



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Pete Grimes Board Room
March 21, 2013

MINUTES

Present: Michael E. Flowers, Vice-Chair
A. Lynne Bowman, Board
Valoria C. 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
Susan Thomas, Ex Officio, Staff

Absent: Richard D. Rosen, Board Chair, Jami S. Dewolf, Board, Poe A. Timmons, Board,
and Noelle Bauman, Ex Officio, Student

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees, Committee of the Whole, was held on Thursday, March 21, 2013, in the Pete Grimes Board Room of Franklin Hall at Columbus State Community College. The meeting was called to order by Vice-Chair Michael E. Flowers at 12:17 p.m.

ROLL CALL:

Present: Michael E. Flowers, Vice Chair
A. Lynne Bowman
Valoria C. Hoover
Anne Lopez-Walton
Dr. Richard H. Owens
Dianne A. Radigan

Absent: Richard D. Rosen, Chair
Jami S. Dewolf
Poe A. Timmons

(3) Voluntary Cash Separation Incentive Plan – Year 3

Ms. Terri Gehr presented a recommendation that Board consider authorizing year three of the Voluntary Cash Separation Incentive Plan. For 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 semester's salary), \$10,000 for administrators, and \$5,000 for staff. In the second year, 26 employees chose to participate in the program, at a cost of \$700,000 to the College. Ms. Gehr explained that funds remained available from the initial Board approval to support prospective separations.

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

(4) Holiday Week Cost Savings

Ms. Gehr explained that, in September 2012, the first year of a semester-based academic calendar, the Board of Trustees authorized a pilot initiative that expanded the use of Personal Business Leave (PBL) so that employees could use PBL to take time off during the holiday week of December 2012. The pilot initiative yielded payroll savings of approximately \$160,000 and other savings totaling approximately \$72,000, including custodial services, utility savings, and payout of unused Personal Business Leave.

The present request is that the Board expand the purposes outlined in College Policy 3-12(B) for which Personal Business Leave can be used to include leave on December 26, 27, 30 and 31, 2013; repeal College Policy 3-12, Personal Business Leave, effective January 1, 2014; and establish four Holiday Leave Days for staff and administrators on the four business days between Christmas Day and New Year's Day, beginning in December 2014.

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 Eight Months Ended February 28, 2013

Ms. Terri Gehr explained that, since the February financials are the first month after the revised budget is implemented, there was not substantial activity to highlight. The College performed better than what was budgeted for spring semester (see attached Financial Statements).

The College is requesting that the Financial Statements for the eight months ended February 28, 2013 be accepted as presented.

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 12:58 p.m.



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