higher education, Columbus State Community College is responsible to its students and taxpayers for the appropriate and effective use of its facilities. The Facilities Use Policy 13-01 establishes the parameters for use of the College's facilities for internal and external events.

The Policy currently states only that "no person or organization shall be excluded from rental or use of college facilities based on age, gender, race, color, creed, disability or national origin." The Board of Trustees has updated its non-discrimination and anti-harassment policies, and the proposed revision makes express reference to the College's updated Non-Discrimination/Anti-Harassment Policy 3-43.

RECOMMENDATION:

That the Board of Trustees adopt the proposed revisions to Policy 13-01, Facilities Use.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FACILITIES USE
Policy No. 13-01
Page 1 of 1

Effective April 1, 2007

- (A) *Purpose:* As a publicly-funded institution of higher education, Columbus State Community College is responsible to its students and taxpayers for the appropriate and effective use of its facilities. The college shall allocate these resources for college and community functions that advance the college's mission.

~~No person or organization shall be excluded from rental or use of college facilities based on age, gender, race, color, creed, disability or national origin.~~ RENTAL OR USE OF COLLEGE FACILITIES SHALL BE IN COMPLIANCE WITH THE COLLEGE'S NON-DISCRIMINATION/ANTI-HARASSMENT POLICY 3-43.

- (B) Employee groups recognized by the President and registered student groups may use campus facilities at no charge.
- (C) Agencies and organizations may use campus facilities at a reasonable cost, provided space is available and the mission and goals of the agency are consistent with those of the college.
- (D) Alcohol is prohibited in college-owned or leased buildings, or on college-owned or leased grounds and parking lots, unless authorized by the President for an event, or purchased for resale by a college auxiliary enterprise with a liquor permit.
- (E) An agency or organization unaffiliated with the college but approved to use the college facilities may use the college's name only for reference to event location unless written approval for its use in some other way has been expressly granted by the President or his/her designee.
- (F) In extenuating circumstances, the President may waive provisions of this policy or related procedures if doing so will advance the college's mission.
- (G) The President shall establish procedures to administer this policy.

Last Effective Date: February 1, 2006
August 15, 1995 (Assignment of Facilities)



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Compensation – Limited Authorization to Increase Maximum of Pay Bands and Pay Ranges

BACKGROUND INFORMATION:

The College has a broad band pay classification for non-bargaining unit staff. Additionally, each bargaining unit group (Teamsters – Physical Plant; FOP – Police Department; and CSEA - Full-Time Faculty) are subject to their own maximum pay ranges per each respective collective bargaining agreement. Historically, when employees reach the maximum of their pay band or range, they have been “redlined,” meaning their salaries have been capped without promotion, and they have been deemed ineligible for a base salary increase.

Pursuant to Policy 3-04, *Employee Salaries*, changes to salary bands and pay ranges require Board approval. As a result of the 2.5% base salary increase that is effective July 1, 2013, approximately nine (9) employees will exceed the maximum salary for their classification band. The impacted bands are Professional; Paraprofessional Full-Time; Manager; and Staff Classification 4, 27 and 32. Accordingly, the College is recommending that the Board of Trustees grants to the Vice President of Human Resources a limited authorization to increase the maximum of the pay band or range for all employees who are eligible for a 2.5% increase to their base salary and would otherwise be subject to a salary cap.

RECOMMENDATION:

That the Board of Trustees grants to the Vice President of Human Resources a limited authorization to make necessary adjustments to the maximum pay bands for certain classifications so that all employees who are eligible for a 2.5% base salary increase may receive such increase.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Financial Statements as of, and for the eleven months ended May 31, 2013

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 eleven months ended May 31, 2013, 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: June 19, 2013
SUBJECT: Financial Statements as of May 31, 2013

Attached are the financial statements of Columbus State Community College District, the Foundation, and the President’s Discretionary Fund for the period ended May 31, 2013.

During this year of transition from a quarter- to a semester-based calendar, actual revenue and expenses for FY13 will be discussed in the context of the Board-authorized budget.

1. General Fund

These financial statements include comparisons of actual-to-date compared to the Revised FY 13 Budget approved by the Board in January.

• **Enrollment**

Term	Budgeted Headcount	Headcount	Budget to Actual Increase/Decrease	Actual FY 12 FTEs	FY 13 FTEs	% Variance
Summer 2012	20,001	18,265	-8.7%	11,699	10,029	-14.3%
Autumn 2012	29,375	25,970	-11.6%	20,257	15,161	-25.2%
Spring 2013*	24,368	25,312	3.9%	18,502	15,284	-17.4%

*FY13 preliminary headcounts and FTEs

• **Revenues** (Exhibit B)

Spring FTE enrollment was budgeted at 5% less than Autumn, and ended up approximately 1% higher. Additionally, Summer 2013 revenue is approximately 35% higher than budget. Because Summer term straddles two fiscal years, 54% of the term’s revenue will be accounted for in FY13.

• **Expenditures** (Exhibit B)

Projected Year End estimates at this time indicate the \$3.9M in reserves allocated from the Delaware Campus and Budget Tuition Stabilization accounts will not be necessary to balance the year-end operating budget, as anticipated. Spending is projected to be approximately \$142.4M or 1.8% less than the revised operating budget authorized by the Board in January 2013. The increased expense in Education and General is attributable to instructional costs resulting from higher than budgeted Summer 2013 enrollment. The increase in Summer 2013 enrollment yielded projected net income higher than budgeted. If projected-year end estimates hold, the College will be able to allocate \$2M for capital equipment purchases that had been deferred due to challenging budget circumstances.

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

As of May 31, the auxiliary fund's actual revenues are tracking at 102.6% of the revised FY 13 budget, while expenses are tracking at 84% which is 7.3% lower than budgeted for the time period. Revenues for the bookstore exceeded revised budget because the majority of sales for Summer semester occurred in the current fiscal year whereas last year the sales were in both fiscal years because of the timing of the start of the term.

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

The President's Discretionary Fund has a cash balance of \$18,369 at May 31, after disbursements of \$1,631.

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

Foundation contributions through April are \$571,051, compared to \$501,099 through May of last year. Contributions are higher this year due to a \$100,000 pledge received in November. Management and General expenditures are \$108,265 compared to \$149,700 through the same period last year and the College has supported the operations of the Foundation in the amount of \$245,053 compared to \$398,144 at the same time last year. These differences are due mainly to a decrease in salary expense during a year of transition and the timing of expenditures.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 36.5% currently invested in STAROhio and other money markets, with the balance in federal agencies.

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT MAY 31, 2013
 With Comparative Figures at May 31, 2012

EXHIBIT A

<u>Assets</u>	<u>May 31,</u> <u>2013</u>	<u>May 31,</u> <u>2012</u>	<u>Liabilities and Fund Balance</u>	<u>May 31,</u> <u>2013</u>	<u>May 31,</u> <u>2012</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	2,345,799	6,440,821	Accounts payable	\$ 12,139,242	\$ 7,367,180
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))	107,422,144	116,517,229	Deferred income		
Accounts receivable, net of allowance for doubtful accounts	21,721,387	37,332,864	Student tuition	24,546,800	34,265,451
Interest receivable	-	-	Lab fees and credit bank	910,489	946,885
Prepaid expense	521,972	498,092	Due to auxiliary funds	-	-
Net investment in Golf Course	14,102,188	-	Due to restricted funds	-	-
Due from agency funds	1,816,592	1,278,715	Due to plant funds	13,038,240	12,180,865
Due from auxiliary funds	-	-	Due to agency funds	-	2,502,964
Total educational & general	\$ 147,930,082	\$ 162,067,721	Fund balances (Exhibit C):		
			Allocated	70,120,676	79,790,491
			Unallocated	27,174,636	25,013,885
			Total fund balances	97,295,312	104,804,376
			Total educational & general	\$ 147,930,082	\$ 162,067,721
Auxiliary enterprise			Auxiliary enterprise		
Cash	1,992,813	2,875,600	Accounts payable	\$ 1,075,595	\$ 811,484
Investments	7,147,216	6,114,350	Due to educational & general fund	1,816,592	1,278,715
Accounts receivable	3,119,455	1,151,336	Due to Plant Fund	1,512,719	-
Inventories, at cost as defined (note 2)	2,682,594	2,306,149	Fund balances (Exhibit D):		
Other Assets	475,508	410,542	Allocated	350,000	350,000
Due from general fund	-	-	Unallocated	11,179,212	10,420,951
Due from grant funds	516,532	3,173	Total fund balances	11,529,212	10,770,951
Total auxiliary enterprise	15,934,118	12,861,150	Total auxiliary enterprise	15,934,118	12,861,150
Total unrestricted	\$ 163,864,200	\$ 174,928,871	Total unrestricted	\$ 163,864,200	\$ 174,928,871
Restricted			Restricted		
Cash	-	-	Due to general fund	-	-
Due from educational & general fund	-	-	Fund balances		
Total restricted	-	-	Unallocated	-	-
Total current funds	\$ 163,864,200	\$ 174,928,871	Total restricted	-	-
	[A]	[B]	Total current funds	\$ 163,864,200	\$ 174,928,871
				[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT MAY 31, 2013
With Comparative Figures at May 31, 2012**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>May 31, 2013</u>	<u>May 31, 2012</u>	<u>Liabilities and Fund Balance</u>	<u>May 31, 2013</u>	<u>May 31, 2012</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances		
Capital Improvement Fund	3,252,625	3,724,918	Restricted	3,252,625	3,724,918
Total unexpended	3,252,625	3,724,918	Total unexpended	3,252,625	3,724,918
Cash from Bond Proceeds	-	9,691	Investment in plant:		
Deposit with trustees/Escrow	8,667,501	901,511	Interest payable	-	-
Due from general fund	13,038,240	12,180,865	Capital lease payable	-	-
Land	29,618,235	29,618,235	Accounts payable	88,667	45,252
Improvements other than buildings	12,117,274	12,117,274	Bonds payable	19,670,000	13,055,000
Buildings	153,504,658	148,404,880	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	38,346,292	36,246,434	Net investment in plant	166,056,586	162,612,355
Construction-in-progress	4,204,385	4,121,414			
Other Assets	1,277,274	257,513	Total investment in plant	185,815,253	175,712,607
Less: accumulated depreciation	(74,958,606)	(68,145,210)	Total plant funds	189,067,878	179,437,525
Total investment in plant	185,815,253	175,712,607			
Total plant funds	189,067,877	179,437,525	<u>Agency funds</u>		
			Cash		
			Due from agencies	14,102,188	3,059,035
			Due from general fund	-	-
			Total agency funds	14,102,188	3,059,035
				[C]	[D]

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

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE ELEVEN MONTHS ENDED MAY 31, 2013
With Comparative Figures at May 31, 2012

EXHIBIT B

	FY 13			FY 13 Projected Year End		
	Revised Budget as approved January 2013	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 13 Year End Budget	Projected % of Budget	
Revenues						
<u>Appropriations</u>						
Subsidy	\$ 60,304,059	\$ 55,284,125	91.68%	\$ 60,304,059	100.00%	(1)
Access Challenge	-	-	-	-	-	(2)
Student Support Services	-	53,376	-	53,376	-	(3)
Jobs Challenge	-	-	-	-	-	(4)
	60,304,059	55,337,501	91.76%	60,357,435	100.09%	(5)
<u>Student</u>						
Tuition	73,156,221	72,182,714	98.67%	76,745,355	104.91%	(6)
Fees	4,973,724	4,204,046	84.53%	4,204,046	84.53%	(7)
Special courses	1,399,467	1,123,625	80.29%	1,194,991	85.39%	(8)
	79,529,412	77,510,385	97.46%	82,144,392	103.29%	(9)
<u>Contracted Services</u>						
Net	600,000	285,644	47.61%	325,000	54.17%	(10)
	600,000	285,644	47.61%	325,000	54.17%	(11)
<u>Other</u>						
Partnership Revenue	430,000	244,778	56.93%	331,548	77.10%	(12)
Miscellaneous	250,000	114,259	45.70%	144,532	57.81%	(13)
	680,000	359,037	52.80%	476,080	70.01%	(14)
Total revenues	141,113,471	133,492,567	94.60%	143,302,907	101.55%	(15)
<u>Operating Expenditures</u>						
Educational & general (Instructional)	78,085,837	70,747,046	90.60%	78,723,596	100.82%	(16)
Library	2,164,804	1,687,884	77.97%	2,164,804	100.00%	(17)
General	12,012,036	8,785,360	73.14%	10,134,029	84.37%	(18)
Information Technology	12,491,343	10,956,547	87.71%	11,952,596	95.69%	(19)
Student Services	13,874,365	12,365,266	89.12%	13,489,381	97.23%	(20)
Operation and maintenance of plant	14,577,304	11,673,206	80.08%	13,034,407	89.42%	(21)
Administration	9,847,089	8,515,498	86.48%	9,847,089	100.00%	(22)
Transfer for debt service	1,460,906	1,339,164	91.67%	1,460,906	100.00%	(23)
Total expenditures	144,513,684	126,069,970	87.24%	140,806,808	97.43%	(24)
<u>Non-operating & Encumbered</u>						
Transfer for equipment and replacement	500,000	See Exhibit C		2,500,000	500.00%	(25)
Transfer for Semester Conversion	-	-	-	-	-	(26)
Transfer for scholarships	-	-	-	-	-	(27)
Transfer for One-Time Compensation	-	-	-	-	-	(28)
Total expenditures and transfers	145,013,684	126,069,970	86.94%	143,306,808	98.82%	(29)
Operational revenues	(3,900,213)	7,422,597	N/A	(3,901)	N/A	(30)
<u>Reserve Funding</u>						
Transfer-in Delaware Campus	823,668	-	0.00%	-	0.00%	(31)
Reserve Funding for 5% Enrollment Decrease	3,076,545	-	-	-	0.00%	(32)
Reserve Operation revenues	3,900,213	-	0.00%	-	-	(33)
<u>Interest Income</u>						
Net Operating revenues	-	225,739	-	250,000	-	(34)
	\$ -	\$ 7,648,336	-	\$ 246,099	-	(35)
<u>Non-capital reserve expenditures*</u>						
Net Revenues/(Expenditures)	-	7,175,336		16,850,213		
	(A)	(B)	(C)	(D)	(E)	

* Projected year-end represents projected cash reserve spending adjusted for spending that will be capitalized assets versus expensed, and depreciation.

EXHIBIT C

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE ELEVEN MONTHS ENDED MAY 31, 2013

	Balance at June 30, 2012	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at May 31, 2013
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 7,321,991	\$ -	-	-	(9,100)	7,312,891 (1)
Carpet/Furniture Reupholstering	180,719	-	-	-	(10,203)	170,516 (2)
Space Efficiency Upgrades	1,723,769	-	-	-	(576,078)	1,147,691 (3)
Project Planning	18,349	-	-	-	(12,233)	6,117 (4)
Union Hall Renovation	11,323,938	-	-	-	(354,499)	10,969,439 (5)
Site Development Delaware Campus	1,176,282	-	-	-	(4,003)	1,172,279 (6)
Bookstore/DX Modifications	266,064	-	-	-	(2,574)	263,490 (7)
Facilities Infrastructure Improvements	81,808	-	-	-	-	81,808 (8)
145-149 Cleveland Avenue Purchase	12,617	-	-	(12,617)	-	- (9)
Handicapped Access	-	-	-	12,617	(5,530)	7,087 (10)
Capital Equipment	4,971,885	-	2,500,000	-	(669,321)	6,802,564 (11)
Target 2002	333,088	-	-	-	-	333,088 (12)
Collective Bargaining	33,104	-	-	-	-	33,104 (13)
Budget/Tuition Stabilization	22,756,987	-	-	(2,000,000)	-	20,756,987 (14)
Accumulated Lab Fees	1,746,562	-	-	456,648	(804,357)	1,398,852 (15)
Broadbanding	221,079	-	-	-	-	221,079 (16)
Think Again Scholarship	3,322,462	-	-	-	(783,498)	2,538,964 (17)
Teaching and Learning Initiatives	6,485,218	-	-	-	(333,558)	6,151,660 (18)
Strategic Growth Initiatives	2,150,000	-	-	-	(917,923)	1,232,077 (19)
Technology Initiatives	2,002,700	-	-	-	(690,405)	1,312,295 (20)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266 (21)
Campus Safety Initiatives	1,391,921	-	-	-	-	1,391,921 (22)
Energy Efficiency/Sustainability Initiatives	2,885,934	-	-	-	(472,585)	2,413,349 (23)
Delaware Campus Operations	1,098,432	-	-	-	-	1,098,432 (24)
Health Care Self-Insurance Escrow	1,023,018	-	-	-	-	1,023,018 (25)
Health Care HSA Incentive	368,196	-	-	-	(258,748)	109,448 (26)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500 (27)
Voluntary Separation Incentive Plan	512,458	-	-	-	(1,246,582)	1,265,876 (28)
One-Time Compensation	2,452,361	-	-	2,000,000	(2,373,696)	78,665 (29)
Partnerships for Student Success	478,547	-	-	-	(126,422)	352,125 (30)
PERFORMS	7,211	-	275,000	-	(270,122)	12,089 (31)
	76,810,466	-	2,775,000	456,648	(9,921,437)	70,120,676 (32)
	22,190,740	(1,705,894)	(2,775,000)	(456,648)	9,921,437	27,174,636 (33)
Total General Fund	\$ 99,001,206	\$ (1,705,894)	\$ -	\$ -	\$ -	\$ 97,295,312 (34)
	[A]	[B]	[C]	[D]	[E]	[F]

COLUMBUS STATE COMMUNITY COLLEGE
BOND FUNDED PROJECTS
FOR THE ELEVEN MONTHS ENDED MAY 31, 2013

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations	Budget Reallocation 2011-2013	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	-	-	(1)
Bookstore Facilities	3,400,000	7,000,000	-	-	7,709,870	-	-	(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	(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	(16,000)	-	-	-	(20)
Office Space Efficiencies			98,000	21,077	21,077	-	-	(21)
Rhodes Hall Space Efficiencies			-	(145)	97,855	-	-	(22)
Bridgeview Signage			-	5,870	5,870	-	-	(23)
Close Bond Proceeds Account			-	1,776	1,776	-	-	(24)
Issuance Costs	315,000	315,000	(55,830)	27,797	286,967	-	-	(25)
Interest Income	-	-	(297,395)	(190,177)	-	-	-	(26)
Total	17,160,000	17,160,000	308,225	-	17,648,759	-	-	(27)

* 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 ELEVEN MONTHS ENDED MAY 31, 2013
With Comparative Figures at May 31, 2012**

	FY 13			Projected FY 13 Year End Budget	Projected % of Budget
	Revised Budget as approved January 2013	Actual to Date	% of Budget Expended to Date		
Auxiliary					
Sales/Revenues					
Bookstore	\$ 14,076,046	\$ 14,687,435	104.34%	\$ 14,887,435	105.76%
Child Development Center	566,975	646,004	113.94%	679,104	119.78%
Food Services	590,452	507,531	85.96%	590,452	100.00%
Bridgeview	496,160	297,154	59.89%	302,283	60.92%
Total Revenues	15,729,633	16,138,124	102.60%	16,459,274	104.64%
Cost of Goods Sold					
Bookstore	10,923,012	11,891,206	108.86%	11,909,948	109.04%
Bridgeview	31,258	58,408	186.86%	63,739	203.91%
Food Service	161,267	132,236	82.00%	161,267	100.00%
Gross Margin	4,614,096	4,056,274	87.91%	4,324,320	93.72%
Operating Expenses					
Bookstore	1,993,244	1,674,872	84.03%	1,827,133	91.67%
Child Development Center	795,761	769,583	96.71%	937,583	117.82%
Food Services	262,317	162,483	61.94%	177,253	67.57%
Bridgeview	545,912	411,428	75.37%	447,300	81.94%
Auxiliary Administration	506,209	444,587	87.83%	506,209	100.00%
Total Expenses	4,103,443	3,452,953	84.39%	3,895,478	94.93%
Auxiliary Net Operating Income/(Loss)	510,653	593,321		428,842	-
Net Income/(Loss)					
Bookstore	1,159,790	1,121,357	96.69%	1,150,354	99.19%
CDC	(228,786)	(123,579)	54.02%	(268,479)	112.98%
Food Services	166,868	212,812	127.53%	251,932	150.98%
Bridgeview	(81,010)	(172,682)	-213.16%	(208,756)	257.69%
Auxiliary Administration	(506,209)	(444,587)	87.83%	(506,209)	100.00%
Net Auxiliary Income/(Loss)	510,653	593,321	116.19%	428,842	-
Auxiliary Fund Balance at June 30, 2012		10,988,604			
Non-operating Expenditures		(52,713)			
Transfers					
Auxiliary Fund Balance at May 31, 2013	\$	11,529,212	[C]	428,842	[H]
	[A]	[B]	[G]		

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF MAY 31, 2013

	Actual December 2012	Actual January 2013	Actual February 2013	Actual March 2013	Actual April 2013	Actual May 2013	
Beginning Cash	\$ 5,060,275	5,926,324	10,413,221	9,143,351	4,034,970	5,830,406	(1)
Cash Receipts	12,828,473	15,370,945	5,815,244	6,495,525	7,498,448	12,426,037	(2)
Cash Disbursements	(10,477,652)	(12,053,580)	(11,578,256)	(11,611,135)	(10,703,970)	(12,542,785)	(3)
Financial Aid	(484,772)	16,169,532	(506,858)	7,229	958	(4,865,270)	(4)
Outflow for investments	(8,000,000)	(15,000,000)	-	-	-	-	(5)
Inflow from investments	7,000,000	-	5,000,000	-	5,000,000	-	(6)
Ending Cash	\$ 5,926,324	10,413,221	9,143,351	4,034,970	5,830,406	848,388	(7)

	Forecasted June 2013	Forecasted July 2013	Forecasted August 2013	Forecasted September 2013	Forecasted October 2013	Forecasted November 2013	
Beginning Cash	\$ 848,388	5,388,361	5,408,334	5,578,307	5,398,280	5,423,280	(8)
Cash Receipts	6,519,973	6,519,973	17,619,973	6,519,973	6,500,000	6,500,000	(9)
Cash Disbursements	(13,500,000)	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(10)
Financial Aid	(3,480,000)	-	15,050,000	300,000	(7,975,000)	-	(11)
Outflow for investments	-	-	(18,500,000)	-	-	-	(12)
Inflow from investments	15,000,000	7,500,000	-	7,000,000	15,500,000	7,500,000	(13)
Ending Cash	\$ 5,388,361	5,408,334	5,578,307	5,398,280	5,423,280	5,423,280	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE ELEVEN MONTHS ENDED MAY 31, 2013

EXHIBIT F

Cash at Beginning of Period		\$ 12,296	(1)
		<u> </u>	(2)
<u>Receipts:</u>			(3)
Deposit	-	7,704	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	1,531		(8)
Lisa Barton	100		
		<u>1,631</u>	(9)
		\$ <u>18,369</u>	(10)
	[A]	[B]	(11)
		<u> </u>	
		[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
BALANCE SHEET AT MAY 31, 2013
With Comparative Figures at May 31, 2012

<u>Assets</u>	<u>May 31, 2013</u>	<u>May 31, 2012</u>	
Cash	\$ 173,958	\$ 116,331	(1)
Investments at market value (see note)	6,413,803	5,506,170	(2)
Pledges Receivable	150,850	59,596	(3)
Student Emergency Loans restricted - Net	<u>-</u>	<u>-</u>	(4)
			(5)
Total Assets	<u>\$ 6,738,611</u>	<u>\$ 5,682,097</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ 1,000	\$ 500	(7)
Pledge Payable	-	-	(8)
Trade Payables	<u>7,638</u>	<u>-</u>	(9)
Total Liabilities	<u>8,638</u>	<u>500</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	3,671,069	3,643,131	(11)
Temporarily Restricted	1,703,973	1,482,253	(12)
Unrestricted	<u>1,354,931</u>	<u>556,213</u>	(13)
			(14)
Total fund balance	<u>6,729,973</u>	<u>5,681,597</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 6,738,611</u>	<u>\$ 5,682,097</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	\$ 103,340	103,340	1.60%
Equities	2,944,099	3,796,672	59.20%
Fixed Income	496,518	572,601	8.93%
Mutual Funds	<u>1,822,360</u>	<u>1,941,190</u>	<u>30.27%</u>
Total Investments	<u>\$ 5,366,317</u>	<u>\$ 6,413,803</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FOR THE ELEVEN MONTHS ENDED MAY 31, 2013
 With Comparative Figures at May 31, 2012

	May 31, 2013			Total All Funds	May 31, 2012 Total All Funds	
	Unrestricted	Temporarily Restricted	Permanently Restricted			
Revenue						
Contributions	\$ 154,274	\$ 299,634	\$ 24,549	\$ 478,457	\$ 372,509	(1)
Contributions for Columbus State	-	92,594	-	92,594	128,590	(2)
Administration Fee Income	44,767	-	-	44,767	47,584	(3)
Interest Income	119	-	-	119	120	(4)
Investment Income						(5)
Realized	227,732	64,695	-	292,427	203,423	(6)
Unrealized	374,987	105,895	-	480,882	(225,582)	(7)
Investment income-subtotal	602,719	170,590	-	773,309	(22,159)	(8)
Total revenues	801,879	562,818	24,549	1,389,246	526,644	(9)
Expenditures						
Scholarships	-	246,090	-	246,090	245,187	(10)
Contributions to Columbus State	-	94,177	-	94,177	189,853	(11)
Administrative Fee Expense	-	44,767	-	44,767	47,584	(12)
Management and general	108,265	-	-	108,265	134,740	(13)
Total expenditures	108,265	385,034	-	493,299	617,364	(14)
Excess (deficit) of revenues over expenditures	693,614	177,784	24,549	895,947	(90,720)	(15)
Transfers	2,000	(2,000)	-	-	-	(16)
Fund balance at beginning of period	659,317	1,528,189	3,646,520	5,834,026	5,772,317	(17)
Fund balance at end of period	\$ 1,354,931	\$ 1,703,973	\$ 3,671,069	\$ 6,729,973	\$ 5,681,597	(18)
	[A]	[B]	[C]	[D]	[F]	(19)

COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF MAY 31, 2013

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 25,662,809	\$ 25,662,809	0.04%	1
STAR Ohio/Plant	3,252,625	3,252,625	0.04%	1
STAR Ohio/Auxiliary	1,285,312	1,285,312	0.04%	1
CSCC Operating Fund 1	26,995,300	26,972,656	0.12%	129.6
CSCC Operating Fund 2	49,798,591	49,931,341	0.66%	648
Auxiliary Services	5,841,206	5,861,947	0.81%	762
Plant Fund	4,840,296	4,855,339	0.75%	740
	<u>\$ 117,676,139</u>	<u>\$ 117,822,028</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	25.63%
	Agencies	63.38%
	Cash & Equivalents	10.99%
		<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

Outstanding long-term debt consists of bonds payable in annual installments varying from \$800,000 to \$920,000 with interest at rates varying from 1.65% to 4.25%, 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.

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>
Patricia Allen (Repl. J. Walli)	Instructor	Nursing	08/14/13	\$44,224
Robert Cheripko (Repl. B. Dean)	Assistant	Business and Campus Services (Bookstore)	06/01/13	\$24,226
Yaizmen Fayne (Y. Watson – position reclassified from Program Coordinator)	Coordinator	Off-Campus Programs (Gahanna Center)	06/03/13	\$53,196
Charles Krouse (Repl. C. Meyer)	Maintenance Repairperson I	Physical Plant	06/29/13	\$44,676
Vanessa Kumar (Repl. M. Mahefkey)	Supervisor I	Admissions	05/16/13	\$55,262
Pamela McGraner (Repl. F. Johns)	Office Associate	Social Sciences	07/01/13	\$28,652
Kathy McManamon (Repl. J. Wagner)	Instructor	Nursing	08/14/13	\$44,224
Kay Morehead (Repl. N. Zelaya)	Specialist	Off-Campus Programs (Gahanna Center)	06/03/13	\$33,129
Jennifer Patterson (Repl. D. Fout)	Counselor	Counseling Services	06/17/13	\$48,375
Cody Penn (Repl. E. Kaufman)	Office Associate	Psychology	07/01/13	\$28,652
Andrea Pifher (Repl. M. Carter)	Instructor	Allied Health	08/14/13	\$41,065
Michele Teasley (New- B/A)	Director I	Testing Center	07/01/13	\$79,496

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/reductions in force/terminations/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Steven Bailey (Resignation)	Specialist	Financial Aid	06/14/13
Jonathan Baker (Resignation)	Chairperson	Mathematics	07/19/13
Kathryn Baldwin (Resignation)	Office Associate	Mathematics	06/07/13
Charles Boltwood (Position Ended)	Representative	Business & Industry	06/30/13
Kerry Bonaventura (Resignation)	Supervisor	Data Center	06/07/13
Steve Borton (Resignation)	Police Officer	Police Department	06/22/13
Carl Bradwell (Position Ended)	Representative	Business & Industry	06/30/13
Kimberly Brazwell (Resignation)	Supervisor II	Diversity Services	07/12/13
Margaretta Carrington (Position Ended)	Associate Teacher	Child Development Center	06/14/13
Scott Dolan (Resignation)	Associate Professor	Nursing	05/15/13
Donald Durst (Resignation)	Office Associate	Health, Dental, Veterinary Technology	05/10/13
Brent Ernsberger (Position Ended)	Supervisor II	Bridgeview Golf Course	06/30/13
Emily Estok (Position Ended)	Associate Teacher	Child Development Center	06/28/13
Ellen France (Position Ended)	Associate Teacher	Child Development Center	06/14/13
Elizabeth Freeman (Resignation)	Security Specialist	Police Department	04/20/13

Zachary Gerdman (Probationary Removal)	Police Officer	Police Department	05/22/13
Kent Heisley (Position Ended)	Supervisor	Bridgeview Golf Course	06/30/13
Gordon Henderson (Position Ended)	Representative	Business & Industry	06/30/13
Fallon Johns (Resignation)	Office Associate	Social Sciences	05/30/13
Susan Judd (Moved from job share to PT position)	Advisor	Advising Services	06/01/13
Jessica Junk (Position Ended)	Associate Teacher	Child Development Center	06/14/13
Elisa Kaufman (Resignation)	Office Associate	Psychology	06/28/13
Amanda Koch (Resignation)	Advisor	Advising Services	08/15/13
Charles Krouse (Position Ended)	Coordinator	Bridgeview Golf Course	06/30/13
Naomi Lee (Retirement)	Assistant Professor	Nursing	05/19/13
Matthew Lester (Resignation)	Technician	I.T. Support Services	04/15/13
Martisha McCarrel (Position Ended)	Associate Teacher	Child Development Center	06/21/13
Charvella McKaye (Position Ended)	Supervisor	Child Development Center	06/28/13
Jason Parker (Position Ended)	Associate Teacher	Child Development Center	06/28/13
Jennifer Perkins (Position Ended)	Director I	Child Development Center	06/28/13
Lori McKenize (Resignation)	Assistant Director	Human Resources	05/17/13
Mary Francis McLaughlin (Resignation)	Program Coordinator	Human Resources	06/21/13
Andrew Oocumma (Position Ended)	Supervisor	Business and Industry	06/30/13

Cindy Ponyah (Resignation)	Office Associate	Integrated Media & Technology	05/31/13
Terrence Kennedy (Resignation)	Coordinator	Testing Center	06/14/13
Monique Sims (Position Ended)	Associate Teacher	Child Development Center	06/14/13
Allison Stir (Resignation)	Specialist	Business and Campus Services Payroll	06/21/13
Terry Tomlinson (Position Ended)	Associate Teacher	Child Development Center	06/14/13
Debra Vaughn (Position Ended)	Associate Teacher	Child Development Center	06/28/13
Dave Watts (Position Ended)	Program Coordinator	Business & Industry	06/30/13
Jill Whitton (Position Ended)	Supervisor	Child Development Center	06/28/13
Shaniqua Williams (Position Ended)	Associate Teacher	Child Development Center	06/14/13
Taylor Williams (Position Ended)	Associate Teacher	Child Development Center	06/14/13