



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Pete Grimes Board Room
January 17, 2013

MINUTES

Present: Poe A. Timmons, Chair
Richard D. Rosen, Vice-Chair
Lynne Bowman, Board
Jami Dewolf, Board
Michael Flowers, Board
Valoria Hoover, Board
Anne Lopez-Walton, Board
Dr. Richard H. Owens, Board
Dianne A. Radigan, Board
Dr. David T. Harrison, President
Kimberly Hall, Chief of Staff
Dr. Jack Cooley, Senior Vice President
Terri Gehr, Senior Vice President
and Chief Financial Officer
Will Kopp, Vice President
Dr. Janet Rogers, Vice President
Carol Thomas, Interim Vice President
Jackie DeGenova, In-House Counsel
Kevin James, Ex Officio, Faculty
Darla Vanhorn, Ex Officio, Staff

Absent: Noell Bauman, Ex Officio, Student

Guests: Tim Grant and Bart Henning, Auditors, Parns & Company, LLC
Ms. Aletha Shipley, Ms. Jan Ellis, Ms. Ann Helfrich, Ms. Rhonda Ward,
Business and Administrative Services

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees, Committee of the Whole, was held on Thursday, January 17, 2013, in the Board Room of Franklin Hall at Columbus State Community College. The meeting was called to order by Chairperson Poe Timmons at 12:10 p.m.

ROLL CALL:

Present: Poe A. Timmons, Chairperson
Richard D. Rosen, Vice Chairperson
A. Lynne Bowman
Jami S. Dewolf
Michael E. Flowers
Valoria C. Hoover
Anne Lopez-Walton
Dr. Richard H. Owens
Dianne A. Radigan

CERTIFICATION OF COMPLIANCE:

President Harrison advised that the record should show that notice of this meeting has been given in accordance with the provision of Section 121.22(F) of the Ohio Revised Code.

APPROVAL OF MINUTES:

Member Hoover moved, Member Owens seconded, that the minutes of the regular meeting of the Board of Trustees, Committee of the Whole held on Thursday, November 8, 2012, be approved as presented.

A vote was taken which resulted in:

AYES: Members Timmons, Rosen, Hoover, Lopez-Walton,
 Owens, Radigan

ABSTAINED: Bowman, Dewolf, Flowers

NAYS: None

INTRODUCTION OF NEW FACULTY EX OFFICIO TO THE BOARD

Dr. Harrison introduced Kevin James. Mr. James is the current president of the Columbus State Education Association, and thus he will be the ex officio faculty member for the Board of Trustees. Mr. James has been a full-time faculty member at Columbus State for 13 years and was an adjunct prior to his full-time position. He has been very active in the distance learning program and has developed or co-developed numerous mathematics courses for on-line instruction. He serves on the College Curriculum Committee, College Promotion and Tenure Committee and has been involved in leadership roles with CSEA for almost 10 years.

Ms. Timmons, Board Chair, turned the meeting over to Dr. Harrison who requested that Ms. Gehr begin discussion on the first item on the agenda.

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services and CFO, introduced Ms. Aletha Shipley, Director of Business Services. Ms. Gehr recognized Ms. Shipley not only for her outstanding leadership on the audit but for her leadership this past fall on the refinancing of the 2003 debt.

Ms. Shipley introduced Ms. Jan Ellis, Director, Accounting Services, and Ms. Ann Helfrich, Supervisor, Financial Accounting and Reporting. Ms. Shipley indicated that these staff members carry the weight of the audit each year. Ms. Shipley showed a comparison of FY12 to FY11 and reviewed financial highlights that illuminated the College's financial standings. She then introduced Tim Grant and Bart Henning, representatives from the auditing firm, Parns & Company, LLC.

(1) Auditor's Report

The audit for the fiscal year ending June 30, 2012 was conducted by the College's independent auditors, Parns & Company, LLC. Official copies of the audited financial statements were distributed to the Committee of the Whole in advance of the meeting for review. Messrs. Tim Grant and Bart Henning reported on the audit as required by generally accepted audit standards. Mr. Grant, the engagement audit partner, provided an overview of the audit process and their work product which included the audit of the June 30, 2011 and 2012 Financial Statements of the College and the Development Foundation as a component unit for which a separate report was issued. Parns & Company, LLC filed the audit electronically with the Auditor of the State in mid-October as required, and the audit was formally approved by the Auditor of State in January 2012. The auditors rendered an unqualified opinion on the financial statements of both the College and the Foundation.

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

(2) Revised Fiscal Year 2013 Operating Budget

Ms. Gehr explained the measures that the College has taken in response to declining summer enrollment and to prepare for our first autumn semester. Ms. Gehr presented a slide with the following cost-savings information and explained savings in each category:

Adjustments in Savings

58 Position Vacancies (mostly due to the voluntary separation program)	\$ -3.2
Adjunct Payroll (lower enrollment, less adjuncts)	-6.5
Various Operating Expenses (less travel, conference attendance, etc.)	<u>-2.7</u>
Sub-total	-12.4
Capital Equipment	-2.5
Net income/Budget Tuition Stabilization Fund	<u>-2.1</u>
Total	\$ -17.0

Ms. Gehr explained that the original budget approved by the Board included a 3 million dollar allocation to purchase the essential equipment that was necessary to start autumn

semester. When the Board originally adopted the budget in May, it authorized the use of up to 3 million dollars from the tuition stabilization fund. In the initial balancing of the budget the College only used 1 million dollars of that allocation. However, we anticipated that there may be a need to use the allocation to balance the budget while we reposition.

Ms. Gehr requested that the Board grant the President the authority to allocate any revenue that may come in above projection to meet expenses, while maintaining a balanced budget. All Board members were in agreement with this request.

Ms. Gehr stated that due to Ms. Rhonda Ward's (Director of Budget and Financial Planning) insight and expertise in working with colleagues across the College, there have been ongoing valuable conversations and developing relationships that have allowed us to manage through the process.

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

(3) Revision of Policies

The following three policy revisions were presented for approval:

- No. 1-02 Vision, Mission and Values
- No. 5-02 Faculty Tenure
- No. 13-11 Campus Safety

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

(4) Adoption of Remediation – Free Standards

Dr. Harrison explained that the Ohio Board of Regents has moved forward a set of college readiness standards that they are asking each public college and university to adopt.

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

(5) **Financial Statements as of, and for the Six Months Ended December 31, 2012**

Ms. Gehr reported on the College's financial statements as of, and for the six months ended December 31, 2012, a copy of which was distributed in advance to the Committee for review.

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

(6) **Personnel Information Items**

The Personnel Information Items are presented to the Board for informational purposes only.

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

There being no further items to come before the Committee, the meeting was adjourned at 1:25 p.m.



David T. Harrison, Ph.D.
Secretary, Board of Trustees