



BOARD OF TRUSTEES  
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**A G E N D A**  
**BOARD OF TRUSTEES MEETING**  
Thursday, September 23, 2004  
Board Room, Franklin Hall  
6:00 p.m.

- I. Call to Order
- II. Oath of Office Administered to New Board Member
- III. Roll Call
- IV. Certification of Conformity with Section 121.22 (F) of the Ohio Revised Code
- V. Approval of Minutes
- VI. Communications/Recognition
  - A. Emeritus Status for Joan W. Freeman.....1
- VII. Consent Agenda
  - A. New Policy No. 1-13 (Fiscal Oversight) .....2
  - B. New Policy No. 3-38 (Transitional Work Program).....4
  - C. Personnel Information Items.....6
- VIII. Financial Statements as of August 31, 2004.....10
- IX. President's Report
  - A. Awards
  - B. Communications
  - C. Presentations/Reports
- X. Old Business
- XI. New Business
- XII. Public Participation
- XIII. Executive Session
- XIV. Adjournment



# Columbus State Community College Board Action

Date September 23, 2004

## **SUBJECT:**

Emeritus status for Joan W. Freeman.

## **BACKGROUND INFORMATION:**

Board of Trustees Policy 3-23 enables the conferral of emeritus status upon the retirement of an employee in recognition of outstanding service to the college. Requirements for consideration of emeritus status include at least fifteen years' employment by the college and favorable recommendations by the managers through the chain of command.

Joan W. Freeman, who retired as the Administrator of Off-Campus Programs, was a valued employee of the college for 16 years. Under Joan's leadership, the college's Off-Campus Programs increased enrollments significantly at the various off-campus sites. Joan oversaw the administration of all the sites, and her ability to coordinate all the different schedules, physical facilities, individuals, and programs was outstanding. Her friendliness and grace were always evident, and she was a very effective and efficient administrator.

In addition, Joan was responsible for the programs for inmates at three correctional facilities. She was active in the provision of educational opportunities for incarcerated individuals, trying to meet their diverse needs and make opportunities available which would allow them to better their lives. She was always caring of her students and would go out of her way to help them with their educational goals.

We believe that Joan W. Freeman is deserving of emeritus status; and her Director, the Provost, and the President highly recommend her to the Board of Trustees for this honor.

## **RECOMMENDATION:**

That the Board of Trustees grant **emeritus status to Joan W. Freeman** effective October 1, 2004.



## COLUMBUS STATE COMMUNITY COLLEGE

### BOARD ACTION

Date: September 23, 2004

#### **SUBJECT:**

New Policy No. 1-13 (Fiscal Oversight).

#### **BACKGROUND INFORMATION:**

The American Competitiveness and Corporate Accountability Act of 2002, generally known as the Sarbanes-Oxley Act, was enacted in the wake of several corporate accounting scandals. The Act's major purpose is to broaden federal rules governing the oversight responsibility of publicly traded companies.

The Association of Community College Trustees ("the Association") has reviewed the Act and issued an advisory to community colleges that contains recommended policy language that will institutionalize a board's commitment to solid principles and good governance relative to the board's fiscal oversight responsibilities.

Columbus State Community College practices the elements of sound fiscal oversight outlined in the Association's advisory, including not contracting with the auditing firm conducting the college's annual audit for services outside the audit, engaging in audit responsibilities as a Committee of the Whole rather than having an audit committee, and outlining ethics standards in existing Policy No. 3-20 (Conflict of Interest/Nepotism). The proposed policy will institutionalize the college's practices.

#### **RECOMMENDATION:**

That the Board of Trustees approve new Policy No. 1-13 (Fiscal Oversight) as attached to become effective October 1, 2004.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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FISCAL OVERSIGHT  
Policy No. 1-13  
Page 1 of 1

Effective October 1, 2004

- (A) **Independent Auditing Firms.** The President shall not engage the independent audit firm in the performance of non-audit services during its tenure as the independent audit firm auditing the college's annual financial statements.
- (B) **Audit Committee.** Acting as a committee of the whole, the Board of Trustees shall perform the functions of the Audit Committee including:
- (1) The appointment, retention, and oversight of the work of any registered public accounting firm employed by the college.
  - (2) The establishment of procedures for the receipt, retention, and treatment of complaints received by the college regarding accounting, internal controls, and auditing matters.
- (C) **Certification.** The President shall certify to the Board of Trustees the following:
- (1) S/he has reviewed the annual audit report.
  - (2) Based on his/her knowledge, the annual audit report does not contain any untrue statement of material fact or omission of a material fact necessary in order to make the statement misleading.
  - (3) Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operation.
  - (4) S/he has established and maintained internal controls.
  - (5) S/he has disclosed to the auditors and to the Board of Trustees all significant deficiencies in the design or operation of internal controls that could adversely affect the college's ability to record, process, summarize, and report financial data and has identified for the auditors any material weaknesses in internal controls.
  - (6) S/he has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.
- (D) **Assessing Internal Controls.** The President shall periodically report to the Board of Trustees on an external assessment of the college's internal control structure and procedures for financial reporting.



# COLUMBUS STATE COMMUNITY COLLEGE

## BOARD ACTION

Date: September 23, 2004

### **SUBJECT:**

New Policy No. 3-38 (Transitional Work Program).

### **BACKGROUND INFORMATION:**

The college partnered with the Ohio Bureau of Worker's Compensation and received a \$50,000 grant to develop a program that would transition injured or disabled employees back to work in a structured manner that would minimize the amount of time off of work as well as shorten the recovery period. This policy relies heavily on the recommendations of the employee's physician. It is designed to proactively affect the experience rate of both the Worker's Compensation and the Disability programs.

### **RECOMMENDATION:**

That the Board of Trustees approve new Policy No. 3-38 (Transitional Work Program) as attached to become effective October 1, 2004.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Transitional Work Program  
Policy No. 3-38  
Page 1 of 1

Effective October 1, 2004

- (A) The purpose of this policy is to provide full-time employees of Columbus State Community College a quick, efficient, and safe return to work from an on-the-job injury, illness, or a temporary disability. The goal is to gradually return the employee to his/her original position with an ability to perform the essential duties of that position.
- (B) The employee must have a physician's approval to participate in this program, at which point their participation is mandatory.
- (C) The hours of work and the duties may be modified in various forms pursuant to a review and approval from the attending physician or Vocational Rehabilitation Case Manager/occupational therapist.
- (D) The employee may continue to participate in this program as long as there is progress toward rehabilitation not to exceed 90 calendar days. A 30-day extension may be approved by the Human Resources Department. If after the time period the employee cannot perform the essential duties of the position, the employee in question will be returned to whatever appropriate status they were before the Transitional Work Program (TWP). The employee will then be covered by all of the rules, policies, and procedures of that status as if they had never participated in the TWP.
- (E) Employees will maintain their regular rate of pay while participating in this program.
- (F) Employees participating in this program are not eligible to work or be offered overtime during this program period.
- (G) Absences unrelated to the injury/illness for which the employee is in the TWP program shall be handled in the same manner and by the same policy and procedure already established for that appropriate form of leave.
- (H) All TWP plans shall be in writing with appropriate signatures.
- (I) The President shall establish procedures to implement this policy.



## COLUMBUS STATE COMMUNITY COLLEGE

Date: September 23, 2004

### BOARD INFORMATION

#### 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. The attached personnel actions took place during the months of July, August, and September of 2004.

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>
Laura Baisden (Repl. M. Akheituame)	Sales Associate	Bookstore	09/01/04	\$23,819
Brenday Layman (Repl. J. Spindler)	Associate Teacher	Child Development Center	08/02/04	\$23,819
Martha Nesser (New)	Administrative Assistant	Information Technology	08/02/04	\$46,581
Martha Renda (Repl. P. Mabe)	Office Associate	Development Office	08/02/04	\$31,124
Charlotte Risby (Repl. T. Derosette)	Representative	Telephone Info. Center	07/12/04	\$30,314
Brandy Ross (Repl. O. Brigham)	Office Associate	Institutional Advancement	08/02/04	\$27,271
Julia Shew (New)	Instructor	Mathematics	09/16/04	\$37,956
Erica Swartz (New)	Instructor	Social & Behavioral Sciences	09/16/04	\$37,956
Nicholas Tice (J. Frantz)	Accountant I	Business Office	09/01/04	\$33,009
Michelle Wescott (M. Maxwell)	Coordinator	Auxiliary Services	09/01/04	\$31,533



# 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/terminations have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Macdonald Akheituame (Resignation)	Sales Associate	Bookstore	08/27/04
Jonnie Budke (Retirement)	Chairperson	Social & Behavioral Sciences	09/01/04
Tina Derosette (Resignation)	Representative	Telephone Information Center	07/30/04
Jacob Frantz (Resignation)	Accountant I	Business Office	07/27/04
Mary Lou Griffith (Grant ended)	Specialist (Grant)	Continuing Education/ Workforce Development	08/31/04
Danny Hoey (Resignation)	Advisor	K-12 Initiatives	08/31/04
Thomas Kesler (Deceased)	Associate Professor	Electronics Engineering Tech.	07/16/04
Kristin McMahon (Resignation)	Office Associate (Grant)	Child Development Center	08/13/04
Judith Pfannenstein (Grant ended)	Advisor (Grant)	Transitional Workforce	07/30/04
Zina Scott (Resignation)	Specialist	Off-Campus (Prison Programs)	07/15/04
Julie Spindler (Resignation)	Associate Teacher	Child Development Center	06/30/04

Cornelia Sproat  
(Resignation)

Web Developer (Grant)

Instructional Services

07/31/04

Michael Sweezer  
(Termination)

Technician

Comm. Tech./PC Services

08/03/04

Caryn Taylor  
(Resignation)

Specialist

Human Resources

08/03/04

Shane Vermillion  
(Resignation)

Developer

Instructional Services

09/11/04



## COLUMBUS STATE COMMUNITY COLLEGE

Date: Sept. 23, 2004

### BOARD ACTION

#### SUBJECT:

Financial Statements as of and for the two months ended August 31, 2004.

#### BACKGROUND INFORMATION:

Columbus State Community College policy requires that monthly the President provide each Board of Trustees member a copy of the college's financial statements.

#### RECOMMENDATION:

That the Financial Statements as of and for the two months ended August 31, 2004, be accepted as presented.



# MEMORANDUM

September 8, 2004

TO: Board of Trustees  
FROM: Dr. Val Moeller, President  
SUBJECT: Financial Statements as of August 31, 2004

Attached are the financial statements of Columbus State Community College, the Foundation, and the President's Discretionary Fund for the period ended August 31, 2004.

## 1. Columbus State Community College

- Enrollment:

Each quarter in FY05 was budgeted at a 1% enrollment increase. The college is finalizing its Summer Quarter numbers. Preliminary numbers indicate we are below last summer's enrollment.
- Balance Sheet (Exhibit A)

As noted last month, our financial statements reflect aspects of financial accounting that are different in the new system, causing some changes in the way accounts receivable and deferred revenue are reported. The new system books the student charges when the student registers as opposed to when the student pays. It is important to note this change as the balance sheet is comparative to the same period in the prior fiscal year (see line 9 under assets and line 6 under liabilities). This is an accounting change that has no material impact on cash flow or any other aspect of the college's financial operation.
- Revenues (Exhibit B)

Total revenues are \$14,736,284 or 13.32% of the budget. Tuition revenue is reflecting \$1.2 million or 2.39% behind the same period last year, reflecting a decline in Summer Quarter enrollment of an estimated 1,100 FTEs. As noted above, the college is finalizing its Summer Quarter enrollment numbers.
- Expenditures (Exhibit B)

Total operating expenditures are \$14,179,008 for the period, or 13.55% of the budget, and are consistent with the prior year. Administration expenses appear high but are the result of timing.
- Fund Balance (Exhibit C)

Fund balance for the period is \$44,279,470, of which 82% is currently allocated for board approved equipment, construction projects, contingency and other one time expenses.

## 2. Auxiliary Services (Exhibit D)

- Bookstore

Through August 31, 2004 the Bookstore earned \$464,547, or 4.35% of its budgeted revenues. The timing of Summer Quarter sales (more in June, less in July) resulted in lower than anticipated revenues of \$108,000. Budgeted revenues for the fiscal year are still anticipated to be realized by year end. This is the first year a full debt service payment of \$550,000 will be incurred (for bonds issued in December 2003 to pay for the retail complex).

- Child Care

Total revenues are \$64,449, or 12.91% of the budget. Expenses are \$114,134, or 16.63% of total projected expense of \$686,427. The Business Office and the Child Development Center (CDC) are currently working on a better system of tracking grant revenues on a monthly basis so that the financial statements more closely report the current financial status. A key reason the CDC falls short on its income is because it does not receive grant income for days on which children are absent.

3. Bridgeview Golf Course, Inc. (Exhibit E)

Revenues through August 31, 2004 are \$483,699 or 69.9% of total budgeted revenues. (As a reminder, Bridgeview's fiscal year is January through December.) August's weather conditions were good to fair and resulted in higher than budgeted revenues, lowering the projected negative year end position to approximately \$53,000. Weather conditions for the remainder of the season, especially September and October, will be a key determinant in Bridgeview's ability to diminish this deficit situation. Bridgeview's operating expenses are within 0.4% of budget, and it is anticipated that expenses will be in line with budget by year end.

4. President's Discretionary Fund (Exhibit G)

- The President's Discretionary Fund has a cash balance of \$17,667 at August 31 after disbursements of \$2,323. By policy, this fund receives an annual allocation of non-academic revenues and is used by the President to enhance the college's mission.

5. Foundation (Exhibits H and I)

- The Foundation has total assets of \$3,818,211, a 14.57% increase over the same date a year ago. This increase is due to an increase in donations and improved performance of investments in the market. Of its total assets, 93.83% are restricted.

**COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT AUGUST 31, 2004  
With Comparative Figures at August 31, 2003**

**EXHIBIT A**

<u>Assets</u>	<u>August 31, 2004</u>	<u>August 31, 2003</u>	(1)	<u>Liabilities and Fund Balance</u>	<u>August 31, 2004</u>	<u>August 31, 2003</u>	(1)
<b>Current Funds</b>			(2)	<b>Current Funds</b>			(2)
<b>Unrestricted</b>			(3)	<b>Unrestricted</b>			(3)
<b>Educational and general</b>			(4)	<b>Educational and general</b>			(4)
Cash	\$ 4,791,203	\$ 5,841,051	(5)	Accounts payable	\$ 6,535,851	\$ 4,756,398	(5)
Investments (including certificates of deposits and money markets) at cost (approximates market) - (note 1)	53,022,886	50,667,160	(6)	Deferred income	17,664,053	4,202,664	(6)
Accounts receivable, net of allowance for doubtful accounts	18,092,598	4,072,675	(7)	Student tuition	2,386,577	1,516,008	(7)
Accrued interest receivable	-	-	(8)	Lab fees	2,376,372	2,806,327	(8)
Prepaid expense	374,200	196,398	(9)	Due to auxiliary funds	182,240	178,539	(9)
Net Investment in Golf Course	81,135	180,147	(10)	Due to restricted funds	4,639,185	2,365,533	(10)
Due from agency funds	1,701,726	940,311	(11)	Due to plant funds	-	-	(11)
			(12)	Due to agency funds	-	-	(12)
			(13)	Fund balances (Exhibit C):			(13)
			(14)	Allocated	36,539,070	39,119,938	(14)
			(15)	Unallocated	7,740,400	6,952,335	(15)
<b>Total educational &amp; general</b>	<u>78,063,748</u>	<u>61,897,742</u>	(16)	<b>Total fund balances</b>	<u>44,279,470</u>	<u>46,072,273</u>	(16)
			(17)	<b>Total educational &amp; general</b>	<u>78,063,748</u>	<u>61,897,742</u>	(17)
<b>Auxiliary enterprise</b>			(18)	<b>Auxiliary enterprise</b>			(18)
Cash	2,625,842	2,967,462	(19)	Accounts payable	818,927	1,622,240	(19)
Accounts receivable	373,223	481,053	(20)	Due to educational & general fund	-	-	(20)
Inventories, at cost as defined (note 2)	3,045,634	2,767,553	(21)				(21)
Other Assets	21,443	-	(22)	Fund balances (Exhibit C):			(22)
Due from general fund	2,376,372	2,806,327	(23)	Allocated	1,000,000	1,000,000	(23)
			(24)	Unallocated	6,623,587	6,400,155	(24)
<b>Total auxiliary enterprise</b>	<u>8,442,514</u>	<u>9,022,395</u>	(25)	<b>Total auxiliary enterprise</b>	<u>8,442,514</u>	<u>9,022,395</u>	(25)
<b>Total unrestricted</b>	<u>86,506,262</u>	<u>70,920,137</u>		<b>Total unrestricted</b>	<u>86,506,262</u>	<u>70,920,137</u>	
			(26)				(26)
<b>Restricted</b>			(27)	<b>Restricted</b>			(27)
Cash	-	-	(28)	Due to general fund	-	-	(28)
Due from educational & general fund	182,240	178,539	(29)	Fund balances			(29)
			(30)	Unallocated	182,240	178,539	(30)
<b>Total restricted</b>	<u>182,240</u>	<u>178,539</u>	(31)	<b>Total restricted</b>	<u>182,240</u>	<u>178,539</u>	(31)
<b>Total current funds</b>	<u>\$ 86,688,502</u>	<u>\$ 71,098,676</u>		<b>Total current funds</b>	<u>\$ 86,688,502</u>	<u>\$ 71,098,676</u>	
	[A]	[B]			[C]	[D]	

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT AUGUST 31, 2004  
With Comparative Figures at August 31, 2003**

**EXHIBIT A  
(Continued)**

<u>Assets</u>	<u>August 31, 2004</u>	<u>August 31, 2003</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2004</u>	<u>August 31, 2003</u>
<b>Plant funds</b>			<b>Plant funds</b>		
Unexpended			Unexpended		
State appropriations receivable	\$ -	\$ 2,155,032	Fund balances		
Capital Improvement Fund	3,085,055	2,881,515	Restricted	\$ 3,085,055	\$ 5,036,547
Total unexpended	<u>3,085,055</u>	<u>5,036,547</u>	Total unexpended	<u>3,085,055</u>	<u>5,036,547</u>
Cash from Bond Proceeds	10,920,871	-	Investment in plant:		
Deposit with trustees	187,013	213,702	Interest payable	85,100	55,025
Due from general fund	4,639,185	2,365,533	Capital lease payable	13,126	89,658
Land	24,111,024	24,111,024	Accounts payable	80,152	77,619
Improvements other than buildings	5,741,945	5,493,927	Bonds payable	24,105,000	11,345,000
Buildings	88,906,252	87,568,182	Deferred Gift Annuity	2,513,222	2,553,923
Movable equipment, furniture and library books	30,941,841	30,304,049	Net investment in plant	99,972,145	98,091,442
Construction-in-progress	6,157,362	908,858	Total investment in plant	<u>126,768,745</u>	<u>112,212,667</u>
Other Assets	233,913	-	Total plant funds	<u>\$ 129,853,800</u>	<u>\$ 117,249,214</u>
Less: accumulated depreciation	(45,070,661)	(38,752,608)			
Total investment in plant	<u>126,768,745</u>	<u>112,212,667</u>			
Total plant funds	<u>129,853,800</u>	<u>117,249,214</u>			
<b>Agency funds</b>			<b>Agency funds</b>		
Cash	\$ -	\$ -	Deposits held in custody for others	\$ 293,087	\$ 71,471
Due from agencies	293,087	71,471	Due to educational and general fund	-	-
Due from general fund			Total agency funds	<u>\$ 293,087</u>	<u>\$ 71,471</u>
Total agency funds	<u>293,087</u>	<u>71,471</u>		<u>[C]</u>	<u>[D]</u>
	[A]	[B]			

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

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**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON  
FOR THE TWO MONTHS ENDED AUGUST 31, 2004  
With Comparative Figures at August 31, 2003**

**EXHIBIT B**

	FY 05			FY 04			FY 05 Projected Year End		
	Budget as approved May 2004	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2004	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 05 Year End	Projected % of Revised Budget	
<b>Revenues</b>									
<b>Appropriations</b>									
Subsidy	\$ 42,200,185	\$ 7,864,018	18.16%	\$ 38,700,185	\$ 6,393,368	16.52%	\$ 42,200,185	100.00%	(1)
Access Challenge	6,967,784	1,742,174	25.00%	7,275,371	1,818,842	25.00%	6,967,784	100.00%	(2)
Student Support Servies	-	101,265	-	-	-	-	101,265	-	(3)
Jobs Challenge	379,579	-	0.00%	379,579	-	0.00%	379,579	100.00%	(4)
	<u>49,547,548</u>	<u>9,507,455</u>	<u>19.19%</u>	<u>46,355,135</u>	<u>8,212,210</u>	<u>17.72%</u>	<u>49,648,813</u>	<u>100.20%</u>	(5)
<b>Student</b>									
Tuition	56,882,785	4,771,508	8.39%	53,749,409	5,792,979	10.78%	55,315,933	97.28%	(6)
Fees	2,510,837	295,629	11.77%	2,049,583	159,569	7.79%	2,605,130	103.76%	(7)
Special courses	426,112	22,969	5.39%	426,112	60,188	14.12%	411,974	96.68%	(8)
	<u>59,799,714</u>	<u>5,090,106</u>	<u>8.51%</u>	<u>56,225,104</u>	<u>6,012,738</u>	<u>10.69%</u>	<u>58,333,037</u>	<u>97.55%</u>	(9)
<b>Contracted Services</b>									
Net	223,872	4,245	1.90%	223,872	6,422	2.87%	222,589	99.43%	(10)
	<u>223,872</u>	<u>4,245</u>	<u>1.90%</u>	<u>223,872</u>	<u>6,422</u>	<u>2.87%</u>	<u>222,589</u>	<u>99.43%</u>	(11)
<b>Other</b>									
Interest	628,081	59,635	9.49%	628,081	105,123	16.74%	579,760	92.31%	(12)
Miscellaneous	407,059	74,843	18.39%	407,059	100,071	24.58%	456,304	112.10%	(13)
	<u>1,035,140</u>	<u>134,478</u>	<u>12.99%</u>	<u>1,035,140</u>	<u>205,194</u>	<u>19.82%</u>	<u>1,036,064</u>	<u>100.09%</u>	(14)
<b>Total revenues</b>	<u>110,606,274</u>	<u>14,738,284</u>	<u>13.32%</u>	<u>103,839,251</u>	<u>14,438,562</u>	<u>13.90%</u>	<u>109,240,503</u>	<u>98.77%</u>	(15)
<b>Operating Expenditures</b>									
Educational & general (Instructional)	60,739,132	7,865,754	12.95%	56,605,406	8,045,741	14.21%	60,097,261	98.94%	(16)
ERC	1,556,161	232,326	14.93%	1,461,049	221,579	15.17%	1,542,065	99.09%	(17)
General	7,022,182	1,177,503	16.77%	6,039,533	1,000,907	16.57%	7,022,182	100.00%	(18)
Information Technology	9,163,657	1,352,925	14.76%	7,916,582	1,182,701	14.94%	9,163,657	100.00%	(19)
Student Services	9,420,950	1,137,156	12.07%	8,861,878	1,134,959	12.81%	9,278,182	98.48%	(20)
Operation and maintenance of plant	9,320,967	1,188,432	12.73%	9,007,034	1,234,685	13.71%	9,219,757	98.91%	(21)
Administration	6,050,681	993,579	16.42%	5,523,042	683,303	12.37%	5,996,063	99.10%	(22)
Transfer for debt service	1,400,000	233,333	16.67%	1,400,000	233,333	16.67%	1,400,000	100.00%	(23)
<b>Total expenditures</b>	<u>104,673,730</u>	<u>14,179,008</u>	<u>13.55%</u>	<u>98,814,534</u>	<u>13,737,208</u>	<u>14.19%</u>	<u>103,718,167</u>	<u>99.09%</u>	(24)
<b>Non-operating &amp; Encumbered</b>									
Transfer for equipment and replacement	3,000,000			2,600,000			3,000,000	100.00%	(25)
Transfer for capital improvements	2,500,000	See Exhibit C		2,500,000	See Exhibit C		2,500,000	100.00%	(26)
Contingency (FY 04)	-			1,581,748	-		-	0.00%	(28)
<b>Total expenditures and transfers</b>	<u>110,173,730</u>	<u>14,179,008</u>	<u>12.87%</u>	<u>103,496,280</u>	<u>13,737,208</u>	<u>13.27%</u>	<u>109,219,167</u>	<u>99.13%</u>	(29)
<b>Operational revenues</b>	\$ <u>432,544</u>	\$ <u>557,276</u>	<u>N/A</u>	\$ <u>342,971</u>	\$ <u>699,354</u>	<u>N/A</u>	\$ <u>21,336</u>	<u>N/A</u>	(30)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	



**COLUMBUS STATE COMMUNITY COLLEGE  
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT  
UNRESTRICTED FUNDS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2004**

**EXHIBIT C**

	Balance at June 30, 2004	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at July 31, 2004	
<b>Unrestricted</b>							
<b>Allocated</b>							
Self Insurance	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	(1)
Equip and Replacement	2,250,858	-	-	-	-	2,250,858	(2)
Nuclear Medicine Equipment	12,340	-	-	-	-	12,340	(3)
Capital Improvements	3,823,436	-	-	-	-	3,823,436	(4)
Capital Improvements 2004	2,315,170	-	2,500,000	-	-	4,815,170	(5)
Capital Improvements 2003	25,075	-	-	-	-	25,075	(6)
Master Plan Update	51,664	-	-	-	-	51,664	(7)
Asbestos Abatement	67,399	-	-	-	-	67,399	(8)
Emergency Generator	85,870	-	-	-	-	85,870	(9)
Westerville Site Expansion	288,790	-	-	-	(218)	288,571	(10)
Business Plan for Second Campus	24,728	-	-	-	(4,465)	20,261	(11)
Land	6,204,680	-	-	-	-	6,204,680	(12)
Equipment FY 2005	-	-	3,000,000	-	(896,733)	2,103,267	(13)
Equipment FY 2004	744,513	-	-	-	9,789	754,282	(14)
Equipment FY 2003	308,893	-	-	-	-	308,893	(15)
Equipment FY 2002	121,750	-	-	-	(771)	120,979	(16)
Equipment for Applied Technology	42,500	-	-	-	-	42,500	(17)
Rhodes/Madison Renovation	98,535	-	-	-	-	98,535	(18)
Parking Garage	1,000,000	-	-	-	-	1,000,000	(19)
Teaching for Tomorrow Grant	9,644	-	-	-	207	9,851	(20)
Student Support Services	321,100	-	101,285	-	-	422,385	(21)
OBOR Learning Network	115,000	-	-	-	-	115,000	(22)
389 N Grant - Rad Tech	51,700	-	-	-	-	51,700	(23)
Academic Center "C"	257,458	-	-	-	-	257,458	(24)
Union Hall Science Labs	500,000	-	-	-	-	500,000	(25)
Academic Center "D"	-	-	-	-	-	-	(26)
Target 2002	361,854	-	-	-	950	362,804	(27)
384 N 6th - Vet Tech	1,271	-	-	-	-	1,271	(28)
Collective Bargaining	63,252	-	-	-	-	63,252	(29)
Facilities Plan 2002-2004	159,740	-	-	-	-	159,740	(30)
Help Desk	293	-	-	-	-	293	(31)
Renovate Aquinas 2nd Floor	411,999	-	-	-	-	411,999	(32)
Move Criminal Justice/Legal	82,920	-	-	-	-	82,920	(33)
Renovate Union Ground for IT	7,018	-	-	-	-	7,018	(34)
Renovate Union Ground for PC Supp	472,185	-	-	-	(14,264)	457,901	(35)
Union Hall Renovation	6,294,984	-	-	-	-	6,294,984	(36)
Move Modern Language	17,000	-	-	-	-	17,000	(37)
Renovate 386-370 N 6th Street	-	-	-	-	-	-	(38)
Renovate for Information Services	5,295	-	-	-	-	5,295	(39)
Move Arts and Science	1,762	-	-	-	-	1,762	(40)
Renovate Aquinas for Compass Lab	-	-	-	-	-	-	(41)
Wiring for "D" Construction	25,890	-	-	-	-	25,890	(42)
Union Hall Nursing Labs	357,996	-	-	-	(13,637)	344,359	(43)
Renovate for Disability Services	211,766	-	-	-	-	211,766	(44)
Renovate for SFMT	67,133	-	-	-	(4,671)	62,462	(45)
Mailway Improvements	18,352	-	-	-	-	18,352	(46)
Elbling Computer Room Upgrade	1,822	-	-	-	-	1,822	(47)
Dublin Site Lab	23,324	-	-	-	-	23,324	(48)
Revenue Contingency	4,000,000	-	-	-	-	4,000,000	(49)
Broadbanding	548,922	-	-	-	-	548,922	(50)
	31,861,839	-	5,601,285	-	(923,834)	38,539,070	(51)
<b>Unallocated</b>	12,776,892	(358,881)	(5,601,285)	-	923,834	7,740,400	(52)
<b>Total General Fund</b>	44,638,331	(358,881)	-	-	-	44,279,470	(53)
<b>Auxiliary</b>							
Unallocated	6,870,107	(246,520)	-	-	-	6,623,587	(54)
Allocated	1,000,000	-	-	-	-	1,000,000	(55)
Total Auxiliary	7,870,107	(246,520)	-	-	-	7,623,587	(56)
Total	\$ 52,508,438	\$ (605,381)	\$ -	\$ -	\$ -	\$ 51,903,057	(57)
	[A]	[B]	[C]	[D]	[E]	[F]	

\* This amount may increase to \$5,600,000 if the controlling board does not release Capital appropriations

16.

**COLUMBUS STATE COMMUNITY COLLEGE  
BOND FUNDED PROJECTS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2004**

EXHIBIT C-1

		Bond Proceed Allocation		Proceeds Budget		Proceeds Expended to Date		Bond Proceeds Encumbered		Available to Spend	
Refunding 1993 Bonds	\$	3,445,000	\$	3,445,000	\$	3,445,000	\$	-	\$	-	(1)
Bookstore		7,000,000		7,000,000		130,624		479,376		6,390,000	(2)
Facilities		3,400,000								-	(3)
Aquinas Hall*				1,631,673		1,009,213				-	(4)
366/370 N . Grant*				1,760,304		1,389,032				622,460	(5)
Unallocated				8,022		-				371,272	(6)
Child Development Center		3,000,000		3,000,000		-				8,022	(7)
Issuance Costs		315,000		315,000		298,450				3,000,000	(8)
Total	\$	<u>17,160,000</u>	\$	<u>17,160,000</u>	\$	<u>6,272,319</u>	\$	<u>479,376</u>	\$	<u>10,408,305</u>	(9)
		[A]		[B]		[C]		[D]		[E]	

\* These two projects are funded from both the General Fund and the Bond Proceeds.

**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY OPERATIONS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2004  
With Comparative Figures at August 31, 2003**

EXHIBIT D

	FY 05			FY 04			Projected FY 05 Year End	Projected % of Revised Budget	
	Budget as approved May 2004	Actual to Date	% of Budget Expended to Date	Revised Budget as approved 01/22/04	Actual to Date	% of Budget Expended to Date			
<b>Bookstore</b>									
Sales/Revenues	\$ 10,670,340	\$ 464,547	4.35%	\$ 9,656,154	\$ 640,655	6.63%	\$ 10,670,340	100.00%	(1)
Less Cost of Goods Sold	7,929,465	356,350	4.49%	7,365,113	474,050	6.44%	7,929,465	100.00%	(2)
Gross Margin	2,740,875	108,197	3.95%	2,291,041	166,605	7.27%	2,740,875		(3)
									(4)
Operating Expenses	2,301,461	319,250 *	13.87%	1,882,770	211,987	11.26%	2,301,461	100.00%	(5)
Net Income	439,414	(211,053)	-48.03%	408,271	(45,382)	-11.12%	439,414	100.00%	(6)

\* This includes \$976 for Depreciation Expense which is a non-cash, non-operating type expense.

	FY 05			FY 04			Projected FY 05 Year End	Projected % of Revised Budget	
	Budget as approved May 2004	Actual to Date	% of Budget Expended to Date	Revised Budget as approved 01/22/04	Actual to Date	% of Budget Expended to Date			
<b>Child Care Center</b>									
Tuition/Fees	\$ 475,811	\$ 61,449	12.91%	\$ 470,213	\$ 59,345	12.62%	\$ 475,811	100.00%	(7)
Grants & Other Income*	108,827	-	0.00%	103,725	-	-	108,827	100.00%	(8)
Support from CSCC	103,305	17,218	16.67%	103,305	17,218	16.67%	103,305	100.00%	(9)
Total Revenues	687,943	78,667	11.44%	677,243	76,563	11.31%	687,943	100.00%	(10)
									(11)
Expenses	686,427	114,134	16.63%	675,039	102,360	15.16%	686,427	100.00%	(12)
Operating Income (Loss)*	\$ 1,516	\$ (35,467)	-2339.51%	\$ 2,204	\$ (25,797)	-1170.46%	\$ 1,516	100.00%	(13)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	

\* The Business Office and the team from the Child Development Center are working on establishing a reliable means of tracking grant income on a monthly basis.

**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON FOR BRIDGEVIEW GOLF INC.  
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2004  
With Comparative Figures at August 31, 2003**

**EXHIBIT E**

	FY 04			FY 03			Projected FY 04 Year End	Projected % of Revised Budget	
	Budget as approved 01/22/04	Actual to Date	% of Budget Expended to Date	Budget as approved 01/22/03	Actual to Date	% of Budget Expended to Date			
<b>Bridgeview Golf, Inc.</b>									
Sales/Revenues	\$ 692,431	\$ 483,699	69.86%	\$ 694,124	\$ 523,084	75.36%	\$ 650,000	93.87%	(1)
Less Cost of Goods Sold	77,700	77,290	99.47%	98,070	80,845	82.44%	77,700	100.00%	(2)
Gross Margin	614,731	406,409		596,054	442,239		572,300		(3)
									(4)
Operating Expenses	616,157	429,022	69.63%	532,190	358,502	67.36%	616,157	100.00%	(5)
Operating Income (Loss)	(1,426)	(22,613)		63,864	63,737		(43,857)		(6)
									(7)
Other Income/(Expenses)*:	(10,077)	(14,962)		9,252	52,709		(10,077)		(8)
Net Income (Loss) Before Tax	\$ (11,503)	\$ (37,575)		\$ 73,116	\$ 136,446		\$ (53,934)		(9)
Mandatory site improvements		34,777			23,863				(10)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	

**Notes:**

- \* This includes \$19,682 for Depreciation Expense which is a non-cash, non-operating type expense.
- \*\* A recent ruling of a real estate tax exemption request is being appealed to The Supreme Court. In the meantime, the college is recognizing a potential estimated tax liability of approximately \$100,000 until the issue is resolved.

**COLUMBUS STATE COMMUNITY COLLEGE  
CASH FLOW FORECAST  
AS OF AUGUST 31, 2004**

**EXHIBIT F**

	Actual March 2004	Actual April 2004	Actual May 2004	Actual June 2004	Actual July 2004	Actual August 2004	
Beginning Cash	\$ 9,227,537	\$ 6,795,234	\$ 5,115,869	\$ 6,477,873	\$ 7,365,152	\$ 3,019,513	(1)
Cash Receipts	25,920,067	6,820,857	7,650,687	10,781,027	8,686,692	9,743,421	(2)
Cash Disbursements	(23,352,370)	(8,500,222)	(10,288,683)	(9,893,748)	(13,032,331)	(9,083,355)	(3)
Outflow for investments	(5,000,000)	-	-	-	-	-	(4)
Inflow from investments	-	-	4,000,000	-	-	-	(5)
Ending Cash	<u>\$ 6,795,234</u>	<u>\$ 5,115,869</u>	<u>\$ 6,477,873</u>	<u>\$ 7,365,152</u>	<u>\$ 3,019,513</u>	<u>\$ 3,679,579</u>	(6)

	Forecasted September 2004	Forecasted October 2004	Forecasted November 2004	Forecasted December 2004	Forecasted January 2005	Forecasted February 2005	
Beginning Cash	\$ 3,679,579	\$ 3,699,261	\$ 2,728,943	\$ 357,096	\$ 2,485,249	\$ 1,113,402	(7)
Cash Receipts	26,619,682	8,029,682	9,628,153	26,128,153	9,628,153	9,628,153	(8)
Cash Disbursements	(16,600,000)	(14,000,000)	(12,000,000)	(17,000,000)	(14,000,000)	(15,000,000)	(9)
Outflow for investments	(10,000,000)	-	-	(7,000,000)	-	-	(10)
Inflow from investments	-	5,000,000	-	-	3,000,000	4,000,000	(11)
Ending Cash	<u>\$ 3,699,261</u>	<u>\$ 2,728,943</u>	<u>\$ 357,096</u>	<u>\$ 2,485,249</u>	<u>\$ 1,113,402</u>	<u>\$ (258,445)</u>	(12)
	[A]	[B]	[C]	[D]	[E]	[F]	

COLUMBUS STATE COMMUNITY COLLEGE  
 PRESIDENT'S DISCRETIONARY FUND  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2004

EXHIBIT G

Cash at Beginning of Period		\$ <u>6,641</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	13,359		(5)
			(6)
			(7)
			(8)
			(9)
<u>Disbursements:</u>			(10)
			(11)
Flowers	523		(12)
Franklin Park Conservatory	300		(13)
Children's Hunger Alliance	1,500		(14)
		<u>(2,323)</u>	(15)
Cash at End of Period		\$ <u>17,677</u>	
			[D]
	[A]	[B]	[C]

NOTE:

The President's Discretionary fund is a separate fund from the operating and capital funds of the college. The source of funds is from other-than-public (governmental) monies or student fees, as specified by the Board of Trustees.

The purpose of the fund is to enhance the mission of the college. Expenditures are to promote or enhance the image of the college, the college educational programs, operations, entertainment contribution, etc. and other appropriate expenditures not provided for in the college operating

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC.**  
**BALANCE SHEET AT AUGUST 31, 2004**  
**With Comparative Figures at August 31, 2003**

<u>Assets</u>	<u>August 31,</u> <u>2004</u>	<u>August 31,</u> <u>2003</u>	<u>Percent</u> <u>Change</u>	
Cash	\$ 531,562	\$ 213,644		(1)
Investments at market value (Note D)	3,285,352	3,117,968		(2)
Student Emergency Loans restricted-Net	1,297	947		(3)
Accounts Receivable-Start Smart	-	-		(4)
	-	-		(5)
	-	-		(6)
Total Assets	<u>\$ 3,818,211</u>	<u>\$ 3,332,559</u>	<u>14.57%</u>	(7)
<u>Liabilities</u>				
Due to general fund	\$ 8,034	\$ 46,835		(8)
	-	-		(9)
Total Liabilities	<u>8,034</u>	<u>46,835</u>		(10)
<u>Fund balance</u>				
Restricted	3,582,659	3,080,221		(11)
Unrestricted	<u>227,518</u>	<u>205,503</u>		(12)
	-	-		(13)
	-	-		(14)
Total fund balance	<u>3,810,177</u>	<u>3,285,724</u>		(15)
	-	-		(16)
Total Liabilities and fund balance	<u>\$ 3,818,211</u>	<u>\$ 3,332,559</u>	<u>14.57%</u>	(17)
	[A]	[B]	[C]	

**Note D: 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</u> <u>Portfolio</u>
Common and preferred stock	\$ 1,543,344	\$ 1,862,508	56.69%
Bonds due beyond one year	1,087,049	1,101,679	33.53%
Obligations due within one year	<u>315,800</u>	<u>321,164</u>	<u>9.78%</u>
Total Investments	<u>\$ 2,946,193</u>	<u>\$ 3,285,351</u>	<u>100.00%</u>

EXHIBIT I

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TWO MONTHS ENDED AUGUST 31, 2004**

Revenue	August 31, 2004			Percent Change	August 31, 2003	
	Restricted	Unrestricted	Total All Funds		Total All Funds	
Donations	\$ 53,989	\$ 61,371	\$ 115,360		\$ 48,832	(1)
Endowments	3,331	-	3,331		1,240	(2)
Gain/ (Loss) on Sale of Property	-	-	-		0	(3)
Investment Income						(4)
Realized	17,504	574	18,078		20,529	(5)
Unrealized	(90,086)	(1,189)	(91,275)	(1)	43,256	(6)
Investment income-subtotal	<u>(72,582)</u>	<u>(615)</u>	<u>(73,197)</u>		<u>63,785</u>	(7)
Total revenues	<u>(15,282)</u>	<u>60,756</u>	<u>45,494</u>	-80.04%	<u>113,857</u>	(8)
Expenditures						
Scholarships	1,704	-	1,704		2,191	(9)
Operating expenses	-	31,787	31,787		11,410	(10)
Total expenditures	<u>1,704</u>	<u>31,787</u>	<u>33,491</u>		<u>13,601</u>	(11)
Excess (deficit) of revenues over expenditures						
	(16,966)	28,969	12,003		100,256	(12)
Transfers	0	0	-		-	(13)
Fund balance at beginning of period	<u>3,599,625</u>	<u>198,549</u>	<u>3,798,174</u>		<u>3,185,468</u>	(14)
Fund balance at end of period	\$ <u>3,582,659</u>	\$ <u>227,518</u>	\$ <u>3,810,177</u>	15.96%	\$ <u>3,285,724</u>	(15)
	[A]	[B]	[C]	[D]	[E]	(16)

(1) Unrealized Income is a result of increases in underlying assets as opposed to cash



**COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF AUGUST 31, 2004**

1) Investments

Type of Investment	Purchase Date	Due Date	Interest (Effective)	Value
STAR Ohio	various	-	variable	\$ 53,022,886
				\$ <u>53,022,886</u>

2) Inventories

Bookstore inventories at year-end are stated at actual cost. At or near year-end a complete physical inventory is taken and adjustments, if any, are recorded.

3) Plant Funds

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in case of gifts. Depreciation of physical plant and equipment is recorded.

4) Long-term debt

Long-term debt consists of bonds payable in annual installments varying from \$395,000 to \$1,120,000 with interest at rates varying from 2.00% to 5.75%, the final installment being due in 2003, 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.

5) Interfund Accounts

All interfund borrowings have been made from current funds and amounts are due currently without interest.