



**President's Office**

**David T. Harrison, Ph.D.**  
PRESIDENT

**BOARD OF TRUSTEES**

Poe A. Timmons, Chair  
Dr. Richard H. Owens, Vice Chair  
A. Lynne Bowman  
William J. Dolan  
Michael E. Flowers  
Anne Lopez-Walton  
Dianne A. Radigan  
Richard D. Rosen

**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
Thursday, September 22, 2011  
Howard P. Grimes Board Room, Franklin Hall  
6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Certification of Conformity with Section 121.22 (F) of the Ohio Revised Code
- IV. Approval of Minutes
- V. Trustee Recognition
- VI. Consent Agenda
  - A. Addendum to Renew Agreement between Columbus State Community College and the Columbus State Community College Development Foundation, Inc., for a Term of Six (6) Months .....1
- VII. Financial Statements as of August 31, 2011 .....7
- VIII. Personnel Information Items (Information Only) .....21
- IX. President's Report
  - A. Semester Conversation Update
  - B. Master Planning

*COLUMBUS STATE COMMUNITY COLLEGE  
BOARD OF TRUSTEES AGENDA  
September 22, 2011  
Page Two*

- X. Old Business
- XI. New Business
- XII. Public Participation
- XIII. Executive Session (*if needed*)
- XIV. Adjournment

*President's Office/lss*



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: \_\_\_\_\_

### **SUBJECT:**

Addendum to Renew Agreement between Columbus State Community College and the Columbus State Community College Development Foundation, Inc. for a term of six (6) months.

### **BACKGROUND INFORMATION:**

The current Agreement between Columbus State Community College and the Columbus State Community College Development Foundation, Inc., was executed and approved by the CSCC Board of Trustees in 2006, for a term of five (5) years expiring on October 27, 2011.

The Foundation is currently reviewing and updating its corporate By-Laws and working with the College on revising its cooperative fundraising strategies. It is anticipated this process will take several months.

Renewing the current Agreement for a term of six (6) months would permit ample time for the Foundation to revise its By-Laws and also, for the College and Foundation to further develop their fundraising activities. Subsequently, any necessary changes to the Agreement between the College and the Foundation will be incorporated into the updated Agreement.

At this time, an Addendum to the Agreement, renewing the Agreement for six (6) months until April 27, 2012 is a prudent measure and reflective of the cooperative relationship between the College and Foundation.

### **RECOMMENDATION:**

That the Board of Trustees approve and execute an Addendum to Renew the Agreement between the Columbus State Community College and the Columbus State Community College Development Foundation, Inc., until April 27, 2012.

**ADDENDUM TO RENEW AGREEMENT  
BETWEEN  
COLUMBUS STATE COMMUNITY COLLEGE and COLUMBUS STATE  
COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC**

WHEREAS, the parties mutually agree, this Addendum is made to the Agreement between the Columbus State Community College (College) and the Columbus State Community College Development Foundation, Inc. (Foundation) executed October 27, 2006,

THEREFORE, The College and the Foundation hereby amend and renew the Agreement pursuant to Section 4.0 of the Agreement, as follows:

“The term of this Agreement shall be renewed for an additional period of six (6) months commencing on October 27, 2011 and expiring on April 27, 2012.”

This Addendum to the Agreement is hereby incorporated by reference into the original Agreement as if fully rewritten therein.

Executed at Columbus, Ohio, on \_\_\_\_\_, 2011.

Columbus State Community College

Columbus State Community College  
Development Foundation, Inc.

\_\_\_\_\_  
Ms. Poe Timmons, Chair  
College Board of Trustees

\_\_\_\_\_  
Mr. Kyle Katz, President/Chair  
Board of Directors



**AGREEMENT BETWEEN COLUMBUS STATE COMMUNITY COLLEGE  
AND COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT  
FOUNDATION, INC.**

This Agreement is made by and between Columbus State Community College, (College) and Columbus State Community College Development Foundation, Inc., (Foundation).

**RECITALS**

WHEREAS, Columbus State Community College is an institution of higher education created pursuant to Ohio Revised Code Chapter 3358; and

WHEREAS, Columbus State Community College Development Foundation, Inc. is an independent non-profit corporation established pursuant to Ohio Revised Code Chapter 1702; and

WHEREAS, College has the authority to enter into contracts as are necessary for the efficient management of the College; and

WHEREAS, Foundation is organized and operated exclusively to generate, receive, hold, invest, manage, and allocate funds and property for the advancement, achievement, and support of the educational programs and services of College; and

WHEREAS, the parties desire to formalize their relationship to achieve an efficient coordination between them to foster the educational programs and services of the College;

NOW, THEREFORE, in consideration of the mutual covenants, promises and conditions herein contained, College and Foundation agree as follows:

**1.0 Responsibilities of College**

1.1. College shall share with Foundation at least annually its strategic plan, institutional priorities and projects and resource requirements so that Foundation may present the direction and needs of the College to donor prospects and align its programs and campaigns with the strategic objectives of the College.

1.2. College shall promptly alert the Foundation to prospective gifts, so that each opportunity for enhancing gift potential and donor relations is utilized fully.

1.3. College agrees to cooperate with Foundation in making available office space and equipment and support services, as may be necessary for the Foundation to carry out its responsibilities. It is the intention of College and Foundation that Foundation should plan for the reimbursement of College for space, equipment and services at fair market value as soon as deemed practicable by Foundation.

1.4. College shall cooperate with Foundation in the development of Foundation's fund raising programs and campaigns, including providing speakers, facilities for meetings and functions on the College campus, and to the extent permitted by law, information, data, and such other materials and services as may reasonably be necessary for the successful conduct of fund raising programs and campaigns.

## **2.0 Responsibilities of Foundation**

2.1. Foundation shall solicit gifts, where appropriate, in the name of the Foundation. Its correspondence, solicitations, activities and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation.

2.2. Foundation shall conduct its activities in such a manner as will maintain its status as a tax exempt, charitable organization under the state and federal tax laws.

2.3. Foundation shall plan all fundraising activities and the promotion and sponsoring of programs in support of College activities in a manner consistent with the mission and purpose of the College and in close cooperation with the Vice President for Development of the College.

2.4. Foundation agrees to notify, coordinate, and solicit the comments of the College President regarding all significant disbursements and expenditures planned by the Foundation on behalf of the College. Foundation shall notify the College President, at the earliest possible date, of any proposed purchase of real estate and any significant debt to be incurred for permanent or working capital, and coordinate its efforts with the College.

2.5. Foundation shall obtain prior approval from College before accepting any gift for the benefit of the College that contains restrictive terms or conditions or involves real estate and shall advise prospective donors that any such gifts are subject to the approval of the College under this Agreement.

2.6. The Foundation shall hold, invest, manage and allocate, as appropriate, funds and property received in the name of the Foundation and such endowments received in the name of the College and transferred to the Foundation to be managed on its behalf and for its benefit according to their terms. Such endowments shall be segregated and separately accounted for. The Foundation shall develop procedures for documenting when gifts intended for the Foundation are erroneously made payable to the College and when an exchange check may be issued by the College to the Foundation.

2.7. The Foundation shall have in place an accounting system to assure financial activities are carried out and reported in accordance with generally accepted business and accounting practices and shall have an audit of its financial activities conducted annually by a certified public accountant. Such accountant may, but need not necessarily be, the same accountant as conducts the financial audit of the College.



2.8. With the Foundation governing board's approval, which shall not be unreasonably withheld, the College President or his/her designee may inspect and audit the Foundation's books and records at reasonable times.

2.9. The Foundation shall provide to the College President at such times as may be mutually agreed, but not less than annually, a report including but not limited to the activities, programs, holdings, investments, income and fiscal operations of the Foundation.

2.10. Foundation agrees to consult with College before any changes in the nature, scope or purpose of the Foundation. The Foundation shall provide the College President with an advance copy of any amendments, additions or deletions to Foundation's Bylaws.

2.11. Foundation shall retain its own independent legal counsel in all matters in which it seeks the advice of counsel.

### **3.0 Relationship Between College and Foundation**

3.1. College acknowledges and accepts the separate and independent nature of the Foundation and Foundation acknowledges and accepts the separate and independent nature of the College. Each agrees to cooperate with the other in the advancement, achievement, and support of the educational programs and services of the College.

3.2. Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities and judgments. Foundation shall not use funds belonging to the College and managed by Foundation on its behalf for the satisfaction of any such obligation, debt, liability or judgment.

3.3. Foundation shall indemnify College, its governing board, officers, employees, agents, and students in their official and personal capacities, from and against any and all claims, damages, liabilities, injuries, expenses, demands, and judgments, including court costs and attorney's fees, arising out of Foundation's performance of this Agreement or arising out of service by any such person or persons at Foundation's request or on its behalf. Foundation shall maintain, at all times, a policy or policies of insurance for the benefit of the College and all persons referenced in this paragraph so as to satisfy its indemnification obligation hereunder. This paragraph 3.3 shall survive the termination of this Agreement.

### **4.0 Term**

The term of this Agreement shall be FIVE years commencing on the date this Agreement is executed as set forth hereinafter. This Agreement may be renewed for an additional FIVE years, provided that such renewal is set forth in writing and signed by both parties.

**5.0 Governing Law**

This Agreement shall be construed under and governed by the laws of the State of Ohio.

**6.0 Miscellaneous Provisions**

This Agreement constitutes the entire agreement between the parties. Modifications, amendments or additions to this Agreement, in order to be effective, must be in writing and signed by both parties. Inaction or failure to demand strict performance of the terms hereof shall not be deemed a waiver of any provision of this Agreement. The contracting parties represent that each has the authority to execute this Agreement, to enter into the transactions contemplated by this Agreement and to perform its obligations under this Agreement.

IN WITNESS WHEREOF, the undersigned parties through their authorized representatives have executed this Agreement on this 27<sup>th</sup> day of October, 2006.

College:

Foundation:

Columbus State Community College

Columbus State Community College  
Development Foundation, Inc.

By: Susan Finn  
(Signature)

By: John B. H. H.  
(Signature)

SUSAN FINN  
(Printed Name)

John B. H. H.  
(Printed Name)

Chair  
(Title)

President  
(Title)

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# Columbus State Community College Board Action



Date \_\_\_\_\_

**SUBJECT:**

Financial Statements as of and for the two months ended, August 31, 2011.

**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, 2011 be accepted as presented.



550 East Spring Street  
P.O. Box 1609  
Columbus, Ohio 43216-1609  
614/287-2400

**TO:** Board of Trustees  
**FROM:** Dr. David T. Harrison, President  
**DATE:** September 9, 2011  
**SUBJECT:** Financial Statements as of August 31, 2011

Attached are the financial statements of Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended August 31, 2011.

**1. General Fund**

These financial statements include comparisons of actual-to-date compared to the FY 12 Budget approved by the Board in May.

• **Enrollment**

<u>Quarter</u>	<u>Budgeted Headcount</u>	<u>Headcount</u>	<u>Actual Increase/ Decrease</u>	<u>Actual FY 11 FTEs</u>	<u>FY 12 FTEs</u>	<u>% Variance</u>
Summer 2011*	19,263	19,699	2.3%	10,781	11,699	8.5%
Autumn 2011						
Winter 2012						
Spring 2012						

\*Preliminary headcounts and FTEs

• **Revenues** (Exhibit B)

Total operating revenues through August are \$20,999,552, nearly flat to the same period last year. Tuition revenue is up 7.4% compared to the same period last year, while subsidy is down 8.5%.

• **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$20,346,106 for the period, or 10.7% higher than the same period last year. Several prior year expenditures have been restated to facilitate comparisons with current year expenditures. This restatement is necessary due to timing differences of year-end accruals that were made in August and September last year but made in July this year. As we are reporting only 2 months into the fiscal year, projected year-end remains at the budgeted amount.

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

For the period ending August 2011, the Auxiliary Fund's revenues are up 3% compared to the same period last year. Revenue for the bookstore is flat due to the timing of summer quarter this year to last year. Overall expenditures for the Auxiliary fund are down 3% compared to last year.

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

The President's Discretionary Fund has a cash balance of \$19,940 at August 31, after disbursements of \$60.

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

Foundation contributions through August are \$132,333 compared to \$300,973 through August of last year. Last year's contribution amount includes revenue that was determined to be royalties owed to the authors. The adjustment to remove those revenues from the Foundation occurred in June 2011. Investment income decreased from July by \$210,822. Management and general expenditures are \$16,547 compared to \$22,636 through the same period last year. Through the month of August, the College has supported the operations of the Foundation in the amount of \$64,590, compared to \$65,704 at the same time last year.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 11.98 % currently invested in STAROhio and other money markets, with the balance in federal agencies.



**COLUMBUS STATE COMMUNITY COLLEGE**  
**BALANCE SHEET AT AUGUST 31, 2011**  
 With Comparative Figures at August 31, 2010

EXHIBIT A

<u>Assets</u>	<u>August 31, 2011</u>	<u>August 31, 2010</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2011</u>	<u>August 31, 2010</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	14,459,979	4,450,616	Accounts payable	6,612,118	6,984,246
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))	-	-	Deferred income	-	-
Accounts receivable, net of allowance for doubtful accounts	114,277,384	127,031,116	Student tuition	30,000,602	28,831,311
Interest receivable	31,818,619	30,155,181	Lab fees and credit bank	-	-
Prepaid expense	462,676	722,592	Due to auxiliary funds	-	-
Net Investment in Golf Course	-	-	Due to restricted funds	-	-
Due from agency funds	1,840,347	1,409,162	Due to plant funds	9,004,954	6,352,857
Due from auxiliary funds	637,274	261,677	Due to agency funds	-	-
Total educational & general	<u>163,496,279</u>	<u>164,030,344</u>	Fund balances (Exhibit C):		
			Allocated	92,453,789	83,398,708
			Unallocated	24,479,853	37,530,119
			Total fund balances	<u>116,933,641</u>	<u>120,928,827</u>
			Total educational & general	<u>163,496,279</u>	<u>164,030,344</u>
<u>Auxiliary enterprise</u>			<u>Auxiliary enterprise</u>		
Cash	756,058	1,209,153	Accounts payable	725,763	1,037,303
Investments	6,566,994	6,246,777	Due to educational & general fund	637,274	279,220
Accounts receivable	1,050,254	816,620			
Inventories, at cost as defined (note 2)	2,893,250	1,904,556	Fund balances (Exhibit D):		
Other Assets	365,005	278,358	Allocated	350,000	250,000
Due from general fund	-	-	Unallocated	9,921,641	9,249,212
Due from grant funds	3,117	360,271	Total fund balances	<u>10,271,641</u>	<u>9,499,212</u>
Total auxiliary enterprise	<u>11,634,678</u>	<u>10,815,735</u>	Total auxiliary enterprise	<u>11,634,678</u>	<u>10,815,735</u>
Total unrestricted	<u>175,130,958</u>	<u>174,846,079</u>	Total unrestricted	<u>175,130,958</u>	<u>174,846,079</u>
<u>Restricted</u>			<u>Restricted</u>		
Cash	-	-	Due to general fund	-	-
Due from educational & general fund	-	-	Fund balances	-	-
Total restricted	-	-	Unallocated	-	-
Total current funds	<u>175,130,958</u>	<u>174,846,079</u>	Total restricted	<u>175,130,958</u>	<u>174,846,079</u>
	[A]	[B]	Total current funds	<u>175,130,958</u>	<u>174,846,079</u>
				[C]	[D]

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

(Continued)

**EXHIBIT A**  
**COLUMBUS STATE COMMUNITY COLLEGE**  
**BALANCE SHEET AT AUGUST 31, 2011**  
**With Comparative Figures at August 31, 2010**

	<u>August 31,</u> <u>2011</u>	<u>August 31,</u> <u>2010</u>	<u>August 31,</u> <u>2011</u>	<u>August 31,</u> <u>2010</u>
<b>Assets</b>				
<b>Plant funds</b>				
Unexpended				
State appropriations receivable	-	-	-	-
Capital Improvement Fund	3,244,544	2,443,379	3,244,544	2,443,379
Total unexpended	<u>3,244,544</u>	<u>2,443,379</u>	<u>3,244,544</u>	<u>2,443,379</u>
Cash from Bond Proceeds	22,853	166,030	-	-
Deposit with trustees	-	-	-	-
Due from general fund	9,004,954	6,352,857	-	-
Land	29,235,190	29,235,190	-	-
Improvements other than buildings	11,621,028	6,866,985	45,252	324,193
Buildings	140,438,064	123,870,034	13,690,000	14,910,000
Movable equipment, furniture and library books	41,332,239	46,338,771	-	-
Construction-in-progress	903,757	12,048,506	-	-
Other Assets	257,513	265,716	-	-
Less: accumulated depreciation	<u>(61,930,923)</u>	<u>(62,611,684)</u>	<u>170,884,677</u>	<u>162,532,405</u>
Total investment in plant	<u>170,884,677</u>	<u>162,532,405</u>	<u>170,884,677</u>	<u>162,532,405</u>
Total plant funds	<u>\$ 174,129,220</u>	<u>\$ 164,975,784</u>	<u>\$ 174,129,221</u>	<u>\$ 164,975,784</u>
<b>Agency funds</b>				
Cash	-	-	-	-
Due from agencies	995,738	1,908,773	-	-
Due from general fund	844,609	-	1,840,347	1,409,162
Total agency funds	<u>1,840,347</u>	<u>1,908,773</u>	<u>1,840,347</u>	<u>1,508,773</u>
	[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 TWO MONTHS ENDED AUGUST 31, 2011  
With Comparative Figures at August 31, 2010**

EXHIBIT B

	FY 12			FY 11			FY 12 Projected Year End		
	Budget as approved May 2011	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2011	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected Year End Budget	Projected % of Budget	
<b>Revenues:</b>									
<u>Appropriations</u>									
Subsidy	\$ 58,710,089	\$ 9,785,014	16.67%	\$ 59,591,744	\$ 9,022,878	15.14%	\$ 58,710,089	100.00%	(1)
SSI - Stimulus	-	-	-	-	1,672,670	-	-	0.00%	(2)
Access Challenge	-	-	-	-	-	-	-	-	(3)
Jobs Challenge	-	-	-	-	-	-	-	-	(4)
Delaware - Transfer In	2,038,216	417,243	20.47%	2,647,157	275,227	10.40%	2,038,216	100.00%	(5)
	60,748,305	10,202,257	16.79%	62,238,901	10,970,775	17.63%	60,748,305	100.00%	(6)
<u>Student</u>									
Tuition	85,982,450	9,591,494	11.16%	86,601,524	8,928,942	10.31%	85,982,450	100.00%	(7)
Fees	5,003,465	1,052,740	21.04%	5,741,427	1,147,518	19.99%	5,003,465	100.00%	(8)
Special courses	1,551,758	158,872	10.24%	1,551,758	106,740	6.88%	1,551,758	100.00%	(9)
	92,537,673	10,803,106	11.67%	93,894,709	10,183,200	10.85%	92,537,673	100.00%	(10)
<u>Contracted Services</u>									
Net	526,335	(36,895)	-7.01%	255,585	18,830	7.37%	526,335	100.00%	(11)
	526,335	(36,895)	-7.01%	255,585	18,830	7.37%	526,335	100.00%	(12)
<u>Other</u>									
Partnership Revenue	430,000	-	0.00%	-	-	-	430,000	100.00%	(13)
Miscellaneous	250,000	31,083	12.43%	250,000	650	0.26%	250,000	100.00%	(14)
	680,000	31,083	4.57%	250,000	650	0.26%	680,000	100.00%	(15)
Total revenues	154,492,313	20,999,552	13.59%	156,639,195	21,173,455	13.52%	154,492,313	100.00%	(16)
<u>Operating Expenditures</u>									
Educational & general (Instructional)	85,178,713	10,436,176	12.25%	84,282,272	9,380,841	11.13%	85,178,713	100.00%	(17)
ERC	2,667,062	373,546	14.01%	2,082,580	325,757	15.64%	2,667,062	100.00%	(18)
General	11,720,458	1,743,206	14.87%	12,161,068	1,881,902	15.47%	11,720,458	100.00%	(19)
Information Technology	12,719,795	2,740,030	21.54%	12,501,282	2,738,216	21.90%	12,719,795	100.00%	(20)
Student Services	13,022,492	1,789,107	13.74%	11,684,586	1,363,569	11.66%	13,022,492	100.00%	(21)
Operation and maintenance of plant	14,350,188	1,945,027	13.55%	14,321,439	1,498,810	10.47%	14,350,188	100.00%	(22)
Administration	8,746,733	1,060,878	12.13%	8,322,746	927,694	11.15%	8,746,733	100.00%	(23)
Transfer for debt service	1,548,819	258,137	16.67%	1,548,819	258,137	16.67%	1,548,819	100.00%	(24)
Total expenditures	149,954,270	20,346,106	13.57%	146,914,802	18,374,926	12.51%	149,954,270	100.00%	(25)
<u>Non-operating &amp; Encumbered</u>									
Transfer for equipment and replacement	3,000,000	See Exhibit C		4,158,000	See Exhibit C		3,000,000	100.00%	(26)
Transfer for Semester Conversion	-	-		4,000,000	-		-	N/A	(27)
Transfer for scholarships	-	-		-	-		-	-	(28)
Total expenditures and transfers	152,954,270	20,346,106	13.30%	155,072,802	18,374,926	11.85%	152,954,270	100.00%	(29)
Operational revenues	1,538,042	653,445	N/A	1,566,392	2,798,529	N/A	1,538,042	N/A	(30)
<u>Interest Income</u>									
Net Operating revenues	\$ 1,538,042	\$ 173,454	53.76%	\$ 1,566,392	\$ 72,625	183.30%	\$ 600,000	N/A	(31)
		\$ 826,999			\$ 2,871,154		\$ 2,138,042	139.01%	(32)
									(33)



EXHIBIT C

COLUMBUS STATE COMMUNITY COLLEGE  
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT  
EDUCATIONAL AND GENERAL FUNDS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2011

	Balance at June 30, 2011	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at August 31, 2011
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 4,857,207	\$ -	1,800,000	(543,352)	\$ -	6,113,855
Carpet/Furniture Reupholstering	60,394	-	-	225,000	(11,484)	273,910
Bolton Field Site Analysis	33,883	-	-	-	-	33,883
Eibling Hall Renovations (CCPC) and Lobby	23,082	-	-	-	-	23,082
Space Efficiency Upgrades	3,819,045	-	-	-	(510,362)	3,308,183
Project Planning	139,339	-	-	-	(13,775)	125,564
Union Hall Renovation	14,728,638	-	-	-	(48,092)	14,680,546
Site Development Delaware Campus	2,509,487	-	-	-	(10,328)	2,499,159
Bookstore/DX Modifications	289,024	-	-	-	-	289,024
Facilities Infrastructure Improvements	37,443	-	-	-	-	37,443
Delaware Hall Renovation	3,099	-	-	-	-	3,099
Parking Capacity	23,072	-	-	-	-	23,072
145-149 Cleveland Avenue Purchase	12,619	-	-	-	-	12,619
Capital Equipment	5,008,606	-	3,000,000	806,993	(129,044)	8,686,555
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	63,252	-	-	-	-	63,252
Budget/Tuition Stabilization	22,756,987	-	-	-	-	22,756,987
Accumulated Lab Fees	1,622,651	-	-	-	-	1,622,651
Broadbanding	222,780	-	-	210,205	(4,000)	1,828,856
Think Again Scholarship	5,570,160	-	-	-	-	222,780
Teaching and Learning Initiatives	8,613,905	-	-	-	(30,377)	5,539,783
Strategic Growth Initiatives	2,500,000	-	-	-	(199,064)	8,414,841
Technology Initiatives	2,485,640	-	-	-	(1,425)	2,500,000
Human Capacity Development/Wellness	372,493	-	-	-	-	2,484,215
Campus Safety Initiatives	1,457,956	-	-	-	-	372,493
Energy Efficiency/Sustainability Initiatives	3,125,637	-	-	-	-	1,457,956
Delaware Campus Operations	2,966,619	-	-	-	-	3,125,637
Health Care Self-Insurance Escrow	1,023,018	-	-	-	-	2,966,619
Health Care HSA Incentive	680,441	-	-	-	(255,000)	768,018
Self-Insured Workers Compensation Benefits	152,500	-	-	-	(55,063)	625,378
Voluntary Separation Incentive Plan	2,000,000	-	-	-	(15,000)	137,500
One-Time Compensation	-	-	2,300,000	-	(231,522)	1,768,478
Partnerships for Student Success	500,000	-	-	-	(2,095,077)	204,923
PERFORMS	272,991	-	-	-	-	500,000
Unallocated	88,285,056	-	7,100,000	698,846	(3,610,113)	272,991
Total General Fund	\$ 119,291,030	(2,357,389)	(7,100,000)	(698,846)	3,610,113	\$ 92,453,789
	[A]	[B]	[C]	[D]	[E]	[F]

EXHIBIT C-1

COLUMBUS STATE COMMUNITY COLLEGE  
BOND FUNDED PROJECTS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2011

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations	Budget Reallocation 2011	Proceeds Expended to Date	Bond Proceeds Encumbered	Available to Spend	
Refunding 1999 Bonds	\$ 3,445,000	\$ 3,445,000	\$ 706,227	\$ 3,408	\$ 3,445,000	\$ -	\$ -	(1)
Bookstore Facilities	7,000,000	7,000,000	-	-	7,709,635	-	-	(2)
	3,400,000							(3)
Aquinas Hall*		1,531,673	(88,521)	588	1,538,816	-	-	(4)
365/370 N. Grant*		1,760,304	(51,066)	-	1,709,238	-	-	(5)
Unallocated		8,022	(8,022)	-	-	-	-	(6)
Child Development Center	3,000,000	3,000,000	(391,666)	(108,124)	1,999,698	-	-	(7)
Columbus Campus Facility Projects								(8)
356 N. Grant			158,931	(8,953)	155,445	-	-	(9)
Madison Hall			62,913	6,076	68,989	-	-	(10)
Rhodes Hall			27,979	-	27,979	-	-	(11)
Franklin Hall Suite Efficiencies			80,950	2,800	83,750	-	-	(12)
Planning			100,000	409	100,409	-	-	(13)
TRIO			67,500	432	67,932	-	-	(14)
Student Life/Judicial			48,000	(3,284)	44,716	-	-	(15)
K-12 Move			20,000	(20,000)	-	-	-	(16)
Cisco Lab			32,985	(16,289)	48,711	-	-	(17)
339 Cleveland Avenue			65,000	-	32,985	-	-	(18)
Automotive Flooring			137,832	-	137,832	-	-	(19)
Bolton Field Upgrades			75,000	(11,156)	63,844	-	-	(20)
CWD Space Adjustments			16,000	6,000	-	-	-	(21)
Rhodes Hall Space Efficiencies			98,000	-	97,855	-	22,000	(22)
Bridgeview Signage			-	-	5,870	-	145	(23)
Issuance Costs	315,000	315,000	(55,830)	6,000	286,967	-	130	(24)
Interest Income	-	-	(297,395)	27,797	-	-	-	(25)
Total	\$ 17,160,000	\$ 17,160,000	\$ 304,317	\$ (190,177)	\$ 17,625,672	\$ -	\$ 579	(26)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	

\* These two projects were funded from both the General Fund and the Bond Proceeds.  
 \*\* As approved by the Board of Trustees on January 26, 2006, available balances in projects funded by the 2003 bond proceeds were reallocated to the Bookstore/Retail Complex.  
 \*\*\*As approved by the Board of Trustees on September 28, 2006, certain Columbus Campus Facility Projects may be funded by unspent balances from 2003 bond proceeds.

**EXHIBIT D**  
**COLUMBUS STATE COMMUNITY COLLEGE**  
**OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES**  
**FOR THE TWO MONTHS ENDED AUGUST 31, 2011**  
 With Comparative Figures at August 31, 2010

Auxiliary	FY 12		FY 11		Projected FY 12 Year End Budget	Projected % of Budget
	Revised Budget as approved May 2011	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2011		
<b>Sales/Revenues</b>						
Bookstore	\$ 13,528,347	\$ 686,672	5.08%	\$ 13,975,969	\$ 685,209	4.90%
Child Development Center	912,740	135,935	14.89%	907,493	107,628	11.86%
Food Services	358,000	22,489	6.28%	347,071	17,477	5.04%
Bridgeview	479,507	134,339	28.02%	474,310	136,992	28.76%
<b>Total Revenues before Grant Activity</b>	<b>15,278,594</b>	<b>979,435</b>	<b>6.41%</b>	<b>15,704,843</b>	<b>946,706</b>	<b>6.03%</b>
<b>Cost of Goods Sold</b>						
Bookstore	10,353,010	485,520	4.69%	10,524,161	481,968	4.58%
Bridgeview	24,510	7,004	28.58%	24,510	6,748	27.52%
<b>Gross Margin</b>	<b>4,901,074</b>	<b>496,911</b>	<b>9.93%</b>	<b>5,156,172</b>	<b>457,992</b>	<b>8.88%</b>
<b>Operating Expenses</b>						
Bookstore	2,359,318	283,644	12.02%	2,290,577	295,014	12.88%
Child Development Center	1,144,183	153,013	13.37%	1,176,681	151,386	12.87%
Food Services	95,118	11,085	11.65%	84,695	8,115	9.58%
Bridgeview	503,937	70,874	14.06%	561,690	72,489	12.91%
Auxiliary Administration	631,532	65,497	10.37%	625,248	74,384	11.90%
<b>Total Expenses before Grant Activity</b>	<b>4,734,098</b>	<b>584,113</b>	<b>12.34%</b>	<b>4,736,661</b>	<b>601,388</b>	<b>12.69%</b>
<b>Auxiliary Net Operating Income/(Loss)</b>	<b>166,976</b>	<b>(97,202)</b>		<b>417,291</b>	<b>(212,444)</b>	<b>-50.91%</b>
<b>Grant Income</b>						
Grant Expense	-	-	0.00%	-	9,365	-
<b>Net Grant Income/(Loss)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>9,365</b>	<b>0.00%</b>
<b>Net Income/(Loss)</b>						
Bookstore	816,019	(82,492)	-10.11%	1,161,231	(91,773)	-7.90%
CDC	(231,453)	(17,076)	7.38%	(269,188)	(43,758)	16.26%
Food Services	262,882	11,404	4.34%	262,376	9,362	3.57%
Bridgeview	(49,940)	56,461	115.37%	(111,880)	57,157	51.09%
Auxiliary Administration	(631,532)	(65,497)	10.37%	(625,248)	(74,384)	11.90%
<b>Net Auxiliary Income/(Loss)</b>	<b>166,976</b>	<b>(97,202)</b>	<b>-58.21%</b>	<b>417,291</b>	<b>(143,396)</b>	<b>-34.36%</b>
<b>Auxiliary Fund Balance at June 30, 2011</b>		10,368,843			9,711,660	
<b>Board Approved Improvements</b>						
<b>Transfers</b>						
<b>Auxiliary Fund Balance at August 31, 2011</b>	<b>\$ 10,271,641</b>	<b>[B]</b>		<b>\$ 9,566,264</b>	<b>[E]</b>	
	<b>[A]</b>		<b>[C]</b>	<b>[D]</b>		<b>[F]</b>
					<b>[G]</b>	<b>[H]</b>

NOTES: Grant income is separately identified for a holistic view of CDC's financial picture. It is accounted for as a project account and not part of the Auxiliary Fund.



EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE  
CASH FLOW FORECAST  
AS OF AUGUST 31, 2011

	Actual March 2011	Actual April 2011	Actual May 2011	Actual June 2011	Actual July 2011	Actual August 2011	
Beginning Cash	\$ 20,992,913	24,465,843	14,776,936	13,363,670	14,075,343	12,711,611	(1)
Cash Receipts	15,361,034	7,933,631	7,782,203	14,674,413	6,833,830	7,799,994	(2)
Cash Disbursements	(12,266,508)	(13,212,685)	(13,702,494)	(13,092,006)	(11,650,954)	(16,532,668)	(3)
Financial Aid	25,378,404	(14,409,853)	(492,975)	14,129,266	(11,546,608)	19,207	(4)
Outflow for investments	(35,000,000)	-	-	(20,000,000)	(15,000,000)	-	(5)
Inflow from investments	10,000,000	10,000,000	5,000,000	5,000,000	30,000,000	10,000,000	(6)
Ending Cash	\$ 24,465,843	14,776,936	13,363,670	14,075,343	12,711,611	13,898,144	(7)

	Forecasted September 2011	Forecasted October 2011	Forecasted November 2011	Forecasted December 2011	Forecasted January 2012	Forecasted February 2012	
Beginning Cash	\$ 13,898,144	14,290,651	11,213,158	11,135,665	11,028,172	10,920,679	(8)
Cash Receipts	13,392,507	5,892,507	5,892,507	12,892,507	5,892,507	5,892,507	(9)
Cash Disbursements	(15,500,000)	(14,000,000)	(14,000,000)	(15,500,000)	(16,500,000)	(14,500,000)	(10)
Financial Aid	20,500,000	(14,970,000)	30,000	22,500,000	(12,500,000)	(2,500,000)	(11)
Outflow for investments	(18,000,000)	-	-	(20,000,000)	-	-	(12)
Inflow from investments	-	20,000,000	8,000,000	-	23,000,000	10,000,000	(13)
Ending Cash	\$ 14,290,651	11,213,158	11,135,665	11,028,172	10,920,679	9,813,186	(14)

COLUMBUS STATE COMMUNITY COLLEGE  
 PRESIDENT'S DISCRETIONARY FUND  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2011

EXHIBIT F

Cash at Beginning of Period		\$ 18,842	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	-	1,158	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	60		(9)
		60	(10)
		\$ 19,940	(11)
	[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, contributions, and other appropriate expenditures not provided for in the college operating budget.

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC.  
BALANCE SHEET AT AUGUST 31, 2011  
With Comparative Figures at August 31, 2010

<u>Assets</u>	<u>August 31,</u> <u>2011</u>	<u>August 31,</u> <u>2010</u>	
Cash	\$ 253,936	\$ 740,420	(1)
Investments at market value (see note)	5,283,718	4,403,593	(2)
Pledges Receivable	49,122	145,753	(3)
Student Emergency Loans restricted - Net	<u>-</u>	<u>1,297</u>	(4)
			(5)
Total Assets	<u>\$ 5,586,776</u>	<u>\$ 5,291,063</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ 20,451	\$ 606	(7)
Pledge Payable	-	-	(8)
Trade Payables	<u>-</u>	<u>4,500</u>	(9)
Total Liabilities	<u>20,451</u>	<u>5,106</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	3,562,459	3,429,221	(11)
Temporarily Restricted	1,736,339	1,999,289	(12)
Unrestricted	<u>267,527</u>	<u>(142,553)</u>	(13)
			(14)
Total fund balance	<u>5,566,325</u>	<u>5,285,957</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 5,586,776</u>	<u>\$ 5,291,063</u>	(17)
	[A]	[B]	(18)
			(19)

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</u> <u>Portfolio</u>
Cash	\$ 122,908	122,908	2.33%
Equities	2,473,096	2,688,700	50.89%
Fixed Income	524,411	592,279	11.21%
Mutual Funds	<u>1,791,228</u>	<u>1,879,831</u>	<u>35.57%</u>
Total Investments	<u>\$ 4,911,643</u>	<u>\$ 5,283,718</u>	<u>100.00%</u>



EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2011  
 With Comparative Figures at August 31, 2010

	August 31, 2011			Total All Funds	August 31, 2010	Total All Funds
	Unrestricted	Temporarily Restricted	Permanently Restricted			
Revenue						
Contributions	\$ 59,093	\$ 35,662	\$ 2,578	\$ 97,333	\$ 300,973	(1)
Contributions for Columbus State Administration Fee Income	-	35,000	-	35,000	-	(2)
Interest Income	-	-	-	-	-	(3)
Investment Income	9	-	-	9	-	(4)
Realized	13,364	3,939	-	17,303	15,321	(5)
Unrealized	(215,011)	(60,626)	-	(275,637)	111,088	(6)
Investment income-subtotal	(201,647)	(56,687)	-	(258,334)	126,408	(7)
Total revenues	(142,545)	13,975	2,578	(125,992)	427,382	(8)
Expenditures						(9)
Scholarships	-	2,919	-	2,919	483	(10)
Contributions to Columbus State Administrative Fee Expense	-	50,060	-	50,060	-	(11)
Management and general	16,547	-	-	16,547	22,636	(12)
Total expenditures	16,547	52,979	-	69,526	23,119	(13)
Excess (deficit) of revenues over expenditures	(159,092)	(39,004)	2,578	(195,518)	404,263	(15)
Transfers	-	-	-	-	-	(16)
Fund balance at beginning of period	426,619	1,775,343	3,559,881	5,761,843	4,881,694	(17)
Fund balance at end of period	\$ 267,527	\$ 1,736,339	\$ 3,562,459	\$ 5,566,325	\$ 5,285,957	(18)
	[A]	[B]	[C]	[D]	[F]	(19)

**COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF AUGUST 31, 2011**

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	\$ 10,643,560	\$ 10,643,560	0.04%	1
STAR Ohio/Plant	3,244,544	3,244,544	0.04%	1
STAR Ohio/Auxiliary	784,914	784,914	0.04%	1
CSCC Operating Fund 1	49,418,568	49,429,074	0.21%	147.6
CSCC Operating Fund 2	49,264,367	49,398,987	0.92%	810
Auxiliary Services	5,756,874	5,795,941	1.20%	967
Plant Fund	4,778,827	4,805,762	1.21%	917
	<u>\$ 123,891,654</u>	<u>\$ 124,102,782</u>		

\* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	11.82%
	Agencies	88.02%
	Cash & Equivalents	0.16%
		<u>100.00%</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 \$545,000 to \$1,120,000 with interest at rates varying from 2.00% to 4.50%, the final installment being due in 2023, 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.

The attached Personnel Information actions took place during the months of July, August and September 2011.

**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>
Darrin Albaugh (Repl. B. Farmer – Internal Promotion)	Supervisor I	Business Services	08/16/11	\$57,251
Dominique Alex (Repl. J. Trimmer)	Specialist	Public Safety	08/16/11	\$28,652
Bradley Beck (Repl. K. Sherman – Internal Promotion)	Accountant	Business Services	08/16/11	\$37,849
Tersa Colapieto (Repl. S. Bockus)	Instructor	Nursing	07/18/11	\$41,065
Carrie Cole (Repl. M. Clegg)	Specialist	Public Safety	08/16/11	\$28,652
Gary Charles (Repl. M. Dunn – Internal Promotion)	System Analyst I	Educational Resource Center	09/01/11	\$48,375
Jennifer Dragoo (Repl. P. Rowe)	Instructor	Mathematics	09/16/11	\$39,486
Jan Ellis (Repl. Vacant Office Services Clerk – Internal Promotion)	Director I	Business Services	08/16/11	\$90,000
Bradley Farmer (Repl. M. West – Internal Promotion)	Director I	Business Services	08/16/11	\$81,000
Beth Garrett (Repl. J. Willison)	Specialist	Data Center	08/16/11	\$33,129
Lucas Gorz (Repl. R. McKay – Internal Promotion)	Material Handler II	Business Services	08/01/11	\$28,652
Erin Helms (Repl. A. McGraph)	Office Associate	Instructional Services/ Distance Learning	09/01/11	\$28,652
Linda Merritt (Repl. G. Shepherd)	Clerk	Business Services	08/16/11	\$24,211

Margaret Power (Repl. M. Dixon)	Assistant	Auxiliary Services	08/01/11	\$24,226
Jeffrey Williams (Repl. M. Schmidlin)	Building Services I	Physical Plant	09/01/11	\$24,055
Julie Williams (Repl. J. Brown)	Specialist	Financial Aid	08/16/11	\$33,129
Derek Zoladz (Repl. K. Shelton)	Librarian	Educational Resources	09/01/11	\$44,034

**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>
Betty Allen (Retirement)	Professor	Business Programs	08/01/11
Michelle Bennett (Resignation)	Accountant II	Business Services	08/08/11
Jane Breitmeier (Retirement)	Supervisor I	Educational Resources Center	09/01/11
Jeffery Brown (Resignation)	Specialist	Financial Aid	07/08/11
Stephen Clegg (Resignation)	Site Specialist	Off-Campus	08/26/11
Monique Coleman (Resignation)	Advisor	Financial Aid	09/02/11
Thomas Combs (Retirement)	Maintenance Repairperson	Physical Plant	08/01/11
Joy Jackson (Discharged)	Advisor	Financial Aid	07/07/11
Chris Lockhart (Resignation)	Programmer/Analyst	Data Center	08/12/11
Angela Lookabaugh (Resignation)	Office Associate	Transitional Workforce	07/22/11
Jean Marado (Discharged)	Specialist	Off-Campus (Prison Programs)	08/23/11
Edward Martin (Retirement)	Professor	English	10/01/11
Jeremy Patterson (Resignation)	Instructor	Integrated Media and Tech.	06/17/11
Katrina Payne (Resignation)	Program Coordinator	Financial Aid	08/01/11
Barbara Shea (Resignation)	Representative	Telephone Information Center	06/03/11



Gary Shepherd (Resignation)	Clerk	Office Services	07/15/11
Kim Sherman (Resignation)	Accountant II	Business Services	07/08/11
Laurence Stephens (Resignation)	Professor	Justice and Safety	09/30/11
Betty Tatum (Retirement)	Administrative Assistant	Academic Affairs	09/01/11
Rhiannon Weilbacher (Discharged)	Representative	Telephone Information Center	07/22/11
Keith Welch (Retirement)	Specialist	Off-Campus	09/01/11
Kevin Williams (Probationary Removal)	Police Officer	Public Safety	08/03/11
Joyce Willison (Retirement)	Specialist	Data Center	08/01/11
George Wolfinger (Retirement)	Supervisor I	Data Center	08/01/11