



**President's Office**

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

**BOARD OF TRUSTEES**

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Richard D. Rosen

**AGENDA**  
**BOARD OF TRUSTEES MEETING**  
Thursday, November 17, 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. Communications/Recognitions
- VI. Consent Agenda
  - (1) Union Hall Renovation Construction Contract Awards for Phase I .....1
  - (2) Voluntary Separation Incentive Plan – Additional Allocation .....2
  - (3) Revision of Policy 5-05, Academic Courses and Credits .....3
  - (4) Revision of Policy 5-06, Degree Program Requirements .....5
  - (5) Revision of Policy 5-13, Academic Calendar .....10
  - (6) Revision of Policy 7-06, Student Fees .....13
- VII. Financial Statements as of and for the four months ended October 31, 2011 .....17
- VIII. Personnel Information Items (Information Only) .....31
- IX. President's Report

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BOARD OF TRUSTEES AGENDA  
November 17, 2011  
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- X. Old Business
- XI. New Business
- XII. Public Participation
- XIII. Executive Session (*if needed*)
- XIV. Adjournment

# Columbus State Community College



## Board Action

Date \_\_\_\_\_

### SUBJECT:

Union Hall Renovation Construction Contract Awards for Phase I

### BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts that exceed \$50,000.

In September 2010, the Board of Trustees authorized funds for the renovation of Union Hall, a 100,000 gross square foot building dedicated in 1975 that houses most of the College's Allied Health programs, as well as faculty and staff offices and a cafeteria. Additionally, the project includes an 18,000 square foot, six-floor addition on the west side of the building. The tower addition will provide sufficient "swing" space for existing programs and functions while the existing building is renovated floor-by-floor.

Phase I of the project includes the construction of the tower addition, as well as the renovation of the 4<sup>th</sup> (nursing) and 5<sup>th</sup> (anatomy labs) floors. The work is expected to take approximately two years to complete, at which time floors Ground through 3<sup>rd</sup> will be renovated.

The contracts were bid using the bidding process required by state law.

### RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contracts with the lowest responsive and responsible bidder:

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General Trades	Summit Construction	\$5,113,000
HVAC	Aggressive Mechanical	\$1,591,700
Plumbing	Capital City Mechanical	\$ 550,000
Fire Protection	Central Fire Protection	\$ 112,900
Electric	Ohio Electric	\$1,098,000

# Columbus State Community College



## Board Action

Date \_\_\_\_\_

### SUBJECT:

Voluntary Separation Incentive Plan – Additional Allocation

### BACKGROUND INFORMATION:

Effective May 26, 2011, the Board of Trustees authorized the Voluntary Cash Separation Incentive Plan (“the Plan”) for FY 2012 and the release of strategic reserves in the amount of \$2,000,000 to fund Year 1 of the Plan. The Plan’s terms upon which eligible employees enrolled are as follows:

- Incentive: Full-time employees who qualify and volunteer in Year 1 of the Plan, shall be given a cash incentive of one year salary up to a maximum of \$75,000 for faculty (3 quarters salary), \$55,000 for administrators, and \$25,000 for staff.
- Effective Date: Year 1 (July 1, 2011 – June 30, 2012)

The table below summarizes the actual number of eligible employees who meet the requirements and have enrolled in the Voluntary Cash Separation Incentive Plan for Year 1.

Employee Classification	Number of Employees	Incentive Cost
Faculty	26	\$1,818,051
Staff	23	575,000
Administrator	12	660,000
<b>Total</b>	<b><u>61</u></b>	<b><u>\$3,053,051</u></b>

### RECOMMENDATION:

That the Board of Trustees authorizes the allocation of an additional \$1,053,051 from unallocated funds to the Voluntary Separation Incentive Plan strategic account to fully fund the incentive for employees who have chosen to separate in Year 1 pursuant to the Plan.



# COLUMBUS STATE COMMUNITY COLLEGE

## BOARD ACTION

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

**SUBJECT:**

Revision of Policy 5-05, Academic Courses and Credits

**BACKGROUND INFORMATION:**

Policy 5-05, Academic Courses and Credits was reviewed for content changes needed for switch-to-semester purposes and Ohio Board of Regents (OBOR) requirements.

**RECOMMENDATION:**

That the Board of Trustees adopts the proposed revisions for Policy 5-05, Academic Courses and Credits.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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ACADEMIC COURSES AND CREDITS  
Policy No. 5-05  
Page 1 of 1

Effective October 15, 1985

Revised Draft

- (A) Generally, one academic credit will be earned for one hour of lecture, SEMINAR or for two or three hours of laboratory, ~~field experience~~, or clinic LAB assigned per week for a period of one academic ~~quarter~~ SEMESTER. Since an academic credit is earned for each three hours of work accomplished per week for a period of one academic ~~quarter~~ SEMESTER, an instructor may assign work to be completed outside the classroom, laboratory, ~~field experience~~ station, or clinic. Generally, one credit will be earned for a minimum of five clock hours per week of directed practice, a minimum of seven clock hours per week of practicum, a minimum of twelve clock hours per week of field experience, ~~or one clock hour per week of seminar accomplished for a period of one quarter~~. A MINIMUM OF 10 CLOCK HOURS OF COOPERATIVE WORK EXPERIENCE, A MINIMUM OF THREE CLOCK HOURS FOR A STUDIO COURSE, A MINIMUM OF TWO CLOCK HOURS FOR A STUDIO COURSE WITH ONE HOUR OF OUTSIDE WORK AND A MINIMUM OF SEVEN CLOCK HOURS FOR MISCELLANEOUS APPLICATION COURSES for a period of one ~~quarter~~ SEMESTER.
- (B) A credit course is a course which fulfills a requirement for graduation in an associate degree program.
- (C) A developmental educational course is a course designed for students who need to be better informed in specific areas of study to succeed in credit and special course work.

*Accepted by the Shared Governance Instructional Council: 4/21/11*

*Accepted by the Shared Governance Instructional Support Council: 4/29/11*



# COLUMBUS STATE COMMUNITY COLLEGE

## BOARD ACTION

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

**SUBJECT:**

Revision of Policy 5-06, Degree Program Requirements

**BACKGROUND INFORMATION:**

Policy 5-06, Degree Program Requirements was reviewed for content changes needed for switch-to-semester purposes and Ohio Board of Regents (OBOR) requirements.

**RECOMMENDATION:**

That the Board of Trustees adopts the proposed revisions for Policy 5-06, Degree Program Requirements.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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DEGREE PROGRAM REQUIREMENTS  
Policy No. 5-06  
Page 1 of 4

Effective September 23, 2009

Revised Draft

- (A) This policy specifies the minimum requirements for each degree program offered at the College.
- (B) The following minimum number of ~~quarter~~ SEMESTER credit hours is required for a technical education program that leads to the degree Associate of Applied Science:
- (1) ~~Twenty-one-quarter~~ THIRTY SEMESTER credit hours OF NON-TECHNICAL STUDIES TO INCLUDE FIFTEEN SEMESTER CREDIT HOURS in general education studies:
    - (a) ~~Eleven-quarter~~ THREE SEMESTER credit hours in ~~communication skills to include two composition courses and one speech course~~ ENGLISH COMPOSITION.
    - (b) ~~Five-quarter~~ THREE SEMESTER credit hours in either the social and behavioral sciences, ~~or the biological and physical sciences, whichever science does not appear among the basic studies requirements for the degree.~~
    - (c) ~~Five-quarter~~ THREE SEMESTER credit hours in the arts and humanities.
    - (D) THREE SEMESTER CREDIT HOURS IN THE BIOLOGICAL AND PHYSICAL SCIENCES.
    - (E) THREE SEMESTER CREDIT HOURS IN MATHEMATICS, STATISTICS, AND LOGIC.
    - (F) REMAINING NON-TECHNICAL CREDIT HOURS ~~Twenty-one-quarter credit hours~~ in basic studies.
  - (2) THIRTY SEMESTER ~~Forty-five-quarter~~ credit hours in technical studies.
  - (3) A total of a minimum of SIXTY SEMESTER ~~ninety-quarter~~ credit hours.
- (C) The following minimum number of ~~quarter~~ SEMESTER credit hours is required for a technical education program that leads to the degree Associate of Technical Studies:



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POLICY AND PROCEDURES MANUAL

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DEGREE PROGRAM REQUIREMENTS

Effective September 23, 2009

Policy No. 5-06

Page 2 of 4

Revised Draft

- (1) ~~Twenty-one quarter~~ THIRTY SEMESTER credit hours in NON-TECHNICAL STUDIES TO INCLUDE FIFTEEN SEMESTER CREDIT HOURS in general education studies as described in ~~subparagraph (1) of~~ paragraph (B) of this section.
  - (2) ~~Twenty-one quarter~~ REMAINING NON-TECHNICAL SEMESTER credit hours in basic studies.
  - (3) ~~Forty-five~~ THIRTY combined ~~quarter~~ SEMESTER credit hours in two or more (maximum four) areas of technical studies.
  - (4) A total of a minimum of ~~ninety-quarter~~ SIXTY SEMESTER credit hours.
- (D) The following minimum number of ~~quarter~~ SEMESTER credit hours is required for a transfer program that leads to the degree Associate of Arts:
- (1) General Education Core (~~45-quarter~~ 28 SEMESTER credit hours)
    - a) ~~Ten-quarter~~ SIX SEMESTER credit hours in composition to include a first-year English composition course and a second-year writing course.
    - b) ~~Five-quarter~~ THREE SEMESTER credit hours in mathematics, statistics, and logic at the level of college algebra or above.
    - c) ~~Ten-quarter~~ SIX SEMESTER credit hours in the arts and humanities to include two courses in different content areas.
    - d) ~~Ten-quarter~~ SIX SEMESTER credit hours in the social and behavioral sciences to include two courses in different content areas.
    - e) ~~Ten-quarter~~ SEVEN SEMESTER credit hours in the biological and physical sciences to include two courses, one of which must contain a laboratory component.
  - (2) Additional Requirements (~~45-quarter~~ 32 SEMESTER credit hours)
    - a) To ensure the added breadth in the liberal arts that is characteristic of the Associate of Arts degree, as well as the completion of the Ohio Transfer Module, an additional ~~fifteen~~ NINE hours is required from a combination of course work

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DEGREE PROGRAM REQUIREMENTS  
Policy No. 5-06  
Page 3 of 4

Effective September 23, 2009

Revised Draft

in the arts and humanities, social and behavioral sciences, and biological and physical sciences, to include at least ~~five~~ THREE of these hours in the arts and humanities.

- b) An additional ~~thirty-quarter~~ TWENTY THREE SEMESTER credit hours of course work in the arts, humanities, social and behavioral sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
- (3) A Total of a minimum of ~~ninety (90)-Quarter~~ SIXTY (60) SEMESTER credit hours will be required.
- (E) The following minimum number of ~~quarter~~ SEMESTER credit hours is required for a transfer program that leads to the degree Associate of Science:
- (1) General Education Core (~~45-quarter~~ 28 SEMESTER credit hours)
    - a) ~~Ten-quarter~~ SIX SEMESTER credit hours in composition to include a first-year English composition course and a second-year writing course
    - b) ~~Five-quarter~~ THREE SEMESTER credit hours in mathematics, statistics, and logic at the level of college algebra or above
    - c) ~~Ten-quarter~~ SIX SEMESTER credit hours in the arts and humanities to include two courses in different content areas
    - d) ~~Ten-quarter~~ SIX SEMESTER credit hours in the social and behavioral sciences to include two courses in different content areas
    - e) ~~Ten-quarter~~ SEVEN SEMESTER credit hours in the biological and physical sciences to include two courses, one of which must contain a laboratory component

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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DEGREE PROGRAM REQUIREMENTS  
Policy No. 5-06  
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Effective September 23, 2009

Revised Draft

- (2) Additional Requirements (~~45-quarter~~ 32 SEMESTER credit hours)
  - (a) To ensure the added breadth in mathematics and the biological and physical sciences that is characteristic of the Associate of Science degree, as well as the completion of the Ohio Transfer Module, an additional ~~fifteen~~ NINE SEMESTER hours is required from a combination of course work in the areas of mathematics and the biological and physical sciences.
  - (b) An additional ~~thirty-quarter~~ TWENTY THREE SEMESTER credit hours of course work in mathematics and the biological and physical sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
- (3) A total of a minimum of ~~90-quarter~~ SIXTY (60) SEMESTER credit hours will be required.
- (F) Specific degree program requirements for each degree offered by the college, as approved by the Board of Trustees and Ohio Board of Regents, will be published in the college's catalog.
- (G) An associate degree curriculum may be of ~~six, seven, or eight~~ FOUR OR FIVE full-time ~~quarters~~ SEMESTERS of generally fifteen through eighteen credits each. A student may take as many academic ~~quarters~~ SEMESTERS to complete an associate degree program as meets his/her goals and meets the requirements of the program and this section.
- (H) All degrees and degree programs offered will comply with requirements of outside agencies, such as the Ohio Board of Regents, accrediting bodies, etc.
- (I) The president of the college shall establish procedures to administer this policy.

*Last Effective Date: July 1, 1997*

*Accepted by the Shared Governance Instructional Council: 4/21/11*

*Accepted by the Shared Governance Instructional Support Council: 4/29/11*

# Columbus State Community College



## Board Action

Date \_\_\_\_\_

### **SUBJECT:**

Revision of Policy 5-13, Academic Calendar

### **BACKGROUND INFORMATION:**

Policy 5-13, Academic Calendar, was reviewed in the context of the College's preparations for switching from a quarter to a semester calendar effective Autumn Semester 2012.

In addition to replacing "quarters" with "semesters" wherever appropriate, the proposed revisions define the academic year and establish that the length of a semester will be aligned with guidelines established by the Ohio Board of Regents. The proposed revisions also give the President the authority to determine on which days three holidays will be observed: Martin Luther King Day, Columbus Day, and Presidents' Day. Granting this authority to the President gives the President the latitude to make this judgment in the context of whatever unique circumstance a particular semester might offer.

The proposed revisions have been reviewed and recommended by various stakeholders, including the *Switch to Semesters* committees and both Councils of Shared Governance.

### **RECOMMENDATION:**

That the Board of Trustees adopts the proposed revisions to Policy 5-13, Academic Calendar.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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ACADEMIC CALENDAR  
Policy No. 5-13  
Page 1 of 2

Effective June 17, 1988

Revised Draft

- (A) ~~The academic calendar of the college shall consist of four approximately equal terms designated as quarters. Each quarter shall consist of at least fifty days of scheduled academic activities and three days of student examination.~~  
THE ACADEMIC YEAR SHALL CONSIST OF AT LEAST THIRTY (30) WEEKS IN LENGTH AND THE THIRTY (30) WEEK REQUIREMENT SHALL BE MEASURED EXCLUSIVE OF A COMPRESSED SUMMER SEMESTER. THE LENGTH OF THE SEMESTER SHALL BE ALIGNED TO GUIDELINES ESTABLISHED BY THE OHIO BOARD OF REGENTS (OBOR).
- (B) ~~The four quarters~~ THREE SEMESTERS shall be named Summer Quarter SEMESTER, Autumn Quarter SEMESTER, Winter Quarter, and Spring Quarter SEMESTER.
- (C) Academic and office activities will not be scheduled for the following holidays: Independence Day (July 4), Labor Day (first Monday in September), ~~Columbus Day (second Monday in October)~~, Veterans Day (November 11), Thanksgiving holidays (fourth Thursday and Friday in November), Christmas Day (December 25), New Year's Day (January 1), ~~Martin Luther King Day (as determined by the Board of Trustees)~~, Presidents Day (as determined by the Board of Trustees), and Memorial Day (last Monday in May). If one of the above holidays is a Saturday, it will be observed on the preceding Friday. If one of the above holidays is on Sunday, it will be observed on the succeeding Monday. If Christmas and New Year's Eve are on Monday through Thursday, evening academic and office activities will not be scheduled.

THE COLLEGE WILL BE CLOSED IN OBSERVANCE OF THE FOLLOWING HOLIDAYS ON DAYS DETERMINED BY THE PRESIDENT:

- MARTIN LUTHER KING DAY
- COLUMBUS DAY
- PRESIDENTS DAY

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ACADEMIC CALENDAR  
Policy No. 5-13  
Page 2 of 2

Effective June 17, 1988

Revised Draft

- (D) ~~The academic calendar shall be developed by the Vice President for Academic Affairs, approved by the President, and published in the college Bulletin.~~  
THE PRESIDENT SHALL APPROVE THE ACADEMIC CALENDAR, ADJUST THE ACADEMIC CALENDAR AS NECESSARY TO ACCOMMODATE UNFORESEEN CIRCUMSTANCES, AND ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.

*Accepted by the Shared Governance Instructional Council: 10/27/11*  
*Accepted by the Shared Governance Instructional Support Council: 10/28/11*

# Columbus State Community College



## Board Action

Date \_\_\_\_\_

### SUBJECT:

Revision of Policy 7-06, Student Fees

### BACKGROUND INFORMATION:

Policy 7-06, Student Fees, was reviewed in the context of the College's preparations for switching from a quarter to a semester calendar effective Autumn Semester 2012.

In addition to replacing "quarters" with "semesters" wherever appropriate, the proposed revisions include the following:

- Change "matriculation" fee to "Application, Records and ID Fee" for easier understanding, and allows for this fee to be assessed in a semester after a student's first registration if for some reason it was not initially assessed.
- Makes clear that tuition and all fees must be paid by dates established by the college, and that schedules may be dropped if outstanding balances from previous terms are not paid by established deadlines.
- Provides authority to assess a Late Application Fee, the purpose of which is to encourage students to apply early, to confirm residency, and to facilitate testing and course registration prior to the start of classes.
- Establishes in policy the College's statutory responsibility to refer outstanding balances for collection to the State of Ohio, Office of the Attorney General.

The proposed revisions have been reviewed and recommended by various stakeholders, including the *Switch to Semesters* committees and both Councils of Shared Governance.

### RECOMMENDATION:

That the Board of Trustees adopts the proposed revisions to Policy 7-06, Student Fees.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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STUDENT FEES  
Policy No. 7-06  
Page 1 of 3

Effective February 1, 2006

Revised Draft

- (A) The Board of Trustees shall establish the following fees to defray the costs associated with admission, ~~matriculation~~, ESTABLISHING AND MAINTAINING A COLLEGE RECORD, registration, instruction, student support services of a non-instructional nature, and student activities.

*Matriculation Fee:* APPLICATION, RECORDS, AND ID FEE: The ~~matriculation~~ APPLICATION, RECORDS, AND ID fee defrays the cost of enrolling at the college COLLEGE, including application and permanent record maintenance, and the cost of a ONE student identification card WHICH CAN BE OBTAINED IN THE SEMESTER THE FEE IS PAID OR A FUTURE SEMESTER. The fee is assessed at the time of initial registration, and is non-refundable. FOR STUDENTS WHO WERE NOT CHARGED AND/OR DID NOT PAY A MATRICULATION FEE OR APPLICATION, RECORDS, AND ID FEE DURING A PRIOR QUARTER/SEMESTER FOR ANY REASON, THE APPLICATION, RECORDS, AND ID FEE IS CHARGED AND DUE THE CURRENT SEMESTER OF REGISTRATION IN WHICH THE FEE IS INVOICED TO THE STUDENT'S ACCOUNT. International students may be assessed a ~~matriculation~~ APPLICATION, RECORDS, AND ID fee different from DOMESTIC students ~~residing in the United States~~ to offset the costs of doing business ~~internationally~~.

*Tuition:* ~~Quarterly~~ TUITION shall equal the total of the instructional fee and a general fee:

*Instructional Fee:* The instructional fee for Ohio residents defrays the cost of expenses incurred for instructional, educational resources, physical plant operation and administrative services.

The instructional fee for students who are non-Ohio residents of the United States or are international students defrays the costs of instructional, educational resources, PHYSICAL plant operation and administrative services not subsidized by the State of Ohio.

*General Fee:* A general fee defrays the cost of registration, student activities services, and student support services of a non-instructional nature.



COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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STUDENT FEES  
Policy No. 7-06  
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Effective February 1, 2006

Revised Draft

*Timely Payment:* Tuition, ~~and~~ laboratory, AND ALL OTHER fees must be paid in full, each ~~quarter~~, SEMESTER, by the date established by the college. The college may drop student schedules if tuition, LABORATORY, and ALL other fees are not paid by established deadlines, OR IF AN OUTSTANDING BALANCE IS OWED FOR A PRIOR SEMESTER. OUTSTANDING BALANCES MAY ALSO RESULT IN RESTRICTIONS FROM REGISTERING FOR FUTURE SEMESTERS AND OBTAINING TRANSCRIPTS.

*Tuition Refund:* Tuition is refundable pursuant to college procedure.

- (B) The college shall establish the following fees:

*Laboratory Fees:* Laboratory fees for individual courses shall be assessed for the purpose of purchasing materials used for laboratory purposes. Laboratory fees are refundable pursuant to college procedure.

*Parking PERMIT Fees and Fines:* ~~Quarterly~~ Parking PERMIT fees ~~and fines for parking and traffic violations~~ shall be assessed EACH SEMESTER to defray the cost of providing parking for students. Parking PERMIT fees are non-refundable.

*Assessment Fees:* A fee shall be assessed for the purpose of developing, administering, evaluating and reporting PLACEMENT ~~proficiency exams~~, prior learning assessments, and OTHER THIRD-PARTY TESTS OR EXAMS THAT THE COLLEGE DEEMS NECESSARY. ~~for re-testing of college placement tests.~~

- (C) The college may establish the following fees:

LATE APPLICATION FEE: STUDENTS WHO APPLY TO THE COLLEGE BEYOND ESTABLISHED APPLICATION DEADLINES EACH SEMESTER MAY BE ASSESSED A LATE APPLICATION FEE.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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STUDENT FEES  
Policy No. 7-06  
Page 3 of 3

Effective February 1, 2006

Revised Draft

*Course Registration, Late Registration, and Re-Registration fee:* Fees may be assessed on students' ACCOUNTS who WITH add, drop, or otherwise changes IN the status of courses for which they have registered after the college's fee payment schedules and deadlines AS DEFINED IN COLLEGE PROCEDURE.

*Educational Records:* A fee may be assessed for providing students with duplicate copies of official transcripts and of other educational records as defined in college policy and federal and state statutes and regulations.

*Replacement Fees:* The college may assess a fee for the replacement of student identification cards and other items purchased or borrowed.

*Graduation and Commencement Exercises Fee:* Students who petition for graduation may be assessed a fee to defray expenses.

- (D) The college shall comply with Federal and State of Ohio Financial Aid Program regulations.
- (E) BY LAW, OUTSTANDING BALANCES AND FINES WILL BE REFERRED FOR COLLECTION TO THE STATE OF OHIO, OFFICE OF THE ATTORNEY GENERAL, OR OTHER THIRD-PARTY COLLECTION AGENCY AS DEEMED APPROPRIATE. ACCOUNTS REFERRED FOR COLLECTION MAY INCUR COLLECTION OR OTHER FEES.
- (E) The President may waive fees in extenuating circumstances.
- (F) The President shall establish procedures to administer this policy.

*Last Effective Date: June 26, 2000*

*Accepted by the Shared Governance Instructional Support Council: 8/19/11*

*Accepted by the Shared Governance Instructional Council: 9/29/11*

# Columbus State Community College



Date \_\_\_\_\_

## Board Action

### **SUBJECT:**

Financial Statements as of and for the four months ended October 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 four months ended October 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:** November 9, 2011  
**SUBJECT:** Financial Statements as of October 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 October 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*	30,756	30,839	0.3%	20,313	20,558	1.2%
Winter 2012						
Spring 2012						

\*Preliminary headcounts and FTEs

- **Revenues** (Exhibit B)

Total operating revenues through October are \$45,230,211, nearly flat to the same period last year. While subsidy is down 8.5%, tuition revenue is up 4% compared to the same period last year, directly related to the FTE increase for Summer Quarter. Additionally, while head count has traditionally been budgeted flat to the prior year, FY 12 headcounts were budgeted a bit higher with the expectation of growth at the Delaware Campus.

- **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$43,617,571 for the period, or 4.5% higher than the same period last year. Projected year-end remains at the budgeted amount through October; we will have a better idea of projected final numbers as we monitor Autumn quarter expenditures throughout the quarter and as mid-year budgets are prepared.

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

For the period ending October 31, the Auxiliary Fund's revenues are down 5% compared to the same period last year. This is primarily due to commission from the pouring rights contract that has not been received yet this year and sales being down by 2.4% for the Bookstore. Overall expenditures for the Auxiliary Fund are down 2% compared to last year.

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

The President's Discretionary Fund has a cash balance of \$14,754 at October 31, after disbursements of \$5,246.

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

Foundation contributions through October are \$244,928 compared to \$461,443 through October of last year. Last year's contribution amount includes revenue that should have been deposited to the general fund and paid as royalties to book authors. The adjustment to remove those revenues from the Foundation occurred in June 2011. Investment income rebounded from the losses in September reflecting an increase in October of \$339,454. Management and general expenditures are \$70,041 compared to \$78,551 through the same period last year. Through the month of October, the College has supported the operations of the Foundation in the amount of \$129,210, compared to \$128,314 at the same time last year.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 18.6 % currently invested in STAROhio and other money markets, with the balance in federal agencies.

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

EXHIBIT A

<u>Assets</u>	<u>October 31, 2011</u>	<u>October 31, 2010</u>	<u>Liabilities and Fund Balance</u>	<u>October 31, 2011</u>	<u>October 31, 2010</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	\$ 11,651,548	\$ 8,006,333	Accounts payable	\$ 6,216,956	\$ 5,547,595
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))	124,201,325	129,109,971	Deferred income	24,356,022	28,423,329
Accounts receivable, net of allowance for doubtful accounts	14,079,541	21,092,121	Student tuition	863,521	921,211
Interest receivable	-	-	Lab fees and credit bank	-	-
Prepaid expense	393,905	392,786	Due to auxiliary funds	-	-
Net Investment in Golf Course	-	-	Due to restricted funds	12,889,879	9,178,826
Due from agency funds	1,468,581	2,694,272	Due to plant funds	-	-
Due from auxiliary funds	789,477	419,907	Due to agency funds	-	-
Total educational & general	<u>\$ 152,584,377</u>	<u>\$ 161,715,390</u>	Fund balances (Exhibit C):		
Auxiliary enterprise			Allocated	87,770,403	79,743,307
Cash	\$ 2,458,102	\$ 1,261,993	Unallocated	20,487,596	37,901,122
Investments	6,581,907	6,754,047	Total fund balances	<u>108,257,998</u>	<u>117,644,429</u>
Accounts receivable	924,110	1,021,955	Total educational & general	<u>\$ 152,584,377</u>	<u>\$ 161,715,390</u>
Inventories, at cost as defined (note 2)	2,182,399	1,975,083	Auxiliary enterprise		
Other Assets	362,186	367,953	Accounts payable	\$ 1,003,476	\$ 766,317
Due from general fund	-	-	Due to educational & general fund	789,477	419,907
Due from grant funds	3,179	3,117	Fund balances (Exhibit D):		
Total auxiliary enterprise	<u>12,511,883</u>	<u>11,384,148</u>	Allocated	350,000	250,000
Total unrestricted	<u>\$ 165,096,260</u>	<u>\$ 173,099,538</u>	Unallocated	10,368,930	9,947,924
Restricted			Total fund balances	10,718,930	10,197,924
Cash	\$ -	\$ -	Total auxiliary enterprise	12,511,883	11,384,148
Due from educational & general fund	-	-	Total unrestricted	<u>\$ 165,096,260</u>	<u>\$ 173,099,538</u>
Total restricted	<u>-</u>	<u>-</u>	Restricted		
Total current funds	<u>\$ 165,096,260</u>	<u>\$ 173,099,538</u>	Due to general fund	\$ -	\$ -
	[A]	[B]	Fund balances		
			Unallocated	-	-
			Total restricted	-	-
			Total current funds	<u>\$ 165,096,260</u>	<u>\$ 173,099,538</u>
				[C]	[D]

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

(Continued)

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

**EXHIBIT A  
(Continued)**

<u>Assets</u>	<u>October 31, 2011</u>	<u>October 31, 2010</u>	<u>Liabilities and Fund Balance</u>	<u>October 31, 2011</u>	<u>October 31, 2010</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		(1)
State appropriations receivable	-	-	Fund balances	3,244,716	2,603,751
Capital Improvement Fund	3,244,716	2,603,751	Restricted	-	-
Total unexpended	3,244,716	2,603,751	Total unexpended	3,244,716	2,603,751
Cash from Bond Proceeds	22,853	103,287	Investment in plant:		(6)
Deposit with trustees	-	-	Interest payable	-	-
Due from general fund	12,889,879	9,178,826	Capital lease payable	-	-
Land	29,618,235	29,235,190	Accounts payable	45,251	(32,962)
Improvements other than buildings	12,117,274	11,430,448	Bonds payable	13,690,000	14,910,000
Buildings	141,631,795	140,438,064	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	42,709,746	47,530,102	Net investment in plant	161,276,683	155,478,124
Construction-in-progress	3,984,253	695,610		-	-
Other Assets	257,513	245,134	Total investment in plant	175,011,935	170,355,162
Less: accumulated depreciation	(68,219,613)	(68,501,499)	Total plant funds	178,256,651	172,958,913
Total investment in plant	175,011,935	170,355,162			
Total plant funds	178,256,651	172,958,913	<u>Agency funds</u>		(19)
			Cash	-	-
			Due from agencies	782,768	2,694,272
			Due to general fund	-	-
			Total agency funds	782,768	2,694,272
	[A]	[B]	Total agency funds	782,768	2,694,272
				[C]	[D]

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

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON  
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2011  
With Comparative Figures at October 31, 2010

	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 FY 12 Year End Budget
<b>Revenues</b>								
<b>Appropriations</b>								
Subsidy	\$ 58,710,089	\$ 19,570,028	33.33%	\$ 59,591,744	\$ 18,045,756	30.28%	\$ 58,710,089	100.00%
SSI - Stimulus	-	-	-	-	3,345,340	-	-	0.00%
Access Challenge	-	-	-	-	-	-	-	-
Jobs Challenge	-	-	-	-	-	-	-	-
Delaware - Transfer In	2,038,216	790,920	38.80%	2,647,157	839,260	31.70%	2,038,216	100.00%
	60,748,305	20,360,948	33.52%	62,238,901	22,230,356	35.72%	60,748,305	100.00%
<b>Student</b>								
Tuition	85,982,450	22,777,428	26.49%	86,601,524	21,899,636	25.29%	85,982,450	100.00%
Fees	5,003,465	1,618,264	32.34%	5,741,427	2,113,395	36.81%	5,003,465	100.00%
Special courses	1,551,758	327,608	21.11%	1,551,758	257,402	16.59%	1,551,758	100.00%
	92,537,673	24,723,299	26.72%	93,894,709	24,270,433	25.85%	92,537,673	100.00%
<b>Contracted Services</b>								
Net	526,335	120,213	22.84%	255,585	85,756	33.55%	526,335	100.00%
	526,335	120,213	22.84%	255,585	85,756	33.55%	526,335	100.00%
<b>Other</b>								
Partnership Revenue	430,000	-	0.00%	-	-	-	430,000	100.00%
Miscellaneous	250,000	25,751	10.30%	250,000	28,874	11.55%	250,000	100.00%
	680,000	25,751	3.79%	250,000	28,874	11.55%	680,000	100.00%
<b>Total revenues</b>	154,492,313	45,230,211	29.28%	156,639,195	46,615,419	29.76%	154,492,313	100.00%
<b>Operating Expenditures</b>								
Educational & general (Instructional)								
ERC	85,178,713	23,294,074	27.35%	84,282,272	22,627,766	26.85%	85,178,713	100.00%
General	2,667,062	682,575	25.59%	2,082,580	728,917	35.00%	2,667,062	100.00%
Information Technology	11,720,458	3,599,232	30.71%	12,161,068	3,396,409	27.93%	11,720,458	100.00%
Student Services	12,719,795	5,167,098	40.62%	12,501,282	5,028,414	40.22%	12,719,795	100.00%
Operation and maintenance of plant	13,022,492	3,881,912	29.81%	11,694,596	3,416,747	29.22%	13,022,492	100.00%
Administration	14,350,198	4,176,754	29.11%	14,321,439	3,883,577	27.12%	14,350,198	100.00%
Transfer for debt service	8,746,733	2,299,654	26.29%	8,322,746	2,160,685	25.96%	8,746,733	100.00%
	1,548,819	516,273	33.33%	1,548,819	516,273	33.33%	1,548,819	100.00%
<b>Total expenditures</b>	149,954,270	43,617,571	29.09%	146,914,802	41,758,788	28.42%	149,954,270	100.00%
<b>Non-operating &amp; Encumbered</b>								
Transfer for equipment and replacement	3,000,000	See Exhibit C		4,158,000	See Exhibit C		3,000,000	100.00%
Transfer for Semester Conversion	-	-	-	4,000,000	-	-	-	N/A
Transfer for scholarships	-	-	-	-	-	-	-	-
<b>Total expenditures and transfers</b>	152,954,270	43,617,571	28.52%	155,072,802	41,758,788	26.93%	152,954,270	100.00%
Operational revenues	1,538,042	1,612,639	N/A	1,566,392	4,856,631	N/A	1,538,042	N/A
<b>Interest Income</b>								
Net Operating revenues	\$ 1,538,042	\$ 159,553	11.522%	\$ 1,566,392	\$ 155,113	319.95%	\$ 600,000	N/A
	\$ 1,538,042	\$ 1,772,192	115.22%	\$ 1,566,392	\$ 5,011,744	319.95%	\$ 2,138,042	139.01%



EXHIBIT C

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

	Balance at June 30, 2011	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at October 31, 2011
Unrestricted Allocated						
Capital Improvements & Land Acquisition	\$ 4,857,207	\$ -	1,800,000	656,648	-	7,313,855
Carpet/Furniture Reupholstering	60,394	-	-	225,000	(12,854)	272,540
Bolton Field Site Analysis	33,883	-	-	-	-	33,883
Eibling Hall Renovations (CCPC) and Lobby	23,082	-	-	-	-	23,082
Space Efficiency Upgrades	3,819,045	-	-	-	(957,724)	2,861,321
Project Planning	139,339	-	-	-	(42,002)	97,337
Union Hall Renovation	14,728,638	-	-	-	(117,094)	14,611,544
Site Development Delaware Campus	2,509,487	-	-	(1,200,000)	(98,016)	1,211,471
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	(1,600,206)	7,215,393
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	-	-	-	(219)	222,561
Teaching and Learning Initiatives	8,613,905	-	-	-	(632,887)	4,937,273
Strategic Growth Initiatives	2,500,000	-	-	-	(712,396)	7,901,509
Technology Initiatives	2,485,640	-	-	-	-	2,500,000
Human Capacity Development/Wellness	372,493	-	-	-	(32,338)	2,453,302
Campus Safety Initiatives	1,457,956	-	-	-	-	372,493
Energy Efficiency/Sustainability Initiatives	3,125,637	-	-	-	-	1,457,956
Delaware Campus Operations	2,966,619	-	-	(790,920)	(1,797)	3,123,840
Health Care Self-Insurance Escrow	1,023,018	-	-	-	-	2,175,699
Health Care HSA Incentive	680,441	-	-	-	-	1,023,018
Self-Insured Workers Compensation Benefits	152,500	-	-	-	(105,894)	574,547
Voluntary Separation Incentive Plan	2,000,000	-	2,300,000	-	(463,770)	152,500
One-Time Compensation	-	-	-	-	(2,456,757)	1,536,230
Partnerships for Student Success	500,000	-	-	-	-	(156,757)
PERFORMS	272,991	-	-	-	-	500,000
Unallocated	88,265,056	-	7,100,000	(92,074)	(7,502,579)	8,366
Total General Fund	\$ 114,510,976	\$ (6,252,978)	\$ (7,100,000)	\$ 92,074	\$ 7,502,579	\$ 108,257,998
	[A]	[B]	[C]	[D]	[E]	[F]

COLUMBUS STATE COMMUNITY COLLEGE  
BOND FUNDED PROJECTS  
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2011

EXHIBIT C-1

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations	Budget Reallocation 2011	Proceeds Expended to Date	Bond Proceeds Encumbered	Available to Spend	
Refunding 1993 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)
Aquinas Hall*		1,631,673	(88,521)	588	1,538,816	-	-	(3)
366/370 N. Grant*		1,760,304	(51,066)	-	1,709,238	-	-	(4)
Unallocated		8,022	(8,022)	-	-	-	-	(5)
Child Development Center	3,000,000	3,000,000	(891,666)	(108,124)	1,999,698	-	-	(6)
Columbus Campus Facility Projects								(7)
356 N. Grant			158,931	(8,953)	155,445	-	-	(8)
Madison Hall			62,913	6,076	68,989	-	-	(9)
Rhodes Hall			27,979	-	27,979	-	-	(10)
Franklin Hall Suite Efficiencies			80,950	2,800	83,750	-	-	(11)
Planning			100,000	409	100,409	-	-	(12)
TRIO			67,500	432	67,932	-	-	(13)
Student Life/Judicial			48,000	(3,284)	44,716	-	-	(14)
K-12 Move			20,000	(20,000)	-	-	-	(15)
Cisco Lab			65,000	(16,289)	48,711	-	-	(16)
339 Cleveland Avenue			32,985	-	32,985	-	-	(17)
Automotive Flooring			137,832	-	137,832	-	-	(18)
Bolton Field Upgrades			75,000	(11,156)	63,844	-	-	(19)
CWD Space Adjustments			16,000	6,000	-	-	22,000	(20)
Rhodes Hall Space Efficiencies			98,000	-	97,855	-	145	(21)
Bridgeview Signage			-	6,000	5,870	-	130	(22)
Issuance Costs	315,000	315,000	(55,830)	27,797	286,967	-	-	(23)
Interest Income	-	-	(297,395)	(190,177)	-	-	-	(24)
Total	\$ 17,160,000	\$ 17,160,000	\$ 304,817	\$ -	\$ 17,625,672	\$ -	\$ 579	(25)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	(26)

\* 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 FOUR MONTHS ENDED OCTOBER 31, 2011**  
 With Comparative Figures at October 31, 2010

	FY 12		FY 11		Projected FY 12 Year End Budget	Projected % of Budget
	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	\$ 4,822,560	35.65%	\$ 13,975,969	\$ 4,942,779	35.37%
Child Development Center	912,740	250,556	27.45%	907,493	288,908	31.84%
Food Services	358,000	50,777	14.18%	347,071	134,256	38.68%
Bridgeview	479,507	185,542	38.69%	474,310	204,953	43.21%
Total Revenues before Grant Activity	15,278,594	5,309,435	34.75%	15,704,843	5,570,896	35.47%
<b>Cost of Goods Sold</b>						
Bookstore	10,353,010	3,694,770	35.69%	10,524,161	3,760,924	35.74%
Bridgeview	24,510	10,149	41.41%	24,510	9,906	40.42%
Gross Margin	4,901,074	1,604,516	32.74%	5,180,682	1,800,066	34.91%
<b>Operating Expenses</b>						
Bookstore	2,359,318	585,414	24.86%	2,290,577	634,240	27.69%
Child Development Center	1,144,193	330,955	28.92%	1,176,681	345,727	29.38%
Food Services	95,118	25,279	26.58%	84,695	25,880	30.56%
Bridgeview	503,937	149,968	29.76%	561,680	149,359	26.06%
Auxiliary Administration	631,532	142,633	22.59%	625,248	184,442	29.50%
Total Expenses before Grant Activity	4,734,098	1,235,249	26.09%	4,738,881	1,336,648	28.21%
Auxiliary Net Operating Income/(Loss)	166,976	369,267		417,291	463,418	111.05%
Grant Income	-	-	0.00%	-	9,365	-
Grant Expense	-	-	0.00%	-	9,365	-
Net Grant Income/(Loss)	-	-		-	-	-
<b>Net Income/(Loss)</b>						
Bookstore	816,019	541,376	66.34%	1,161,231	547,615	47.16%
CDC	(231,453)	(80,399)	34.74%	(269,188)	(56,819)	21.11%
Food Services	262,882	25,498	9.70%	262,376	108,376	41.31%
Bridgeview	(48,940)	25,425	51.95%	(111,880)	48,688	43.52%
Auxiliary Administration	(631,532)	(142,633)	22.59%	(625,248)	(184,442)	29.50%
Net Auxiliary Income/(Loss)	166,976	369,267	221.15%	417,291	463,418	111.05%
Auxiliary Fund Balance at June 30, 2011		10,368,843			9,734,506	
Board Approved Improvements		(19,180)			-	
Transfers		-			-	
Auxiliary Fund Balance at October 31, 2011		\$ 10,718,930		\$ 10,197,924		
	(A)	(B)	(C)	(D)	(E)	(F)
						(G)
						(H)

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 OCTOBER 31, 2011

	Actual May 2011	Actual June 2011	Actual July 2011	Actual August 2011	Actual September 2011	Actual October 2011	
Beginning Cash	\$ 14,776,936	13,363,670	14,075,343	12,711,611	13,898,144	13,931,724	(1)
Cash Receipts	7,782,203	14,674,413	6,833,830	7,799,994	13,558,551	6,309,883	(2)
Cash Disbursements	(13,702,494)	(13,092,006)	(11,650,954)	(16,632,668)	(13,488,373)	(14,838,806)	(3)
Financial Aid	(492,975)	14,129,266	(11,546,608)	19,207	14,963,402	698,753	(4)
Outflow for investments	-	(20,000,000)	(15,000,000)	-	(30,000,000)	-	(5)
Inflow from investments	5,000,000	5,000,000	30,000,000	10,000,000	15,000,000	5,000,000	(6)
Ending Cash	\$ 13,363,670	14,075,343	12,711,611	13,898,144	13,931,724	11,101,554	(7)

	Forecasted November 2011	Forecasted December 2011	Forecasted January 2012	Forecasted February 2012	Forecasted March 2012	Forecasted April 2012	
Beginning Cash	\$ 11,101,554	10,494,095	12,467,869	10,720,939	9,213,446	11,344,908	(8)
Cash Receipts	5,892,507	12,892,507	5,892,507	5,892,507	12,892,507	12,892,507	(9)
Cash Disbursements	(14,029,966)	(14,318,733)	(14,739,437)	(14,000,000)	(14,161,045)	(14,087,997)	(10)
Financial Aid	(470,000)	25,400,000	(10,900,000)	1,600,000	22,400,000	(7,900,000)	(11)
Outflow for investments	-	(22,000,000)	-	-	(24,000,000)	-	(12)
Inflow from investments	8,000,000	-	18,000,000	5,000,000	5,000,000	9,000,000	(13)
Ending Cash	\$ 10,494,095	12,467,869	10,720,939	9,213,446	11,344,908	11,249,418	(14)

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

EXHIBIT F

Cash at Beginning of Period		\$ 18,842	(1)
		<u>          </u>	(2)
<u>Receipts:</u>			(3)
Deposit	-	1,158	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	246		(8)
Dress for Success	5,000		(9)
		<u>5,246</u>	(10)
		<u>14,754</u>	(11)
		\$ <u>          </u>	(12)
	[A]	[B]	(13)
		<u>          </u>	
		[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 OCTOBER 31, 2011  
With Comparative Figures at October 31, 2010

<u>Assets</u>	<u>October 31, 2011</u>	<u>October 31, 2010</u>	
Cash	\$ 253,326	\$ 491,055	(1)
Investments at market value (see note)	5,324,188	5,165,117	(2)
Pledges Receivable	59,596	97,152	(3)
Student Emergency Loans restricted - Net	<u>-</u>	<u>1,297</u>	(4)
			(5)
Total Assets	<u>\$ 5,637,110</u>	<u>\$ 5,754,621</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ 101,636	\$ 87,090	(7)
Pledge Payable	-	-	(8)
Trade Payables	<u>-</u>	<u>-</u>	(9)
Total Liabilities	<u>101,636</u>	<u>87,090</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	3,566,015	3,437,411	(11)
Temporarily Restricted	1,662,518	2,093,704	(12)
Unrestricted	<u>306,940</u>	<u>136,416</u>	(13)
			(14)
Total fund balance	<u>5,535,473</u>	<u>5,667,531</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 5,637,109</u>	<u>\$ 5,754,621</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 Portfolio</u>
Cash	\$ 165,234	165,234	3.31%
Equities	2,453,054	2,431,579	48.78%
Fixed Income	510,728	553,375	11.12%
Mutual Funds	<u>1,798,031</u>	<u>1,834,546</u>	<u>36.79%</u>
Total Investments	<u>\$ 4,927,047</u>	<u>\$ 4,984,734</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 FOUR MONTHS ENDED OCTOBER 31, 2011  
 With Comparative Figures at October 31, 2010

	October 31, 2011			October 31, 2010	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	
Revenue					
Contributions	\$ 108,002	\$ 25,057	\$ 4,134	\$ 137,193	(1)
Contributions for Columbus State	-	107,735	-	107,735	(2)
Administration Fee Income	-	-	-	-	(3)
Interest Income	9	-	-	9	(4)
Investment Income					(5)
Realized	31,400	8,566	-	39,966	(6)
Unrealized	(197,449)	(56,108)	-	(253,557)	(7)
Investment income-subtotal	(166,049)	(47,542)	-	(213,591)	(8)
Total revenues	(58,038)	85,250	4,134	31,346	(9)
Expenditures					
Scholarships	-	90,414	-	90,414	(10)
Contributions to Columbus State	-	107,735	-	107,735	(11)
Administrative Fee Expense	-	-	-	-	(12)
Management and general	70,041	-	-	70,041	(13)
Total expenditures	70,041	198,149	-	268,190	(14)
Excess (deficit) of revenues over expenditures	(128,079)	(112,899)	4,134	(236,844)	(15)
Transfers	(2,000)	-	2,000	-	(16)
Fund balance at beginning of period	437,019	1,775,417	3,559,881	5,772,317	(17)
Fund balance at end of period	\$ 306,940	\$ 1,662,518	\$ 3,566,015	\$ 5,535,473	(18)
	[A]	[B]	[C]	[D]	(19)
				\$ 5,667,531	[F]

**COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF OCTOBER 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	\$ 20,644,558	\$ 20,644,558	0.03%	1
STAR Ohio/Plant	3,244,716	3,244,716	0.03%	1
STAR Ohio/Auxiliary	784,955	784,955	0.03%	1
CSCC Operating Fund 1	49,418,564	49,409,316	0.20%	144
CSCC Operating Fund 2	49,290,447	49,347,008	0.89%	825
Auxiliary Services	5,768,870	5,796,970	1.08%	923
Plant Fund	4,780,315	4,800,443	1.16%	856
	<u>\$ 133,932,426</u>	<u>\$ 134,027,967</u>		

\* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	18.41%
	Agencies	81.40%
	Cash & Equivalents	0.19%
		<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 September and October 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>
Frank Barnhart (New-Board Approval)	Instructor	Communications	09/16/11	\$41,065
Kerry Bonaventura (Repl. M. Jacobs)	Supervisor I	Data Center	10/01/11	\$55,262
Kurt Farnsworth (Reclass- Lou Ann Carman)	Representative	Human Resources	10/03/11	\$44,034
Erika Hill (Repl. J. Jackson)	Advisor	Financial Aid	10/16/11	\$44,034
Faye James (Repl. B. Jackson)	Office Associate	Student Life	10/03/11	\$28,652
Marshall McCoy (Repl. J. Louks)	Instructor	Justice & Safety	09/16/11	\$44,224
Doris Myers (Repl. B. Beck)	Account Clerk	Business & Campus Services	10/16/11	\$26,204
Jeffrey Rowe (Repl. J. Byrne)	Instructor	Radiography	09/16/11	\$39,486
Steven Spurlock (Repl. M. Hershberger)	Maintenance I	Physical Plant	09/16/11	\$31,623
Rebecca Weaver (Repl. M. Berman)	Office Associate	Business Programs	10/03/11	\$31,948

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>
Dana Buechner (Resignation)	Associate Professor	Nursing	09/20/11
Aaron Coey (Resignation)	Police Officer	Public Safety	10/10/11
Lora Eberhard (Resignation)	Counselor	Transitional Workforce	08/05/11
Jeff Hawks (Resignation)	Instructor	Practical Nursing	09/26/11
Ricky Neal (Resignation)	Police Officer	Public Safety	09/14/11
Robbie Owens (Resignation)	Police Officer	Public Safety	09/28/11
Kristine Robbins (Resignation)	Program Coordinator	Human Resources	09/30/11
Linda Sandlin (Separation Incentive)	Representative	Telephone Information Center	10/28/11
Jane Schaefer (Resignation)	Dean	CEWD	09/30/11
Denise Thorpe (Probationary Removal)	Specialist	Records & Registration	09/01/11