

COLUMBUS STATE

COMMUNITY COLLEGE

COLUMBUS STATE COMMUNITY COLLEGE

Board of Trustees Committee of the Whole

Virtual Meeting hosted on Zoom

January 22, 2021

MINUTES

Present:

R. Anthony Joseph, Chair	Dr. Jennifer Anderson, Associate Vice President
Corrine M. Burger, Vice-Chair	Dr. Michael Babb, Vice President
Robert P. Restrepo, Immediate-Past Chair	Dr. Rebecca Butler, Executive Vice President
James R. Fowler, Trustee	Richard Hatcher, Vice President
Stephanie Green, Trustee	Allen Kraus, Vice President
Terri Meldrum, Trustee	Dr. Martin Maliwesky, Vice President
Jerome Revish, Trustee	Dr. Desiree Polk-Bland, Vice President
Rick Ritzler, Trustee	Kelly Weir, Associate Vice President
Dr. Richard Rosen, Trustee	Vena Hill, Ex-Officio, Staff
Dr. David T. Harrison, President	Tenisha McKay, Ex-Officio, Student
	Thomas Shanahan, Ex-Officio, Faculty
	Jackie DeGonova, Deputy General Counsel

Guest: Jan Ellis, Director II, Office of the Controller; Ann Helfrich, Supervisor, Financial Accounting Services and Reporting; David Minich, CPA, Plattenburg & Associates

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees, Committee of the Whole, was held on Friday, January 22, 2021, virtually on Zoom. The meeting was called to order by Chair R. Anthony Joseph at 8:01 a.m.

ROLL CALL:

Present: R. Anthony Joseph
Corrine M. Burger
Robert P. Restrepo
James R. Fowler

[continued]

DAVID T. HARRISON Ph.D. PRESIDENT

Stephanie Green
Terri Meldrum
Jerome Revish
Rick Ritzler
Dr. Richard Rosen

CERTIFICATION OF COMPLIANCE:

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

OATH OF OFFICE FOR TRUSTEE TERRI MELDRUM

Ms. Jackie DeGenova, Deputy General Counsel, administered the Oath of Office to Terri Meldrum, OhioHealth.

SWEARING-IN OF OFFICERS

Ms. Jackie DeGenova, Deputy General Counsel, administered the Oath of Office to the newly-elected Officers, effective January 2, 2021.

OPENING REMARKS FROM PRESIDENT HARRISON:

President Harrison welcomed newly-appointed Trustee Terri Meldum, Esq. to the Columbus State Board of Trustees. Trustee Meldum is Senior Vice President and General Counsel at OhioHealth. He also welcomed newly-appointed Student Ex-Officio, Ms. Tenisha McKay. Ms. McKay (Associate of Science) is currently the Chief of Staff to Columbus State's Black Student Union (Student Organization), and Vice President of Communications to Phi Theta Kappa.

President Harrison shared that Columbus State Associate Professor, Catherine Ritterbusch, J.D, was featured on Columbus, Ohio's NBC 4 channel where she spoke about her reflections on the new First Lady of the United States, Dr. Jill Biden being a Community College Faculty member. He congratulated Ms. Ritterbusch on representing the College and being featured.

APPROVAL OF MINUTES:

Member Burger moved. Member Green seconded, that the minutes of the regular meeting of the Board of Trustees, held on Friday, December 11, 2020, be approved as presented.

A vote was taken which resulted in:

AYES: Members Joseph, Burger, Restrepo, Fowler, Green, Revish, Ritzler, Rosen

NAYS: None

ABSTAIN: Member Meldrum

**REPORT OF THE INDEPENDENT AUDITORS ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020:**

Chair Joseph introduced Ms. Aletha Shipley, Senior Vice President and Chief Financial Officer, who leads the audit process.

Mr. David Minich, CPA, Plattenburg and Associates provided an overview of the audit results. He stated that the College received an unmodified opinion which is the best rating an institution can receive. He shared that the College has a fantastic Finance Department and it continues to be a pleasure to work with the College.

Ms. Jan Ellis, Director II, Office of the Controller, presented on the College's Fiscal Year 2020 Audit results. Highlights from her remarks included:

- FY21 Comparison to FY19 with GASB 68 and 75
- FY21 Highlights
- Reserve Spending Analysis

In closing Ms. Ellis, thanked her team, the Board of Trustees and Plattenburg and Associates.

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

FRANKLIN COUNTY AUDITOR'S ALTERNATIVE TAX BUDGET CERTIFICATION:

Ms. Shipley explained that a county budget commission may waive the requirement that a taxing authority adopt a tax budget for a political subdivision or other taxing unit, pursuant to Ohio Revised Code (ORC) Section 5705.281. The requirement for a tax budget was waived for Columbus State Community College at the meeting of the Franklin County Budget Commission at its meeting on December 14, 2020. However, the commission may require the taxing authority to provide any information needed by the commission to perform its duties, including the division of the tax rates as provided under ORC Section 5705.04. For Columbus State, the information requested relates to the Columbus State Community College, Ohio Facilities Construction and Improvement Bonds, Series 2020, including principal outstanding at the beginning of the next calendar year and the principal and interest payments due on the Series 2020 bonds during the next calendar year.

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.

The traditional deadline for submission of the tax budget has been January 20 and there is the potential for flexibility on this date depending on the needs of the Budget Commission, but in order for them to be on track with the certificate of available resources, the date may need to be very close to January 20.

Member Fowler moved. Member Restrepo seconded, that the Board of Trustees approves the Tax Budget Information for calendar year 2022.

A vote was taken which resulted in:

AYES: Members Joseph, Burger, Restrepo, Fowler, Green, Meldrum, Revish, Ritzler, Rosen

NAYS: None

REVISE CURRENT POLICY NO. 3-05, VACATION:

Mr. Richard Hatcher, Vice President, Administration, explained that the College 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. He shared 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.

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- Remove inappropriate references to bargaining unit member employees and properly refer to the respective collective bargaining agreements.

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

REVISE CURRENT POLICY NO. 3-48, PARENTAL LEAVE:

Mr. Hatcher explained the purpose of revising Policy No. 3-48 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.

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

**FINANCIAL STATEMENTS AS OF AND FOR THE SIX MONTHS ENDED
DECEMBER 31, 2020:**

The Financial Statements as of and for the Six Months Ended December 31, 2020 are presented to the Board for informational purposes only.

PERSONNEL INFORMATION ITEMS:

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

DISCUSSION OF CURRENT ISSUES:

President Harrison provided an update on the College's Diversity Equity and Inclusion work. He shared that Mr. Almar Walter (Director of Community Affairs, City of Columbus, Mayors' Office) has been hired to be Columbus State's inaugural Vice President, Chief Diversity Officer. Vice President Walter will join the College on February 16, 2021.

He thanked Dr. Desiree Polk-Bland for her excellent leadership with the Chief Diversity Officer Search Committee process.

Ms. Kelly Weir, Associate Vice President, Resource Planning and Analysis, presented on the Fiscal Year 2021 Revised Operating Budget. Highlights from her presentation included:

- Guiding principles
- Overview of College Resources
- FY21 Revised Operating Budget

- Revenue Assumptions
- Expenditure/ Transfer Assumptions

President Harrison shared that the College is looking to take action to help high school students who are struggling. The College is looking to set aside \$1M for internal infrastructure to manage a call center, case management process, optimizing needed technology, and a public campaign to reach out to high school students and their families. The aforementioned will be in partnership with the non-profit organization, I Know I Can.

Ms. Weir provided a Capital Planning Update as it relates to statuses of the work. Her update included:

- Phase 1 Projects – Consultant Selection
 - Eight projects in process
 - Over 140 submittals received
- Spring Street property purchase
- Sector Strategy – Vision and Strategy Sessions
 - Engineering, Skilled Trade, Automotive
 - Student Support Services
 - Childcare, Early Childhood Education
 - Information Technology
 - Healthcare
 - Public Safety
 - Bio-Sciences
- Request for Qualifications (RFQ)
- Responses from Consultants
- Scoring, Short-listing and Interviews

Additionally, Ms. Weir shared that the College currently has eight projects that are actively receiving consultant contract submittals on.

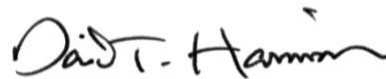
Project	Total Budget	Consultant Contract	Target BoT
Planning Consultant	\$1M	\$800k(+/-)	March 2021
Courtyard & Campus Improvement	\$3.5M	\$350k(+/-)	March 2021
Nestor Hall Auditorium	\$5.1M	\$400k(+/-)	February 2021
Electrical Switchgear Replacements	\$1.7M	\$200k(+/-)	Feb./Mar. 2021
Roof Replacements	\$3.0M	\$300k(+/-)	Feb./Mar. 2021
Elevator Upgrades	\$1.6M	\$200k(+/-)	Feb./Mar. 2021
Parking Garage Upgrades	\$4M	\$400k(+/-)	Feb./Mar. 2021
Water Metering Improvements	\$800k	\$100k(+/-)	Feb./Mar. 2021

Dr. Michael Babb, Vice President, Information Technology, provided an update on the Enterprise Resource Planning (ERP) and Student Information System (SIS) search and selection process, funding and implementation planning timeline. Highlights from his update included:

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- Completed many rounds of meetings for functional and technical teams to have in-depth exposure to Workday
 - Cabinet and the ERP core team unanimously supported moving forward with Workday
 - Workday and implementation partner (Avaap) pricing and contact terms negotiations in-progress
 - Ms. Kelly Weir developed a cost/funding framework
 - Working with Avaap and Workday to develop an implementation timeline that clearly provides scope, roles, responsibilities, governance, timeline and more.

ADJOURNMENT:

There being no further items to come before the Committee, the meeting was adjourned at 9:28 a.m.



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