

BOARD OF TRUSTEES

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Thomas Shanahan, Ex-Officio Faculty Member

A G E N D A
BOARD OF TRUSTEES MEETING
Friday, February 19, 2021
Virtual Meeting – Hosted on Zoom
8:00 AM

1. Call to Order
2. Roll Call
3. Certification of Conformity with Section §121.22F of the Ohio Revised Code
4. Opening Remarks from Chair Joseph
5. Opening Remarks from President Harrison
6. Approval of Minutes
7. Report of the Independent Auditors on the Financial Statements for the Year Ended June 30, 2020 (For Board Approval)1
8. Approval of Amended Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies (For Board Approval)7
9. Revise Current Policy No. 3-05, Vacation (For Board Approval)12

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10. New Policy No. 3-48, Parental Leave (For Board Approval)17

11. Financial Statements as of and for the seven months ended January 31, 2021 (For Board Information)...21

12. Personnel Information Items (For Board Information)35

13. Revised Fiscal Year 2021 Operating Budget (For February Board Discussion and Approval in March)..38

14. President’s Report

15. Old Business

16. New Business

17. Executive Session (*if needed*)

18. Adjournment



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Report of Independent Auditors on the Financial Statements for the Year Ended June 30, 2020.

BACKGROUND INFORMATION:

The college is required by law to have its financial statements audited by the State Auditor or his/her designee. The audit for the year ended June 30, 2020 was performed by Plattenburg & Associates, Inc., 8230 Montgomery Road Drive, Suite 150, Cincinnati, Ohio 45236. At this time, one report group was completed and issued: Basic Financial Statements. The second required report group, Single Audit Reports, is not complete at this time due to delays pending guidance from the Auditor of State related to testing of funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The remaining portion of the Single Audit Reports is in the process of being completed.

The following is included in the Basic Financial Statements:

INDEPENDENT AUDITOR'S REPORT of the college which renders an unmodified opinion stating that the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the Columbus State Community College, as of June 30, 2020 and 2019 and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

The following is included in the Single Audit Reports:

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* in which the auditor disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or deficiencies in internal control that were considered to be material weaknesses.

Copies of these auditor's reports have been distributed to the Board of Trustees, and copies of selected pages, as referenced above, are attached. The remaining Single Audit reports will be provided to the Board when completed.

RECOMMENDATION:

That the Board of Trustees accept the Basic Financial Statements Report of the Independent Auditors as of June 30, 2020, for the College and the discretely presented component unit (the Foundation) as presented by Plattenburg & Associates, Inc.

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Columbus State Community College

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and discretely presented component unit of Columbus State Community College (the College), a component unit of the State of Ohio, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of the Columbus State Community College Development Foundation, Inc. (the Foundation) which represents 100 percent of the assets, net position and revenues of the discretely presented component unit. Those financial statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Foundation, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2020 and 2019 and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 20 to the financial statements, during 2020, the financial impact of COVID-19 and the ensuing emergency measures will impact subsequent periods of the College. We did not modify our position regarding this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension information and other postemployment benefit information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 15, 2020, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Plattenburg & Associates, Inc.
Plattenburg & Associates, Inc.
Columbus, Ohio
October 15, 2020

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees
Columbus State Community College

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and discretely presented component unit of Columbus State Community College (the College), a component unit of the State of Ohio, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated October 15, 2020. Our report includes a reference to other auditors who audited the financial statements of the discretely presented component unit, as described in our report on the College's basic financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Plattenburg & Associates, Inc.

Plattenburg & Associates, Inc.
Columbus, Ohio
October 15, 2020



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Approval of Amended Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies.

BACKGROUND INFORMATION:

The Franklin County Budget Commission must certify tax rates to each subdivision or other taxing unit by March 1 for taxing authorities having a July 1 to June 30 fiscal year and by September 1 for all other taxing authorities under Ohio Revised Code Section 5705.35. Also, the Commission is required to issue an official certificate of estimated resources under Ohio Revised Code Section 5705.35 and amended official certificates of estimated resources under Ohio Revised Code Section 5705.36. Because the authority for the College did not exist until well after the March 1 date for Tax Year 2020, Collection Year 2021, this Amended Resolution is required to authorize the Franklin County Auditor to put the tax rates on the tax duplicate for current year, calendar year 2021, collections.

RECOMMENDATION:

That the Board of Trustees approves the Amended Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies.

Approval of Amended Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies.

Passed: February 19, 2021

Board of Trustees
Columbus State Community College
Franklin County, Ohio

Attest: _____
Secretary

Board Chair

CERTIFICATE

The undersigned Secretary of the Columbus State Community College, Franklin County, Ohio hereby certifies that the foregoing is a true copy of an action approved by the Board of Trustees of said College on February 19, 2021.

Secretary, Board of Trustees
Columbus State Community College
Franklin County, Ohio

AMENDED
RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR
(CITY, VILLAGE OF LOCAL BOARD OF EDUCATION)
OHIO REVISED CODE, SECTIONS 5705.34, 5705.35

The Board of Trustees of the COLUMBUS STATE COMMUNITY COLLEGE

District, Franklin County, Ohio, met in Regular session on the 19th day
(Regular or Special)
of February, 2021, at the office of the Columbus State Community College District, via Zoom,

as permitted by Sub. H.B. 404, eff. November 22, 2020) with the following members present:

_____ moved the adoption of the following Resolution:

WHEREAS, This Board of Trustees in accordance with the provisions of law has previously
adopted an Alternative Tax Budget for the next succeeding fiscal year commencing July 1, 2020; and

WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its
action thereon to this Board together with an estimate by the County Auditor of the rate of
each tax necessary to be levied by this Board, and what part thereof is without, and what
part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Trustees of the COLUMBUS STATE COMMUNITY COLLEGE

District, Franklin County, Ohio, that the amounts and rates, as determined by the Budget
Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said State Community
College District the rate of each tax necessary to be levied within and without the ten mill
limitation for tax year 2020 (collection year 2021) as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE
BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

<u>FUND</u>	<i>Amount to be Derived from Levies Outside 10 Mill Limitation</i>	<i>Amount Approved by Budget Commission Inside 10 Mill Limitation</i>	<i>County Auditor's Estimate of Full Tax Rate to Be Levied</i>	
			<i>Inside 10 Mill Limit</i>	<i>Outside 10 Mill Limit</i>
<i>General Fund</i>				
<i>Bond Retirement</i>	18,801,861.04			0.52
<i>Permanent Improvement</i>				
<i>Classroom Facilities</i>				
TOTAL	\$18,801,861.04			0.52

and be it further

*RESOLVED, That the Treasurer of this Board be and is hereby directed to certify a copy of
this Resolution to the County Auditor of said County.*

_____ *seconded the Resolution and the roll being*

called upon its adoption the vote resulted as follows:

Adopted the _____ day of _____, 2021.

Treasurer of the Board of Trustees of the
COLUMBUS STATE COMMUNITY COLLEGE

District, Franklin County, Ohio.

*CERTIFICATE OF COPY
ORIGINAL ON FILE*

The State of Ohio, Franklin County, ss.

I, ALETHA SHIPLEY, Treasurer of the Board of Trustees of the

COLUMBUS STATE COMMUNITY COLLEGE District, in said County, and in whose custody the

Files and Records of said Board are required by the Laws of State of Ohio to be kept do hereby certify

that the foregoing is taken and copied from the original Resolution dated February 19, 2021

*now on file with said Board, that the foregoing has been compared by me with said original
document, and that the same is a true and correct copy thereof.*

WITNESS my signature, this _____ day of _____, 2021.

Treasurer of the Board of Trustees of the

COLUMBUS STATE COMMUNITY COLLEGE

District, Franklin County, Ohio.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Revise Current Policy No. 3-05, Vacation.

BACKGROUND INFORMATION:

The College periodically conducts a review of Chapter 3 Policies to ensure relevance, implement updates due to mandates based on federal and/or state law changes and to provide relief during extenuating circumstances.

The following policy revisions will:

- Align maximum accrual rates with those found at the State of Ohio and many other public institutions. The current accrual rate caps employees at 480 hours regardless of annual vacation accrual rates. By comparison, the State's accrual rate is simply three times the employee's annual accrual. For the College's longest serving employees, this maximum accrual is significantly less than the State's.
- Authorize the President to set vacation rates for director level and above positions, providing flexibility in employment contract negotiations and allowing the College to competitively attract qualified and diverse candidates to key positions.
- Adjust the timeframe requirement from using two weeks of vacation within the calendar year to using two weeks of vacation during a rolling 12-month period before an employee can request a one-week vacation payout.
- Remove inappropriate references to bargaining unit member employees and properly refer to the respective collective bargaining agreements.

RECOMMENDATION:

That the Board of Trustees accepts the revisions to Policy No. 3-05, Vacation, as presented, with an effective date of March 1, 2021.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

VACATION
Policy 3-05
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Effective November 20, 2014

PROPOSED REVISIONS

(A) PURPOSE

~~It is the policy of~~ The College SUPPORTS A WORK ENVIRONMENT THAT ~~to provide~~S employees with the opportunity to have time away from work in order to ensure their physical and mental well-being. This vacation time is accrued per pay period from the date of hire, based upon length of service, except where specified below.

(B) ELIGIBILITY

~~Length of vacation for the President shall be determined by the Board of Trustees. The length of vacation for administrative and professional staff is set by the President.~~

- (1) ALL FULL-TIME ADMINISTRATIVE AND PROFESSIONAL STAFF EMPLOYEES WILL ACCRUE VACATION.
- (2) FULL-TIME EMPLOYEES (AS DEFINED IN COLLEGE POLICY 3-01 AND PROCEDURE 3-01 (F) (2) (A) AND (B)) WHO WORK LESS THAN A 100 PERCENT SCHEDULE WILL ACCRUE VACATION ON A PRORATED BASIS IN ACCORDANCE WITH THEIR LENGTH OF EMPLOYMENT AND PERCENTAGE OF ANNUAL TIME WORKED.
- (3) STAFF EMPLOYED ON A SEMESTER BASIS DO NOT ACCRUE VACATION.
- (4) BARGAINING UNIT MEMBERS ARE GOVERNED BY THE NEGOTIATED VACATION LEAVE PROVISION WITHIN THEIR RESPECTIVE COLLECTIVE BARGAINING AGREEMENTS.

(C) VACATION ACCRUAL

~~Length of vacation for all other full-time staff shall be in accordance with the following schedule:~~

- (1) ~~Employees from hire date through five years of employment are eligible for ten (10) days per year.~~ THE PRESIDENT'S VACATION ACCRUAL RATE IS SET BY THE BOARD OF TRUSTEES.
- (2) ~~Employees with six through ten years of employment are eligible for fifteen (15) days per year.~~ THE PRESIDENT SETS VACATION ACCRUAL RATES FOR DIRECTOR-LEVEL EMPLOYEES AND ABOVE.

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- (3) ~~Employees with eleven through twenty four years of employment are eligible for twenty (20) days per year.~~ THE VACATION ACCRUAL RATES FOR ALL OTHER FULL-TIME STAFF, COVERED BY THIS POLICY, ARE IN ACCORDANCE WITH THE FOLLOWING ANNUALIZED SCHEDULE:
- ~~(4) Employees with twenty five years of employment or more are eligible for twenty five (25) days per year.~~
- (A) EMPLOYEES FROM HIRE DATE THROUGH FIVE (5) YEARS OF EMPLOYMENT ARE ELIGIBLE FOR UP TO 80 HOURS PER YEAR.
 - (B) EMPLOYEES WITH SIX (6) THROUGH TEN (10) YEARS OF EMPLOYMENT ARE ELIGIBLE FOR UP TO 120 HOURS PER YEAR.
 - (C) EMPLOYEES WITH ELEVEN (11) THROUGH TWENTY-FOUR (24) YEARS OF EMPLOYMENT ARE ELIGIBLE FOR UP TO 160 HOURS PER YEAR.
 - (D) EMPLOYEES WITH TWENTY-FIVE (25) YEARS OF EMPLOYMENT OR MORE ARE ELIGIBLE FOR UP TO 200 HOURS PER YEAR.
- (4) ADOPTION OF THIS POLICY WILL NOT REDUCE THE ACCRUAL RATE OF VACATION TIME ALREADY ACCRUED BY PERSONS EMPLOYED BY THE COLLEGE AT THE TIME OF ADOPTION OF THIS POLICY.
- (5) PURSUANT TO OHIO REVISED CODE, SECTION 9.44, EMPLOYEES PREVIOUSLY EMPLOYED BY THE STATE OR ANY POLITICAL SUBDIVISION OF THE STATE, CURRENTLY EARNING VACATION CREDITS, ARE ENTITLED TO HAVE THEIR PRIOR SERVICE WITH ANY OF THESE EMPLOYERS COUNTED AS SERVICE WITH THE COLLEGE FOR THE PURPOSE OF COMPUTING THE EMPLOYEE'S VACATION ACCRUAL RATE, EXCEPT THOSE RETIRED FROM THE STATE AS SET FORTH IN OHIO REVISED CODE, SECTION 9.44.
- (6) VACATION CREDIT MAY BE ACCUMULATED BY EMPLOYEES UP TO A MAXIMUM AMOUNT THAT CAN BE EARNED IN THREE (3) YEARS. FURTHER ACCUMULATION WILL NOT CONTINUE WHEN THE MAXIMUM IS REACHED.

(D) PAY IN LIEU OF VACATION

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~~Tenured faculty, annually contracted faculty, adjuncts, and part time employees do not accrue vacation.~~

EMPLOYEES WHO HAVE COMPLETED THREE (3) YEARS OF SERVICE MAY REQUEST PAY IN LIEU OF VACATION. EMPLOYEES MUST FIRST TAKE TWO (2) WEEKS/EIGHTY (80) HOURS OF VACATION WITHIN A ROLLING 12-MONTH PERIOD MEASURED BACKWARD FROM THE DATE THE REQUEST FOR PAY IN LIEU OF VACATION IS SUBMITTED. EMPLOYEES MAY RECEIVE PAYMENT ONCE PER ROLLING 12-MONTH PERIOD FOR UP TO FORTY (40) HOURS OF THEIR ACCUMULATED VACATION BALANCES BY SUBMITTING A VACATION PAYOUT FORM FOR SUCH PAYMENT TO THEIR SUPERVISOR. SUCH PAYMENT SHALL BE ISSUED WITHIN A REASONABLE TIMEFRAME FOLLOWING SUBMISSION OF THE EMPLOYEE'S REQUEST.

(E) SEPARATION OF EMPLOYMENT

~~The adoption of this policy will not reduce the length of vacation or vacation time already accrued of persons employed by the College at the time of adoption of this policy.~~

- (1) UNUSED ACCRUED VACATION WILL BE PAID TO EMPLOYEES UPON SEPARATION OF EMPLOYMENT OR RETIREMENT AT THEIR CURRENT RATE OF PAY.
- (2) VACATION TIME SHALL NOT BE TAKEN ON THE EMPLOYEE'S LAST DAY OF EMPLOYMENT.

(F) ~~Staff employed on a semester basis do not accrue vacation.~~ THE PRESIDENT MAY ESTABLISH PROCEDURE(S) TO ADMINISTER THIS POLICY.

~~(G) Pursuant to Ohio Revised Code, Section 9.44, employees who were previously employed by the state or any political subdivision of the state, currently earning vacation credits, are entitled to have their prior service with any of these employers counted as service with the College for the purpose of computing the employee's vacation accrual rate, except those retired from the state as set forth in Ohio Revised Code, Section 9.44.~~

~~(H) Full time employees (as defined in Policy 3-01 and Procedure 3-01(F) (2) (A) and (B)) who work less than a 100 percent schedule will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.~~

~~(I) Employees may accrue unused vacation up to a maximum of sixty (60) days or the vacation hours accrued in the last three years, whichever is less.~~

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- ~~(J) — Pay in lieu of vacation: Employees who have completed three (3) years of service may request pay in lieu of vacation. Employees must first take two (2) weeks/ eighty (80) hours of vacation in a calendar year prior to submitting such a request. Employees may receive payment once per calendar year for up to forty (40) hours of their accumulated balances by submitting a written request for such payment to their supervisor. Such payment shall be issued with the next regular payroll following submission of the employee's request.~~
- ~~(K) — Unused accrued vacation will be paid to employees on separation of employment or retirement at their current rate of pay.~~
- ~~(L) — No vacation time shall be taken on the employee's last day of employment.~~
- ~~(M) — The President may establish procedures to administer this policy.~~

Last Effective Date(s): February 1, 2012; August 7, 2007; August 21, 2000



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

New Policy No. 3-48, Parental Leave.

BACKGROUND INFORMATION:

The purpose of this policy is to allow the College to be more competitive with many Central Ohio companies in attracting diverse talent by supporting a work environment that offers solutions to the complex issues employees face in balancing their work and family commitments.

This new policy formally establishes parental leave for non-bargaining unit employees and is similar to benefits offered by employers in the region and state.

RECOMMENDATION:

That the Board of Trustees approves the creation of Policy No. 3-48, Parental Leave, as presented, with an effective date of March 1, 2021.

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POLICY & PROCEDURES MANUAL

PARENTAL LEAVE
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Effective Month XX, 20XX

NEW POLICY

(A) PURPOSE

The College supports a work environment that offers solutions to the complex issues employees face in balancing their work and family commitments. Parental leave provides a parent with paid time off to recover from childbirth and/or to care for and bond with a newborn, newly adopted or newly fostered child.

(B) ELIGIBILITY

- (1) In order to be eligible for parental leave, an employee must meet all of the following criteria:
 - (a) The employee must be a parent as defined in Section C (5) of this policy.
 - (b) The employee is full-time, as defined in College Policy 3-01, Section A, excluding bargaining unit members.
 - (c) The employee has completed at least one (1) year of service and has worked 1250 hours prior to the date of the birth, adoptive or foster event for which parental leave is to commence, as defined in College Procedure 3-36 (D), Section 2.
- (2) Bargaining unit members are governed by the negotiated parental leave provision within their respective collective bargaining agreements.

(C) DEFINITIONS

- (1) Adoptive child - A minor child who is legally adopted and who is not the stepchild of the adoptive parent and who is not a current or former foster child of the adoptive parent.
- (2) Birth Mother - One who gives birth to a child.
- (3) Foster child - A minor child who has undergone a legal placement proceeding to live with a foster parent.
- (4) Minor Child - A child who is seventeen (17) years of age or younger.
- (5) Parent - One who is legally responsible for childrearing. For purposes of this policy, this includes any of the following: biological mother or father of a newly born child, spouse of a parent, adoptive parent of a newly adopted child, foster parent of and reside in the same house as a newly fostered child or an employee using a surrogate/gestational carrier.

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PARENTAL LEAVE

Effective Month XX, 20XX

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(D) LEAVE AMOUNT

- (1) Eligible employees may take up to 240 hours of parental leave following the birth, adoption or foster placement of a minor child.
- (2) Parental leave is paid at 100% of the employee's current rate of pay. Parental leave is not considered hours worked for purposes of overtime calculation.
- (3) One (1) parental leave benefit is available, per employee, per birth, adoptive or foster placement event. The number of children involved in the birth, adoptive or foster placement event does not increase the length of the parental leave for that event.
- (4) Parental leave is capped at two (2) events or 480 hours per rolling twelve (12) month period.

(E) USAGE

- (1) Parental leave shall be continuous and begin on the date of birth of an employee's child or on the date in which custody is taken by the employee for adoption or foster placement. An intermittent or reduced work schedule after the birth, adoption or placement of a foster child may be approved only if the employer agrees, pursuant to 29 CFR §825.120 (The Family and Medical Leave Act of 1993).
- (2) Parental leave shall run concurrently with available Family and Medical Leave (FML). If the amount of FML available is less than the amount of parental leave to be taken, parental leave shall be granted as specified in this policy.
- (3) Parental leave must be exhausted prior to the use of vacation or sick leave when such leave is requested for the purpose of a birth, adoptive or foster event.
- (4) A birth mother's return to work is subject to the return to work guidelines in College Procedure 3-36 (D).
- (5) Still-birth parental leave
 - (a) Still-birth is defined as the loss of a fetus during or after the 20th week of pregnancy.
 - (b) Employees eligible to receive parental leave may use up to eighty (80) hours of parental leave with appropriate medical documentation.

COLUMBUS STATE COMMUNITY COLLEGE
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PARENTAL LEAVE

Effective Month XX, 20XX

Policy 3-48

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- (6) Sick or vacation leave shall not be used to extend parental leave unless it is pursuant to College Procedure 3-10 (H) and College Procedure 3-36 (D).
- (F) The President may establish procedure(s) to administer this policy.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of and for the seven months ended January 31, 2021.

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.

FOR INFORMATION ONLY

COLUMBUS STATE

COMMUNITY COLLEGE

February 11, 2021

TO: Dr. David T. Harrison, President

FROM: Aletha M. Shipley, Vice President | Chief Financial Officer | Treasurer

SUBJECT: Financial Statements as of January 31, 2021

Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended January 31, 2021.

1. General Fund (Exhibit B)

Revenues. Total revenues reported through January this year are 2.2% (\$2.1M) below last year. This is primarily driven by Fees being down \$2.1M due to the waiving of parking and lab fees. Other decreases are offset by increased tuition primarily due to a 3.2% increase in tuition rates starting with the Autumn 2020 semester.

Overall FY21 Projected Year End revenue (Column G, Row 15) is almost \$7.5 million more than the what the Board approved in June of 2020. This increase is mostly the result of budgeting Subsidy (aka State Share of Instruction or SSI) 19% down from ODHE's preliminary FY21 projection for the College, which was based on the most up-to-date communications from the State at the time the Board approved its budget. The State initially reduced the College's FY21 SSI allocation by 4.38% but on January 22, 2021 this reduction was almost entirely restored. The SSI total (Column G, Row 3) now represents the College's final allocation from ODHE. Also, projected tuition revenue now reflects a 6% reduction for Spring 2021 enrollment from Spring 2020. More detail on revenue projections can be found in the Board action, *Revised Fiscal Year 2021 Operating Budget*, in this month's Board packet.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to Actual		Prior Year FTEs	Current Year FTEs*	% Variance
			Increase/ Decrease				
Summer 2020**	41,120	41,025	-0.2%	5,345	5,946	11.2%	
Autumn 2020	216,157	217,730	0.7%	14,511	14,515	0.0%	
Spring 2021	205,565	190,491	-7.3%	13,510	12,699	-6.0%	
Summer 2021**	43,348						

* Summer 2020 credit hours and FTEs are Census Day numbers provided by the Ohio Department of Higher Education (ODHE). Autumn 2020 credit hours and FTEs are estimates from the Office of Institutional Effectiveness (IE). Spring 2021 credit hours and FTEs are estimates by the Resource Planning & Analysis (RPA) Office.

** Summer semester 2020 straddles both FY20 and FY21, with 46% of the revenue attributed to FY21. Likewise, Summer semester 2021 straddles both FY21 and FY22, with 54% of the revenue attributed to FY21.

Expenses and Transfers. Total expenses reported through January are 4.8% (\$4.2M) lower than the same period last year. Spending has been generally slower than last year at this time as a result of the pandemic. The year-end expenditure projection is provided and reflects updated compensation estimates, including adjustments that were the result of faculty negotiations. The CARES Act Offset is also updated to reflect operational expenses offset by COVID-19 grants through December. The year-end projection aligns with the proposed budget within the *Revised Fiscal Year 2021 Operating Budget* Board action, which contains additional details about adjustments made to expenditures, transfers and proposed net income allocations.

COVID-19 Federal Support: The College has been awarded five primary grants through the CARES Act to help with expenses related to the pandemic. The initial award totaling \$12.56M was the Higher Education Emergency Relief Fund (HEERF) and included a student portion and an institutional portion. In addition, the following grants have been awarded: Strengthening Institutions Program grant totaling \$621,823; two rounds of Coronavirus Relief Fund grants awarded by the State totaling \$4.7M; and a mental health grant awarded by the State totaling almost \$361K. Each grant has different spending regulations and time periods for which to use them. The College is waiting on guidance about the new federal award from the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act.

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

Bookstore revenues to date are down \$1.7M, or 22.6%, compared to the same period last year, and gross margin is down \$727K, or 42.2%. While textbooks and general merchandise are down \$1.8M to the same time last year, Inclusive Access revenue has increased over \$400K. The pandemic has had a substantial impact on sales since the physical Bookstore location has been closed but online business has increased substantially, somewhat mitigating sales decreases. Bookstore operating expense is down 11.9% to last year, due in part to a reduction in payroll resulting from vacated positions not backfilled as well as lower credit card fees and use of temporary employees. Food Service revenues are down 55.6% from last year due to minimal vending commission and no catering income this year compared to last. Expenses are flat.

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

To-date disbursements of \$1,287 left a balance of \$18,713 for January in this fund.

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

Total Foundation revenues are up \$4.1M, or 126%. Contributions to date (\$6.0M), are up \$3.6M, or 147%, from the prior year, primarily due to an increase in Mitchell Hall contributions which had a \$1M gift from the Wexner Family recognized in November. Contributions for Columbus State (row (3)) includes corporate awards of a \$1.4M pledge from JP Morgan Chase for a Career Readiness project and a \$2.5M pledge from AEP Foundation to support continuation of the Credits Count program; in the prior year, corporate contributions was primarily a \$1M pledge, also from JP Morgan

Chase, supporting workforce development in the Central Ohio region. Net investment activity, which is \$1.3M through January, was up \$487K from activity through the same period in FY20 and down \$124K from net investment income through December 31, 2020. Unrestricted expenses are down 6.5% from the previous year, primarily due to spending from allocated unrestricted funds in FY20 but none to date in FY21; spending from unallocated unrestricted funds is nearly flat compared with the prior year.

5. **Investments**

The College's portfolio is invested consistently with its investment policy, with 69.12% currently invested in STAR Ohio and other money markets, and the balance in various federal agencies, municipal bonds, and treasury notes. The amount invested in STAR Ohio has been substantially higher since October than previous months due to the opening of two new STAR Ohio accounts to hold proceeds totaling \$150M from bonds issued in October from the College's first ever voted bond issue. Of the \$562K net interest income reported on Exhibit B, \$398K is unrealized losses while \$960K is realized income and includes earnings generated from bond proceeds.

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JANUARY 31, 2021
With Comparative Figures at January 31, 2020**

EXHIBIT A

<u>Assets</u>	<u>January 31, 2021</u>	<u>January 31, 2020</u>		<u>Liabilities and Fund Balance</u>	<u>January 31, 2021</u>	<u>January 31, 2020</u>	
Current Funds			(1)	Current Funds			(1)
Unrestricted			(2)	Unrestricted			(2)
Educational and general			(3)	Educational and general			(3)
Cash	\$ 6,428,387	\$ 7,765,268	(4)	Accounts payable	\$ 14,665,557	\$ 13,476,928	(4)
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)	139,327,836	125,884,393	(5) (6) (7)	Deferred income			(5)
Accounts receivable, net of allowance for doubtful accounts	12,856,512	16,808,883	(8) (9)	Student tuition	23,811,803	24,202,915	(6)
Interest receivable	-	-	(10)	Lab fees and credit bank	227,770	346,117	(7)
Prepaid expense	923,168	819,520	(11)	State CARES funds	4,791,879	-	(8)
Inventory	99,623	96,215	(12)	Due to auxiliary funds	-	-	(9)
Due from agency funds	4,626,562	4,682,871	(13)	Due to plant funds	61,847,429	50,009,810	(10)
Due from auxiliary funds	523,675	373,990	(14)	Due to agency funds	-	-	(11)
			(15)	Fund balances (Exhibit C):			(12)
Total educational & general	<u>\$ 164,785,763</u>	<u>\$ 156,431,140</u>	(16)	Allocated	57,570,383	59,569,354	(13)
				Unallocated	<u>1,870,942</u>	<u>8,826,016</u>	(14)
				Total fund balances	<u>59,441,325</u>	<u>68,395,370</u>	(15)
				Total educational & general	<u>\$ 164,785,763</u>	<u>\$ 156,431,140</u>	(16)
Auxiliary enterprise				Auxiliary enterprise			
Cash	\$ 1,013,120	\$ 1,579,404	(17)	Accounts payable	\$ 311,563	\$ 97,735	(17)
Investments	11,195,012	11,010,652	(18)	Due to educational & general fund	523,675	373,990	(18)
Accounts receivable	2,562,581	2,946,150	(19)	Due to Plant Fund	393,898	390,738	(19)
Inventories, at cost as defined (note 2)	2,139,548	1,327,384	(20)	Fund balances (Exhibit D):			(20)
Other Assets	70,178	70,178	(21)	Allocated	381,301	360,271	(21)
Due from general fund	-	-	(22)	Unallocated	<u>15,370,001</u>	<u>15,711,034</u>	(22)
Due from grant funds	-	-	(23)	Total fund balances	<u>15,751,302</u>	<u>16,071,305</u>	(23)
Total auxiliary enterprise	<u>16,980,438</u>	<u>16,933,768</u>	(24)	Total auxiliary enterprise	<u>16,980,438</u>	<u>16,933,768</u>	(24)
Total unrestricted	<u>\$ 181,766,200</u>	<u>\$ 173,364,908</u>	(25)	Total unrestricted	<u>\$ 181,766,200</u>	<u>\$ 173,364,908</u>	(25)
Total current funds	<u>\$ 181,766,200</u>	<u>\$ 173,364,908</u>	(31)	Total current funds	<u>\$ 181,766,200</u>	<u>\$ 173,364,908</u>	(31)
	[A]	[B]			[C]	[D]	

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JANUARY 31, 2021
With Comparative Figures at January 31, 2020**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>January 31, 2021</u>	<u>January 31, 2020</u>		<u>Liabilities and Fund Balance</u>	<u>January 31, 2021</u>	<u>January 31, 2020</u>	
Plant funds			(1)	Plant funds			(1)
Unexpended			(2)	Unexpended			(2)
State appropriations receivable	\$ -	\$ -	(3)	Fund balances			(3)
Capital Improvement Fund	1,541,075	1,532,406	(4)	Restricted	\$ 1,541,075	\$ 1,532,406	(4)
Total unexpended	<u>1,541,075</u>	<u>1,532,406</u>	(5)	Total unexpended	<u>1,541,075</u>	<u>1,532,406</u>	(5)
Cash from Bond Proceeds	1,607,002	739,226	(6)				(6)
Investments	150,056,190	-	(7)				(7)
Deposit with trustees/Bond Retirement Fund	3,208,492	902,283	(8)	Investment in plant:			(8)
Due from general fund	61,847,429	50,009,810	(9)	Interest payable	-	-	(9)
Due from Auxiliary	393,898	390,738	(10)	Capital lease payable	195,290	569,244	(10)
Land	27,719,338	27,719,338	(11)	Accounts payable	51,811	53,021	(11)
Improvements other than buildings	14,781,441	14,678,305	(12)	Bonds payable	177,815,827	22,361,216	(12)
Buildings	177,052,980	176,097,293	(13)	Deferred Gift Annuity	-	-	(13)
Movable equipment, furniture and library books	57,989,237	55,397,482	(14)	Due from Grant Funds	232,000	232,000	(14)
Construction-in-progress	36,700,962	31,260,400	(15)	Net investment in plant	217,088,885	207,009,590	(15)
Other Assets	57,954	95,666	(17)				(17)
Less: accumulated depreciation	(136,031,111)	(127,065,470)	(18)				(18)
Total investment in plant	<u>395,383,813</u>	<u>230,225,071</u>	(19)	Total investment in plant	<u>395,383,813</u>	<u>230,225,071</u>	(19)
Total plant funds	<u>\$ 396,924,888</u>	<u>\$ 231,757,477</u>	(20)	Total plant funds	<u>\$ 396,924,888</u>	<u>\$ 231,757,477</u>	(20)
Agency funds			(21)	Agency funds			(21)
Cash	\$ -	\$ -	(22)	Deposits held in custody for others	\$ -	\$ -	(22)
Due from agencies	4,626,562	4,682,871	(23)	Due to educational and general fund	4,626,562	4,682,871	(23)
Due from general fund	-	-	(24)				(24)
Total agency funds	<u>4,626,562</u>	<u>4,682,871</u>	(25)	Total agency funds	<u>\$ 4,626,562</u>	<u>\$ 4,682,871</u>	(25)
	[A]	[B]			[C]	[D]	

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

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2021
With Comparative Figures at January 31, 2020**

EXHIBIT B

	FY 21			FY 20			FY 21 Projected Year End		FY 20 Audited Year End		
	Budget as approved June 2020	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2020	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 21 Projected Year End	Projected % of Budget	FY 20 Audited Year End	Projected % of Budget	
Revenues											
Appropriations											
Subsidy	\$ 59,434,068	\$ 40,898,683	68.81%	\$ 69,790,276	\$ 40,684,176	58.29%	\$ 73,264,542	123.27%	\$ 67,136,142	96.20%	(1)
Student Support Services	-	-	-	-	-	-	-	-	-	-	(2)
	<u>59,434,068</u>	<u>40,898,683</u>	<u>68.81%</u>	<u>69,790,276</u>	<u>40,684,176</u>	<u>58.29%</u>	<u>73,264,542</u>	<u>123.27%</u>	<u>67,136,142</u>	<u>96.20%</u>	(3)
Student											
Tuition	78,191,489	46,876,663	59.95%	74,866,040	45,673,341	61.01%	75,547,268	96.62%	76,773,210	102.55%	(4)
Fees	3,580,951	969,819	27.08%	4,032,253	3,113,485	77.21%	1,337,908	37.36%	3,125,549	77.51%	(5)
Special Courses	1,242,720	560,111	45.07%	2,151,760	1,236,551	57.47%	890,013	71.62%	1,777,489	82.61%	(6)
	<u>83,015,160</u>	<u>48,406,592</u>	<u>58.31%</u>	<u>81,050,053</u>	<u>50,023,377</u>	<u>61.72%</u>	<u>77,775,189</u>	<u>93.69%</u>	<u>81,676,248</u>	<u>100.77%</u>	(7)
Contracted Services											
Net	640,023	191,945	29.99%	676,865	199,279	29.44%	640,023	100.00%	878,673	129.82%	(8)
	<u>640,023</u>	<u>191,945</u>	<u>29.99%</u>	<u>676,865</u>	<u>199,279</u>	<u>29.44%</u>	<u>640,023</u>	<u>100.00%</u>	<u>878,673</u>	<u>129.82%</u>	(9)
Other											
Partnership Revenue	29,811	13,500	45.29%	41,800	27,215	65.11%	29,811	100.00%	42,505	101.69%	(10)
Miscellaneous	976,377	178,011	18.23%	1,018,634	307,000	30.14%	469,166	48.05%	606,098	59.50%	(11)
Mitchell Hall Transfer In	619,394	-	-	869,394	507,147	-	-	0.00%	869,394	-	(12)
Transfer In for Debt Service	1,228,463	-	-	1,286,891	-	-	1,228,463	100.00%	-	-	(13)
	<u>2,854,045</u>	<u>191,511</u>	<u>6.71%</u>	<u>3,216,719</u>	<u>841,362</u>	<u>26.16%</u>	<u>1,727,440</u>	<u>60.53%</u>	<u>1,517,997</u>	<u>47.19%</u>	(14)
Total Revenues	<u>145,943,296</u>	<u>89,688,732</u>	<u>61.45%</u>	<u>154,733,913</u>	<u>91,748,194</u>	<u>59.29%</u>	<u>153,407,194</u>	<u>105.11%</u>	<u>151,209,060</u>	<u>97.72%</u>	(15)
Operating Expenditures											
Educational & general (Instructional)	82,447,318	45,154,629	54.77%	81,206,669	46,769,455	57.59%	79,956,976	96.98%	80,458,779	99.08%	(16)
Library	1,781,824	996,150	55.91%	1,944,305	1,101,851	56.67%	1,837,590	103.13%	1,910,486	98.26%	(17)
General	10,508,248	5,479,184	52.14%	11,208,498	6,365,643	56.79%	11,409,678	108.58%	10,190,479	90.92%	(18)
Information Technology	13,061,642	9,076,395	69.49%	13,279,035	9,193,370	69.23%	13,182,337	100.92%	13,171,649	99.19%	(19)
Student Services	14,667,916	7,598,897	51.81%	15,261,698	8,564,561	56.12%	14,348,710	97.82%	14,046,193	92.04%	(20)
Operation and maintenance of plant	16,082,637	8,252,774	51.31%	16,157,291	9,124,434	56.47%	15,731,481	97.82%	15,645,921	96.84%	(21)
Administration	9,372,162	5,419,067	57.82%	10,456,064	5,039,266	48.19%	9,747,333	104.00%	8,664,014	82.86%	(22)
Transfer for debt service	2,602,949	1,518,387	58.33%	2,669,662	1,557,303	58.33%	2,602,949	100.00%	2,669,662	100.00%	(23)
CARES Act Offset	(5,581,400)	-	-	-	-	-	(3,079,860)	55.18%	-	-	(24)
Total Expenditures	<u>144,943,296</u>	<u>83,495,483</u>	<u>57.61%</u>	<u>152,183,222</u>	<u>87,715,883</u>	<u>57.64%</u>	<u>145,737,194</u>	<u>100.55%</u>	<u>146,757,183</u>	<u>96.43%</u>	(25)
Non-operating & Encumbered											
Transfer for Capital Equipment	500,000	See Exhibit C	-	500,000	See Exhibit C	-	500,000	N/A	500,000	N/A	(26)
Transfer for Capital Improvements	500,000	-	-	-	-	-	620,000	N/A	-	N/A	(27)
Transfer for Student Success & Innovation	-	-	-	1,230,691	-	-	600,000	N/A	-	N/A	(28)
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	-	N/A	(29)
Transfer for Technology Initiatives	-	-	-	820,000	-	-	1,820,000	N/A	820,000	N/A	(30)
Transfer for Mitchell Hall Start Up Costs	-	-	-	-	-	-	-	N/A	600,000	N/A	(31)
Transfer for FY21 Board Approved Additions	-	-	-	-	-	-	4,130,000	N/A	3,450,000	N/A	(32)
COVID-19	-	-	-	-	-	-	-	N/A	-	N/A	(33)
Total expenditures and transfers	<u>145,943,296</u>	<u>83,495,483</u>	<u>57.21%</u>	<u>154,733,913</u>	<u>87,715,883</u>	<u>56.69%</u>	<u>153,407,194</u>	<u>105.11%</u>	<u>152,127,183</u>	<u>98.32%</u>	(34)
Operational Revenues	-	6,193,249	N/A	-	4,032,311	N/A	-	N/A	(918,123)	N/A	(35)
Interest Income											
Net Operating Revenues	\$ -	\$ 562,627	-	\$ -	\$ 1,729,627	-	\$ 562,627	-	\$ 3,643,051	-	(36)
	<u>-</u>	<u>6,755,876</u>	<u>-</u>	<u>-</u>	<u>5,761,938</u>	<u>-</u>	<u>562,627</u>	<u>-</u>	<u>2,724,928</u>	<u>-</u>	(37)
Reserve expenditures from Exhibit C	-	7,067,422	-	-	3,211,955	-	5,225,291 *	-	7,093,503	-	(38)
Net Revenues/(Expenditures)	<u>-</u>	<u>(311,546)</u>	<u>-</u>	<u>-</u>	<u>2,549,983</u>	<u>-</u>	<u>(4,662,664)</u>	<u>-</u>	<u>(4,368,575)</u>	<u>-</u>	(39)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	

*As it is very early in the fiscal year, the amount in [G](38) contains only the actuals expended year to date. Estimated year-end entries for State capital appropriations, capitalization of assets, depreciation expense and other required year-end audit accruals and adjustments will be included in the September 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, 2021**

EXHIBIT C

	Balance at June 30, 2020	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at January 31, 2021	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 7,830,025	\$ -	\$ 500,000	\$ -	\$ (47,525)	\$ 8,282,500	(1)
Carpet/Furniture Reupholstering	23,812	-	-	-	-	23,812	(2)
Jefferson Ave/Grove Street Repaving	22,222	-	-	-	-	22,222	(3)
Space Efficiency Upgrades	187,257	-	-	-	-	187,257	(4)
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279	(5)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(6)
Facilities Infrastructure Improvements	70,741	-	-	-	-	70,741	(7)
Student Support Services	199,785	-	-	-	-	199,785	(8)
Creative Campus	38,869	-	-	-	(1,378)	37,491	(9)
School of Hospitality Management	(16,638)	-	-	-	(25,997)	(42,634)	(10)
Advancement	862,821	-	400,000	-	(75,684)	1,187,137	(11)
COTA	75,000	-	-	-	-	75,000	(12)
EB 302 Renovation	10,057	-	-	-	-	10,057	(13)
Vet Tech Upgrade	23,055	-	-	-	-	23,055	(14)
Fire Science	318,660	-	-	-	-	318,660	(15)
Ongoing Maintenance	16,140	-	-	-	-	16,140	(16)
Mitchell Hall Start-Up Costs	1,131,501	-	-	-	(745)	1,130,756	(17)
COVID-19	(462,199)	-	-	-	(269,013)	(731,212)	(18)
FY21 Board Approved Allocations	3,450,000	-	-	-	-	3,450,000	(19)
Capital Equipment	5,588,426	-	500,000	-	(99,119)	5,989,307	(20)
Target 2002	333,088	-	-	-	-	333,088	(21)
Collective Bargaining	33,104	-	-	-	-	33,104	(22)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(23)
Accumulated Lab Fees	1,699,768	-	-	-	(232,392)	1,467,376	(24)
Broadbanding	103,337	-	-	-	-	103,337	(25)
Scholarships	349,903	-	350,000	-	(536,975)	162,928	(26)
Student Success and Innovation	8,365,661	-	1,200,000	-	(542,850)	9,022,811	(27)
Strategic Growth Initiatives	689,107	-	-	-	-	689,107	(28)
Technology Initiatives	3,168,508	-	-	-	-	3,168,508	(29)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(30)
Campus Safety Initiatives	176,134	-	-	-	-	176,134	(31)
Energy Efficiency/Sustainability Initiatives	1,570,416	-	-	-	-	1,570,416	(32)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(33)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(34)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(35)
One-Time Compensation	226,657	-	1,500,000	-	(5,159,951)	(3,433,294)	(36)
Partnerships for Student Success	20,529	-	-	-	-	20,529	(37)
Workforce Development	39,165	-	-	-	(75,795)	(36,630)	(38)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(39)
PERFORMS	1,499	-	-	-	-	1,499	(40)
	60,187,806	-	4,450,000	-	(7,067,422)	57,570,383	(41)
Unallocated	(975,534)	229,054	(4,450,000)	-	7,067,422	1,870,942	(42)
Total General Fund	\$ 59,212,271	\$ 229,054	\$ -	\$ -	\$ -	\$ 59,441,325	(43)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2021
With Comparative Figures at January 31, 2020**

EXHIBIT D

	FY 21			FY 20			FY 21 Projected Year End		FY 20 Audited Year End		
	Budget as approved June 2020	Actual to Date	% of Budget Expended to Date	Budget as approved January 2020	Actual to Date	% of Budget Expended to Date	FY 21 Projected Year End	Projected % of Budget	FY 20 Audited Year End	Projected % of Budget	
Auxiliary											
Sales/Revenues											
Bookstore	\$ 9,242,000	\$ 5,944,257	64.32%	\$ 9,309,487	\$ 7,679,743	82.49%	\$ 7,550,000	81.69%	\$ 9,642,530	103.58%	(1)
Food Services	139,500	81,524	58.44%	219,500	183,641	83.66%	85,998	61.65%	213,226	97.14%	(2)
Total Revenues	9,381,500	6,025,781	64.23%	9,528,987	7,863,384	82.52%	7,635,998	81.39%	9,855,756	103.43%	(3)
Cost of Goods Sold											
Bookstore	7,313,040	4,949,186	67.68%	7,474,192	5,957,245	79.70%	5,900,000	80.68%	7,522,028	100.64%	(4)
Food Service	-	-	0.00%	-	-	0.00%	-	0.00%	618	0.00%	(5)
Gross Margin	2,068,460	1,076,595	52.05%	2,054,795	1,906,139	92.77%	1,735,998	83.93%	2,333,110	113.54%	(6)
Operating Expenses											
Bookstore	1,432,081	676,608	47.25%	1,374,421	767,921	55.87%	1,303,743	91.04%	1,281,685	93.25%	(7)
Food Services	84,455	44,551	52.75%	92,823	44,926	48.40%	79,954	94.67%	81,314	87.60%	(8)
Auxiliary Administration	295,708	132,789	44.91%	333,671	129,944	38.94%	261,699	88.50%	221,564	66.40%	(9)
Total Expenses	1,812,244	853,947	47.12%	1,800,915	942,791	52.35%	1,645,396	90.79%	1,584,563	87.99%	(10)
Auxiliary Net Operating Income/(Loss)	256,216	222,648	86.90%	253,880	963,348	379.45%	90,602	35.36%	748,547	294.84%	(11)
Net Income/(Loss)											
Bookstore	496,879	318,464	64.09%	460,874	954,577	207.12%	346,257	69.69%	838,817	182.01%	(12)
Food Services	55,045	36,973	67.17%	126,677	138,715	109.50%	6,044	10.98%	131,294	103.64%	(13)
Auxiliary Administration	(295,708)	(132,789)	44.91%	(333,671)	(129,944)	38.94%	(261,699)	88.50%	(221,564)	66.40%	(14)
Net Auxiliary Income/(Loss)	256,216	222,648	86.90%	253,880	963,348	379.45%	90,602	35.36%	748,547	294.84%	(15)
Reserve Expenditures											
Non-operating Revenues/Expenditures	(50,000)	-		(50,000)	(12,744)		(50,000)		(12,744)		(16)
College Credit Plus	-	-		-	-		-		-		(17)
College Strategic Priorities	-	-		-	-		-		-		(18)
Food Services/Renovations	-	-		-	-		-		-		(19)
Transfer for Debt Service	(331,301)	(193,259)		(323,015)	(188,425)		(331,301)		(323,015)		(20)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	

**COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JANUARY 31, 2021**

EXHIBIT E

	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	
Beginning Cash	\$ 11,048,997	31,677,991	6,783,834	7,218,362	11,030,763	4,850,664	(1)
Cash Receipts	22,426,312	8,838,709	10,038,773	11,965,081	9,489,774	22,023,827	(2)
Cash Disbursements	(13,370,628)	(14,428,855)	(14,471,449)	(12,948,807)	(15,888,715)	(14,475,195)	(3)
Financial Aid	11,573,310	2,695,989	(132,796)	(203,873)	218,842	12,882,860	(4)
Outflow for investments	-	(22,000,000)	-	-	-	(19,000,000)	(5)
Inflow from investments	-	-	5,000,000	5,000,000	-	-	(6)
Ending Cash	<u>\$ 31,677,991</u>	<u>6,783,834</u>	<u>7,218,362</u>	<u>11,030,763</u>	<u>4,850,664</u>	<u>6,282,156</u>	(7)

	Forecasted February 2021	Forecasted March 2021	Forecasted April 2021	Forecasted May 2021	Forecasted June 2021	Forecasted July 2021	
Beginning Cash	\$ 6,282,156	5,377,156	5,957,156	5,982,156	5,876,291	5,676,291	(8)
Cash Receipts	11,035,000	9,550,000	8,520,000	14,170,000	9,100,000	8,875,000	(9)
Cash Disbursements	(15,000,000)	(14,500,000)	(13,500,000)	(15,205,865)	(16,500,000)	(14,700,000)	(10)
Financial Aid	60,000	(470,000)	5,000	3,930,000	200,000	(990,000)	(11)
Outflow for investments	-	-	-	(3,000,000)	-	-	(12)
Inflow from investments	3,000,000	6,000,000	5,000,000	-	7,000,000	7,000,000	(13)
Ending Cash	<u>\$ 5,377,156</u>	<u>5,957,156</u>	<u>5,982,156</u>	<u>5,876,291</u>	<u>5,676,291</u>	<u>5,861,291</u>	(14)

**COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2021**

EXHIBIT F

Cash at Beginning of Period		\$ <u>18,000</u>	(1)
<u>Receipts:</u>			
Deposit from General Fund	2,000	2,000	(2)
<u>Disbursements:</u>			
Oberer's Flowers	1,227		(3)
Donation	60		
		1,287	(4)
		\$ <u>18,713</u>	(5)
[A]	[B]	<u>[C]</u>	

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 JANUARY 31, 2021
With Comparative Figures at January 31, 2020**

<u>Assets</u>	<u>January 31, 2021</u>	<u>January 31, 2020</u>	
Cash	\$ 2,907,224	\$ 4,906,063	(1)
Investments at market value (see note)	15,901,283	11,149,095	(2)
Pledges Receivable - Mitchell Hall	2,460,252	2,308,526	(3)
Pledges Receivable - Other	6,128,745	4,514,823	(4)
Accounts Receivable	-	-	(5)
Other Assets	377,123	377,123	(6)
Total Assets	<u>\$ 27,774,627</u>	<u>\$ 23,255,630</u>	(7)
<u>Liabilities</u>			
Due to general fund	\$ 320,750	\$ 2,500	(8)
Pledge Payable	-	-	(9)
Trade Payables	-	470,818	(10)
Total Liabilities	<u>320,750</u>	<u>473,318</u>	(11)
<u>Fund balance</u>			
Permanently Restricted	5,068,578	4,846,092	(12)
Temporarily Restricted	18,019,124	13,946,406	(13)
Unrestricted			
Allocated	150,272	150,272	(14)
Unallocated	<u>4,215,903</u>	<u>3,839,542</u>	(15)
Total fund balance	<u>27,453,877</u>	<u>22,782,312</u>	(16)
Total Liabilities and fund balance	<u>\$ 27,774,627</u>	<u>\$ 23,255,630</u>	(17)
	[A]	[B]	

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 & Equivalents	\$ 658,553	658,576	4.14%
Equities	5,500,160	7,248,798	45.59%
Fixed Income	5,574,276	5,586,904	35.13%
Mutual Funds	<u>2,318,814</u>	<u>2,407,005</u>	15.14%
Total Investments	<u>\$ 14,051,803</u>	<u>\$ 15,901,283</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2021
With Comparative Figures at January 31, 2020**

	January 31, 2021					January 31, 2020	
	Unrestricted		Temporarily	Permanently	Total All	Total All	
	Allocated	Unallocated	Restricted	Restricted	Funds	Funds	
Revenue							
Contributions							
Scholarships and Programs	\$ -	\$ 91,870	\$ 168,834	\$ 149,742	\$ 410,446	\$ 733,643	(1)
Taste the Future	-	95,860	-	-	95,860	177,624	(2)
Contributions for Columbus State	-	-	4,094,968	-	4,094,968	1,380,225	(3)
Mitchell Hall	-	-	1,404,618	-	1,404,618	158,118	(4)
Creative Campus	-	-	40,000	-	40,000	-	(5)
Administration Fee Income	-	-	-	-	-	-	(6)
Rental Income	-	-	-	-	-	-	(7)
Interest Income	-	12,578	756	-	13,334	1,231	(8)
Investment Income							
Realized	-	271,217	559,948	-	831,165	463,259	(9)
Unrealized	-	157,980	310,595	-	468,575	349,209	(10)
Investment income-subtotal	-	429,197	870,543	-	1,299,740	812,468	(11)
Total revenues	-	629,505	6,579,719	149,742	7,358,966	3,263,309	(12)
Expenditures							
Scholarships and Programs	-	-	324,313	-	324,313	418,239	(12)
Contributions to Columbus State	-	-	644,137	-	644,137	378,180	(13)
Corporate Gift	-	-	2,280,070	-	2,280,070	500,000	(14)
Creative Campus	-	-	-	-	-	49,461	(15)
Mitchell Hall	-	-	-	-	-	-	(16)
Administrative Fee Expense	-	-	-	-	-	-	(17)
Management and general	-	230,095	1,750	-	231,845	246,190	(18)
Total expenditures	-	230,095	3,250,270	-	3,480,365	1,592,070	(20)
Excess (deficit) of revenues over expenditures	-	399,410	3,329,449	149,742	3,878,601	1,671,239	(21)
Transfers	-	-	-	-	-	-	(22)
Other Board Distributions	-	-	-	-	-	-	(23)
Fund balance at beginning of period	150,272	3,816,493	14,689,675	4,918,836	23,575,276	21,111,073	(24)
Fund balance at end of period	\$ 150,272	\$ 4,215,903	\$ 18,019,124	\$ 5,068,578	\$ 27,453,877	\$ 22,782,312	(25)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF JANUARY 31, 2021**

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	\$ 42,087,565	\$ 42,087,565	0.09%	1
STAR Ohio/Plant	1,541,075	1,541,075	0.09%	1
STAR Ohio/Auxiliary	5,726,819	5,726,819	0.09%	1
STAR Plus	2,621,468	2,621,468	0.10%	1
STAR 2020A Bonds	30,011,238	30,011,238	0.09%	1
STAR 2020B Bonds	120,044,952	120,044,952	0.09%	1
CSCC Operating Fund	83,565,149	84,790,422	1.25%	953
Auxiliary Services	5,362,875	5,468,193	1.46%	903
Plant Fund	9,704,891	9,828,381	1.00%	740
	<u>\$ 300,666,030</u>	<u>\$ 302,120,112</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	66.87%
	Agencies	12.31% *
	Municipal Bonds	8.17%
	Corporate Issues	9.43%
	Treasury Notes	0.97%
	Stocks	0.00%
	Cash & Equivalents	2.25%
		<u>100.00%</u>

* This includes discount notes, callable, non-callable, securitized, and step-up agency investments.

2) **Inventories**

Bookstore inventories at year-end are stated at actual cost. A complete physical inventory is taken annually and adjustments, if any, are recorded.

A weighted average cost is used for inventory for the Retail Operations in Mitchell Hall. Inventory is taken monthly 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 \$1,285,000 with interest rates of 1.65% to 5%, the final installment being due in 2038, 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>
Stephanie Kelley	Specialist	Telephone Information Center	11/16/2020	\$36,442

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/voluntary cash separation incentives/reductions in force/terminations/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Mark Boll	Material Handler II	Mail Ship/Receiving Warehouse	12/31/2020
Turea Calloway	Administrative Assistant	Business, Engineering & Tech	12/31/2020
Treschelle Costa	Coordinator	Benefits	12/31/2020
Mark French	Director II	Facilities Management	11/30/2020
Mark Reed	Assistant Professor	Engineering & Transportation Tech	12/31/2020
Gregory Thomas	Police Officer	Patrol	12/31/2020



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE _____

SUBJECT:

Revised Fiscal Year 2021 Operating Budget.

BACKGROUND INFORMATION:

In June 2020, the Board of Trustees approved the FY 2021 Operating Budget. Policy 9-01 calls for the Board of Trustees to review the operating budget at least once each fiscal year by January 31st to consider its amendment, and at other times during the fiscal year as necessary. This review was conducted at the January Committee of the Whole, which informed the detailed amendments proposed in the context of enrollment, final State Share of Instruction (SSI) subsidy allocations from the Ohio Department of Higher Education, and other activities that may impact the budget. Revised FY 2021 operating budgets for the College's General Fund and Auxiliary Fund are attached.

General Fund (Exhibit A)

Revenues. The College's FY 2021 SSI subsidy calculation from the Ohio Department of Higher Education (ODHE) is now final and is \$13.8 million (or 23.3%) higher than originally budgeted. SSI was originally budgeted 19% down from what ODHE projected the College to receive for FY 2021, which was based on advice received from the State at that time. In July of 2020, the State announced a 4.38% reduction but warned that additional reductions could be forthcoming. Rather than additional reductions, however, the prior FY 2021 reductions were almost entirely restored through an Executive Order issued by the Governor on January 22, 2021.

The original budget included a 3.2% tuition rate increase effective Autumn 2020 as permitted by the State's FY 2020-FY 2021 biennial operating budget (HB 166) and approved by the Board at its May 2019 Board meeting. Overall enrollment was assumed at 0.2% down from prior year estimated credits. So far, Autumn enrollment is estimated to be flat to the prior Autumn semester while Spring 2021 is estimated to be about 6.0% lower than Spring 2020, with new-student enrollment falling most precipitously. The College's Summer 2021 enrollment, part of which is accounted for in this fiscal year, is projected based on Summer 2019 enrollment; this is because Summer 2020 enrollment results, an 11% increase, are believed to be an anomaly based on students' reactions to early stages of the pandemic.

Based on these updated enrollment assumptions, the revised budget assumes overall enrollment will be about 2.5% down to prior year, which necessitates a \$2.6 million reduction to tuition revenue from the operating budget approved in June. The most recent National Clearinghouse data reveal similar (if more dramatic) declines for the two-year sector as a whole, with overall enrollment trailing the previous year by 10% and first-time enrollment falling 21%.

Other operating revenue streams are expected to land about 48.0% below the original budget due mostly to the overall planning assumption that College operations would phase back to in-person over the year. Operations, however, remained primarily virtual throughout the year, which caused the following revenue sources to either not be collected or drastically reduced: parking, lab fees, Mitchell Hall retail operations, the Conference and Events Center, the Testing Center, the Print Shop and the Language Institute. Also, a transfer-in from reserves for Mitchell Hall start-up operations was assumed in the original budget but was removed and remains in reserves so that these funds are available when these retail operations actually start up again.

These revenue and transfer-in adjustments result in total estimated revenues to be almost \$7.5M (or 5.1%) above the original budget approved by the Board.

Expenses. Overall FY 2021 budgeted operational expenses (row w) have been increased by almost \$794K from the original budget approved by the Board. The largest increase across all financial categories is a 2% compensation adjustment for full and part time employees effective in January. The *General* financial category (row q) also includes increases for employee performance bonuses and tuition reimbursements that were suspended in June due to revenue uncertainty at that time. This category also includes an increase for advertising, which maintains a similar level of spending over the past few years. These increases are significantly offset by one-time savings for budgeted positions that were either not filled or vacated for some portion of the fiscal year.

The largest reduction from the original budget is in *Educational & General* category (row o), which is reduced by almost \$2.5M. Most of this reduction is a result of removing lab expense budgets due to student lab fees being waived for FY 2021 as a result of the pandemic. The expenses being incurred for the few in-person labs still being held will be paid through a Title III grant awarded through the CARES Act.

The CARES Act Offset in the original budget totaling \$5.58M (column 4, row v) represented the balance of the institutional portion of the Higher Education Emergency Relief Fund (HEERF I) not used in FY 2020. When this award was received in June of 2020 the intention was to use it to offset operational expenditures. After guidance and FAQs from the federal government were reviewed, however, it was learned that these federal funds could not be used for existing personnel salaries, which drastically limited the College's ability to use it for offsetting operational costs. This grant award has instead mostly been used for needs not identified in the operational budget. No other COVID19 grants were known at that time.

The CARES Act Offset for the revised budget totaling almost \$3.1M (column 5, row v) represents mostly compensation paid from July 1 through December 30, 2020 allowable under two rounds of federal Coronavirus Relief Fund (CRF) grants awarded from the State. The College is currently reviewing the balances of all remaining federal awards received as a result of the COVID19 pandemic and determining how they can best be used to meet the needs of the College by advancing student success while keeping students and College employees safe and healthy. A better understanding of their use will be possible once guidance is received about the latest federal relief package, the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, which was approved by Congress in late December.

Net Income – Operating. Final audited numbers determined that FY 2020 net operational income plus interest was \$2.7M. FY 2021 operational net income is currently projected at

almost \$6.7 million due mostly to SSI being significantly higher than what was originally assumed. The above net income as well as reallocations within existing operational reserves is proposed to cover the following:

- \$4,130,000 from FY 2021 projected net income for one-time compensation for full-time and part-time employees, which includes a one-time payment that was in lieu of any retroactive pay from July 1, 2020 to December 31, 2020 related to the 2% raise;
- Up to \$300,000 from FY 2021 projected net income to SSIF for outreach and support to Central Ohio high school students who have disengaged from their educational pursuits because of the pandemic. It is anticipated that this effort could cost \$1M or more and that most costs will be eligible to be paid from COVID19 grant awards. The \$300,000 is to cover costs that may not be eligible from these federal awards;
- \$4,854,454 to address the balance needed to cover estimated ERP implementation costs totaling \$21.3M. Past and projected savings had already been identified totaling \$16.5M. The \$4.85M balance is proposed to be covered by \$2,724,928 from remaining FY 2020 net income, \$1,820,000 from FY 2021 projected net income, and the remainder from reallocating unobligated or leftover funds from completed projects within the Technology Initiatives allocation;
- \$120K from FY 2021 projected net income to Capital Improvements to match the City of Columbus' support of Creative Campus, a collaborative of neighborhood organizations led by Columbus State focused on shared priorities like parking and streetscape improvements. The match totals \$40K per year over three years; and
- \$300K from FY 2021 projected net income to SSIF for advancing employer partnerships through the Office of Talent Strategy.

It is also requested that authority be given to the President to unobligate and/or reallocate reserve allocations for projects that have been completed.

Auxiliary Fund (Exhibit B)

Total net revenues for auxiliary enterprises are projected to be \$907K (or 43.8%) lower than originally budgeted. This is the result of significantly lower sales in most all categories since the Bookstore has been closed to in-store activity and most food service operations suspended since last March 2020, lower enrollment for the Spring 2021 semester, higher cost of sales in several Bookstore revenue categories, and offering free shipping of textbooks and supplies. Expenses (including Total Miscellaneous in rows j and k) are projected to decrease by \$176 K, or 10.3%, compared to the original budget. The CARES Act Offset included in the revised budget represents actual and projected expenses that are reimbursable from the Higher Education Emergency Relief Fund (HEERF), primarily the cost of shipping orders. CARES Act and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) funding may also apply for other support of the auxiliary operations as further guidance becomes available. The auxiliary fund is expected to balance within the revenues the enterprises are projected to generate. Due to the ongoing impact of the pandemic on auxiliary operations, approximately \$134K of FY 2020 Net Income is included as a Transfer-In on the revised budget for budget stabilization.

FY 2020 Net Income - Auxiliary. Final audited numbers resulted in almost \$810K net income for FY 2020. As discussed above, approximately \$134K of this amount is proposed as budget stabilization for FY 2021 operations in this revised budget.

Please note that no changes are recommended to the Plant Fund.

RECOMMENDATION:

That the Board of Trustees approves the revised FY 2021 budget and proposed FY 2020 and FY 2021 projected net income allocations (Exhibit A) and the revised FY 2021 Auxiliary Fund budget and FY 2020 net income allocations (Exhibit B), and authorizes the following:

- The President to allocate additional general and/or auxiliary fund operating and instructional expenses commensurate with enrollments and related revenues in excess of amounts included in the revised FY 2021 budget provided the budgets remain balanced and to maximize the use of federal funds awarded to the College for allowable purposes.
- The President to unobligate and/or reallocate between existing reserve allocations to clean up and close old projects.

**Columbus State Community College
District Operational Budget Comparison
Proposed FY21 Revised Budget Compared to FY21 Original Budget, FY18, FY19 and FY20 Audited**

	(1) FY18 Audited	(2) FY19 Audited	(3) FY20 Audited	(4) FY21 Original	(5) FY21 Revised	(6) Difference FY20 Rev/Orig	(7) Percent Inc./Dec.
Revenues							
Appropriations							
(a) Subsidy	\$67,363,495	\$67,507,998	\$67,136,142	\$59,434,068	\$73,264,542	\$ 13,830,474	23.3%
(b) Student Support Services	69,889	66,587	-	-	-	-	0.0%
(c)	67,433,384	67,574,585	67,136,142	59,434,068	73,264,542	13,830,474	23.3%
Student							
(d) Tuition	69,982,534	73,868,656	76,773,210	78,191,489	75,547,268	\$ (2,644,221)	-3.4%
(e) Fees	3,731,366	3,681,913	3,125,549	3,580,951	1,337,908	\$ (2,243,043)	-62.6%
(f) Special Courses	1,644,073	1,844,365	1,777,489	1,242,720	890,013	(352,707)	-28.4%
(g)	75,357,973	79,394,934	81,676,248	83,015,160	77,775,189	(5,239,971)	-6.3%
Other							
(h) Partnership Revenue	19,442	6,228	42,505	29,811	29,811	\$ -	0.0%
(i) Contract Services	793,974	598,781	878,673	640,023	640,023	\$ -	0.0%
(j) Miscellaneous	550,981	610,923	606,098	976,377	469,166	\$ (507,211)	-51.9%
(k) Mitchell Hall Transfer-In	-	-	869,394	619,394	-	\$ (619,394)	-100.0%
(l) Transfer-in for Debt Service	-	-	-	1,228,463	1,228,463	-	0.0%
(m)	1,364,397	1,215,932	2,396,670	3,494,068	2,367,463	(1,126,605)	-32.2%
(n) Total Revenues	144,155,754	148,185,451	151,209,060	145,943,296	153,407,194	7,463,898	5.1%
Expenditures							
(o) Educational & General (Instructional)	75,606,567	79,235,986	80,458,779	82,447,318	79,956,976	(2,490,342)	-3.0%
(p) Library	1,950,305	1,958,067	1,910,486	1,781,824	1,837,590	55,766	3.1%
(q) General	10,889,411	11,596,412	10,190,479	10,508,248	11,409,678	901,430	8.6%
(r) Information Technology	12,728,786	12,861,534	13,171,649	13,061,642	13,182,337	120,695	0.9%
(s) Student Services	14,059,843	14,819,312	14,046,193	14,667,916	14,348,710	(319,206)	-2.2%
(t) Operation & Maint, of Plant	14,573,196	15,788,471	15,645,921	16,082,637	15,731,481	(351,156)	-2.2%
(u) Administration	8,879,241	8,972,041	8,664,014	9,372,162	9,747,333	375,171	4.0%
(v) CARES Act Offset	-	-	-	(5,581,400)	(3,079,860)	2,501,540	-44.8%
(w) Operational Expenditures	138,687,349	145,231,823	144,087,521	142,340,347	143,134,245	793,898	0.6%
Transfer for:							
(x) Capital Equipment	550,000	750,000	500,000	500,000	500,000	-	0.0%
(y) Debt Service	636,994	1,437,967	2,669,662	2,602,949	2,602,949	-	0.0%
(z) Capital Improvements	-	-	-	500,000	620,000	120,000	19.4%
(aa) One-Time Compensation	-	-	1,500,000	-	4,130,000	4,130,000	100.0%
(ab) Scholarships	-	1,000,000	350,000	-	-	-	0.0%
(ac) Student Success & Innovation	361,834	-	1,200,000	-	600,000	600,000	100.0%
(ad) Technology Initiatives	400,000	818,850	820,000	-	1,820,000	1,820,000	100.0%
(ae) Budget Stabilization	-	-	-	-	-	-	0.0%
(af) Workforce Development	400,000	-	-	-	-	-	0.0%
(ag) Advancement	780,604	-	400,000	-	-	-	0.0%
(ah) Mitchell Hall	800,000	-	600,000	-	-	-	0.0%
(ai) Total Expenditures & Transfers	142,616,781	149,238,640	152,127,183	145,943,296	153,407,194	7,463,898	5.1%
(aj) Net Operational Revenues	1,538,973	(1,053,189)	(918,123)	-	-		
(ak) Interest Income	766,809	3,562,931	3,643,051	-	-		
(al) Net Revenues	\$ 2,305,782	\$ 2,509,742	\$ 2,724,928	\$ -	\$ -		

Notes

- (a,5) *Subsidy* as reported by the Ohio Department of Higher Education after January 22, 2021 Executive Order restoring most of FY21 reductions.
- (d,5) *Tuition* revenue includes actual revenue estimates for SU19 and AU19, and SP20 and SU20 are based on projected enrollment.
- (f,5) *Special Courses* for the Revised Budget mostly includes workforce revenue expected to be generated through employer partnerships.
- (j,5) *Miscellaneous* includes revenue from various sources like recycling, selling items like furniture and equipment on GovDeals, and Print Shop.
- (k,5) *Mitchell Hall Transfer-In* revenue is removed until it is needed for the start-up again of Mitchell Hall retail operations.
- (l,5) *Transfer-In for Debt Service* reflects fundraising by the Foundation for Mitchell Hall, which is also reflected in Debt Service expenditures (y,5).
- (o) *Education and General (Instructional)* includes the Schools of Arts & Sciences, Health & Human Services, and Business, Engineering & Technologies; Workforce Innovation; Digital Education; College Credit Plus Curriculum Office; Curriculum Management; Academic Affairs VP Office; and the Delaware Campus and Regional Learning Centers.
- (q) *General* includes VP Administration, Facilities Design & Construction, Human Resources, Procurement & College Services, Marketing & Communication, Grants Office, Diversity & Inclusion and the Foundation Office.
- (s) *Student Services* includes Disability Services, Admissions, Student Conduct, Career Services, Testing Center, Telephone Information, Registrar, Financial Aid, Counseling, Advising, Athletics, Student Advocacy, Student Central, Student Engagement, Veterans Office, College Credit Plus Services, Orientation, TRIO/Special Projects and Dean/VP Offices.
- (u) *Administration* includes VP Business Services, Resource Planning, President's Office, Delaware Campus Admin, Accounting Services, Institutional Effectiveness, General Counsel and an allocation for bad debt.

**Columbus State Community College
Auxiliary Services Budget Comparison
Proposed FY21 Revised Budget Compared to FY21 Budget, FY18, FY19 and FY20 Audited**

	(1) FY18 Audited	(2) FY19 Audited	(3) FY20 Audited	(4) FY21 Original	(5) FY21 Revised	(6) Difference FY21 Rev/Orig	(7) Percent Inc/(Dec)
Revenues							
(a) Bookstore	\$2,587,387	\$2,539,321	\$2,120,502	\$1,928,960	\$1,079,269	(\$849,691)	-44.0%
(b) Food Services	257,148	233,504	212,608	139,500	82,500	(\$57,000)	-40.9%
(c) Total Revenues	2,844,535	2,772,825	2,333,110	2,068,460	1,161,769	(906,691)	-43.8%
Expenses							
(d) Bookstore	1,771,231	1,723,829	1,281,685	1,432,081	1,296,657	(\$135,424)	-9.5%
(e) Food Services	88,085	82,087	81,314	84,455	77,502	(\$6,953)	-8.2%
(f) Total Expenses	1,859,316	1,805,916	1,362,999	1,516,536	1,374,159	(142,377)	-9.4%
Net Income/(Loss)							
(g) Bookstore	816,156	815,492	838,817	496,879	(217,388)	(\$714,267)	-143.8%
(h) Food Services	169,063	151,417	131,294	55,045	4,998	(\$50,047)	-90.9%
(i) Total Net Income/(Loss)	985,219	966,909	970,111	551,924	(212,390)	(764,314)	-138.5%
Miscellaneous							
(j) Administrative Office	232,928	157,603	139,760	170,708	146,562	(\$24,146)	-14.1%
(k) Marketing	36,000	25,317	20,804	25,000	15,000	(\$10,000)	-40.0%
(l) CARES Offset/ Transfer-In	-	-	-	-	(373,952)	(373,952)	n/a
(m) Total Miscellaneous	268,928	182,920	160,564	195,708	(212,390)	(408,098)	-208.5%
(n) Total Auxiliary Net Income	\$716,291	\$783,989	\$809,547	\$356,216	\$0	(356,216)	-100.0%
(o) Capital Equipment & Improvement, One-Time Comp, College Credit Plus textbooks, Food Services/Renovations	\$ 889,176	\$ 1,209,702	\$ 12,744	\$ 50,000	\$ 30,000	(\$20,000)	-40.0%
(p) College Strategic Priorities	64,000	61,000	61,000	100,000	101,000	\$1,000	1.0%
(q) Debt Service	-	-	323,015	331,301	331,301	\$0	0.0%

Notes

- (a) Bookstore sales are budgeted at \$7,161,013.
(j) Administrative Office includes expenses related to administrative expenses common to both enterprises.
(l) CARES Offset represents reimbursement of costs for shipping textbooks and allowable revenue losses. Transfer-In of FY20 net income for budget stabilization.
(o) Capital Equipment & Improvement, One-Time Comp, and College Credit Plus textbooks to be funded from Auxiliary's reserves.
(q) Debt Service was allocated from FY19 net income as part of FY19 Revised Budget