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**A G E N D A**  
**BOARD OF TRUSTEES MEETING**  
Thursday, September 19, 2013  
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. Awarding of Emeritus Status ..... 1
- VI. New Policy No. 13-12, Public Use of College Grounds ..... 7
- VII. New Policy No. 3-46, Drug-Free Workplace ..... 12
- VIII. Revised Policy 5-08, Graduation Requirements ..... 16
- IX. Financial Statements as of, and for the Two Months ended August 31, 2013 ..... 19
- X. Personnel Information Items (Information Only)..... 32
- XI. President's Report
- XII. Old Business
- XIII. New Business
- XIV. Public Participation
- XV. Executive Session
- XVI. Adjournment



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date \_\_\_\_\_

## **SUBJECT:**

Awarding of Emeritus Status:

Associate Professor Gil Feiertag, Business Programs  
Professor Donald Carmel, Business Programs  
Professor Betty Allen, Business Programs  
Professor Thomas Robbins, Construction Sciences and Engineering Technology  
Ms. Ellen Brooks, Curriculum Management  
Ms. Maureen Erney, Curriculum Management  
Ms. Emma "Jean" Baker, Justice and Safety  
Mr. Vince Borghese, Construction Sciences and Engineering Technology  
Associate Professor Margaret "Peggy" Mayo, Allied Health Professions  
Ms. Jocelyn North, Academic Advisor, Student Affairs  
Ms. Laura Huston-Hoburg, Academic Advisor, Student Affairs

## **BACKGROUND INFORMATION:**

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

## **RECOMMENDATION:**

That the Board of Trustees grant emeritus status to Associate Professor Gil Feiertag, Professor Donald Carmel, Professor Betty Allen, Professor Thomas Robbins, Ms. Ellen Brooks, Ms. Maureen Erney, Ms. Emma "Jean" Baker, Mr. Vince Borghese, Associate Professor Margaret "Peggy" Mayo, Ms. Jocelyn North, and Ms. Laura Huston-Hoburg.

**Emeritus Status: Gil Feiertag**

Gil served the college faithfully for 25 years. He began his CSCC career as an instructor in the prison program. Upon his return to Main Campus, he became the lead instructor for the Entrepreneurship major and certificate. He was a union representative and a member of Shared Governance.

Gil's dedication to his students stands out the most because he chose to work on campus five days a week, for the majority of the academic year, to accommodate his students.

**Emeritus Status: Donald Carmell**

DJ served the college for 36 years as a full-time faculty member. He retired as a full professor of Accounting in the Business Programs Department. It has been an honor to work with DJ. He was a strict but fair instructor who always put his learners and dedication to the profession of accounting, first.

His contributions to the institution are many. During his 36 years DJ taught economics, computer literacy, most of the business courses, most of the real estate courses, all of the finance courses, financial accounting, and intermediate accounting.

DJ was the program coordinator for the finance program from 1979 – 2009 and the Accounting program from 2007 – 2011. Over the years he has worked with the faculty to develop the finance program curriculum and the accounting program curriculum. He developed one of the first web based courses at CSCC and continued to update and improve his web courses up until his retirement.

DJ also served as the Chairperson for the Career & Technical Programs Division Promotion & Tenure Committee. He helped to write the first Promotion and Tenure Manual for Faculty in the Career & Technical Division. DJ was instrumental in coordinating the accounting faculty's efforts to prepare the required documents to convert the accounting curriculum into the semester format. He is truly deserving of emeritus status.

**Emeritus Status: Betty Allen**

Betty has faithfully served the college for over 25 years in the Business Programs Department. She began her CSCC career as an instructor in Business Office Applications program (BOA), then Office Administration. She was a full professor upon her retirement from the college.

Betty was an important part of the growth and development of the BOA program. She served on several committees in the college and division and was lead instructor for a number of BOA courses. She was a kind and knowledgeable mentor to new faculty in the department, and a firm but fair instructor to her students.

### **Emeritus Status: Thomas Robbins**

Professor Robbins has been a dedicated college faculty since joining the college in September 1993. His commitment to his students and their success has been beyond exemplary. This attribute of Tom's is evidenced in his labs with student projects on display, an excellent motivator for new students.

Additionally his successful national and international student competition successes are renowned. Always willing to serve on committees and leadership roles across the college his dedication is unquestionable.

### **Emeritus Status: Ellen Brooks**

Ellen was a valued employee at Columbus State for over 40 years. She began at the college as a work study student and moved from one position to the next gaining knowledge and skills that made her more and more important to the institution. Her first fulltime position with the college was as a Financial Aid Assistant. From there she transitioned to Administrative Secretary for the VP of Student Services, to the Records Supervisor for Records and Registration, to Graduation Coordinator and finally to Program Coordinator for the Degree Audit Reporting System (DARS) in Curriculum Management.

Ellen was deeply involved in the implementation of Colleague as the Business Lead for the Core Application Team, S2S as the Business Lead for the DARS – S2S portion of the conversion and continued to serve as a functional expert in Colleague and coordinator for DARS and U.Select until her retirement. She was a model employee that others looked to when they needed assistance and this led to her being selected and honored as Staff Employee of the Month by her peers. After retirement, Ellen returned to assist the department and College by training her replacement. Her dedication, commitment and excellent service to the institution make her a great candidate for Emeritus Status.

### **Emeritus Status: Maureen Erney**

Prior to her retirement, Maureen had been with the college since starting as a student in the Dental Hygiene program. Immediately after graduation, she began working in the Human Resources department at the college. She transitioned to the Basic Skills Department and then to Financial Aid. Continuing to grow her knowledge of the college, her skills and her abilities she transferred into a position to handle Central Scheduling for the Academic Affairs office. She continued serving in that capacity for 16 years which allowed her to close out a career with the college of over 30 years.

Maureen served the college well providing training to peers along the way to assist them in providing service to the college team and students. She learned the college's classroom and laboratory needs relative to instructional space and was always happy and willing to provide space to meet the needs of faculty. During her tenure with us as the Scheduling Coordinator, she

was instrumental in bringing to the campus the CollegeNet system, currently known as R25 to handle room scheduling. She served as the functional expert for R25 providing training, troubleshooting, testing and assistance as needed until her retirement. Maureen received numerous compliments from the Columbus State family for accommodating their space requests in an efficient, timely and friendly manner even during the most stressful periods. She was chosen as the Staff Employee of the Month and also Staff Employee of the Year. Maureen was willing to return to the department after her retirement to assist with the training of her replacement. Her dedication to the institution and the respect and appreciation she gained from the campus community make her an outstanding candidate for Emeritus Status.

#### **Emeritus Status: Emma “Jean” Baker**

Emma “Jean” Baker has been a dedicated Columbus State Community College employee of 30 years. She has been faithful to Columbus State Community College and is a valuable employee. She has spent the entire time of her tenure at Columbus State Community College as an Office Associate. She has seen the department grow from just law enforcement to what it includes today: Criminal Justice, Fire Science, Emergency Medical Services, and Paralegal Studies. Over the years Jean Baker has been instrumental in the transition of several chairpersons for the department, the transition from quarters to semesters, and has maintained a level of institutional knowledge that will be difficult to replace.

Jean is the kind of Office Associate that knows everyone and their positions in the college. Jean always knew both how the processes of the college worked both formally and informally. Her mark has been indelible on both the institution and the many students she has come in contact with over the years. She frequently would help students to navigate the learning curve at the beginning of a quarter in terms of how to find their classroom or how to make sure of their schedule was still accurate. Jean would spare no expense to make sure that students had the best experience possible.

Jean Baker was extremely helpful in the most recent American Bar Association site visit since she had been present for several previous site visits. The ABA accredits the Paralegal Program and Jean Baker had learned how to make sure that the site visitors had everything they needed and were accommodated in terms of the documents and other items they needed to see. Jean has kept good records for such programmatic accreditation visits.

#### **Emeritus Status: Vince Borghese**

In addition to being an Alumnus of Columbus State, Mr. Borghese has served the College for over 30 years of dedicated service in his capacity as Lab Technician, Teaching Assistant, and Adjunct Faculty. He has assisted, taught, and tutored literally thousands of student learners in Computer Electronics, Electronic Engineering Technology, Engineering Technology, Integrated Systems Technology, and Mechanical Engineering Technology. In his role as Teaching Assistant, Vince has helped Faculty, Staff, and Administrators in their work, both in and out of the classroom. His work with the Curriculum Management Department and the Ohio Board of

Regents in submitting Construction Sciences and Engineering Technologies courses for TAG approval has greatly benefited the College in its switch from quarters to semesters (S2S).

Vince Borghese is very dedicated to helping the students in their journey through life. He has established several student scholarships and endowments, including the Borghese Family Solar Challenge scholarship, the “Free as the Wind” book scholarship, and the Joyce and Robert L. Borghese endowed scholarship. He also worked with the Columbus State Development Foundation, Mrs. Dorothy Kroeger and the Engineering Technologies Department to help establish the Frank B. Kroeger Scholarship. Vince has also advised students in applying for these scholarships and others offered by the Development Foundation.

Being a strong supporter of STEM education, Mr. Borghese has acted as liaison to Columbus City Schools as a Team Mentor for FIRST Robotics High School Robotics competition and FIRST Lego League. While helping teams for over twelve years at Columbus East High School, Columbus Alternative School (CAS), Eastmoor Academy, Fort Hayes High School, Walnut Ridge High School, and Whetstone High School, the number of High School robotics teams in the Central Ohio Region has grown by tenfold.

#### **Emeritus Status: Peggy Mayo**

Peggy Mayo retired May 11, 2013 from Columbus State Community College after successfully accomplishing multiple job roles, ranging from a fulltime teaching assistant for the Medical Laboratory program starting in 1977, adjunct faculty for the Medical Laboratory program, fulltime faculty and program coordinator for the Multicompetency program starting in 2004, and interim Chairperson for the Allied Health Professions Department. She deserves to be considered for emeritus status for her commitment to excellent teaching as well as her contributions to Columbus State Community College overall.

Peggy’s accomplishments and contributions are many. She managed five very successful accreditations for Multicompetency programs (Phlebotomy and Histology) between 2005 and 2013. She has revised the phlebotomy curriculum for phlebotomy and coordinated the revision the histology to an online program. Peggy was a very organized program coordinator that served as a great role for faculty in the department and adjuncts in her program.

Peggy stayed well connected to the community. She had great advisory committee attendance and support of her programs. She worked well with affiliates in securing sites for clinical placement and had a great reputation throughout the medical community. Peggy continued to stay current in her medical profession and in her teaching.

Peggy provided quality service to the department, division, and college. She provided input and support to Student Conduct, Union Hall Renovation, Grade Grievance, S2S Curriculum Committee, and served as C and T Curriculum Committee as Co-Chair (to name a few).

### **Emeritus Status: Jocelyn North**

An alumnus of Columbus State Community College, and Franklin University, Jocelyn began her Columbus State career as a Clerk Typist, from which she moved into Data Entry. Jocelyn later served as a Supervisor before moving into her most recent role as an Academic Advisor, and later retiring from the college in December 2012.

Throughout her career, Jocelyn maintained exceptional working relationships with a variety of departments, most notably serving as the Advising Services liaison to the Nursing programs. In this role as department liaison, Jocelyn also represented an advising perspective on the Career and Technical Programs Curriculum Committee.

Students often asked to work specifically with Jocelyn, often noting her thoroughness, extensive knowledge, and caring approach as having an impact on their positive advising experiences. Her pride in this institution is infectious, and her career is a wonderful example of lifelong dedication, professionalism, and commitment to the values and mission of the college.

### **Emeritus Status: Laura Huston-Hoburg**

Laura began her career at the Columbus Technical Institute, which became Columbus State Community College during her second year of employment. During this transition, Laura served as a Transfer Advisor and began her career in Academic Advising. Laura Huston-Hoburg's 27-year career exemplifies the compassionate and student-focused approach that Advising Services strives to deliver.

As an Academic Advisor, Laura spent much of her career exploring and addressing the unique needs of adult learners in the community college environment. In addition to her role as Academic Advisor, Laura also served on a variety of committees within the college, including the 1999-2000 College Council, Shared Governance (2003- 2006), and contributed to the college's Switch2Semesters initiative in 2011 and 2012.

Laura was also recognized by the National Academic Advising Association (NACADA) for her outstanding work with students, and received a NACADA Certificate of Merit- Outstanding Academic Advisor in 1991.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

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

### **SUBJECT:**

New Policy No. 13-12, Public Use of College Grounds

### **BACKGROUND INFORMATION:**

Proposed new Policy No. 13-12, Public Use of College Grounds, reflects the College's commitment to promoting the free exchange of ideas on campus and the safe and efficient operation of the College. The fundamental tenets of the Policy are designed to achieve these objectives by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College.

Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

### **RECOMMENDATION:**

That the Board of Trustees adopts the proposed new Policy No. 13-12, Public Use of College Grounds.



COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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PUBLIC USE OF COLLEGE GROUNDS  
Policy No. 13-12  
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Effective XX/ XX/XX

**NEW POLICY**

**(A) PURPOSE**

The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
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This Policy does not apply to use of College facilities and grounds for official events sponsored by the College. Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of or endorsed by the College. This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

**(B) OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE**

**1. General Access**

Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Columbus campus or Delaware campus except parking lots, garages and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, displaying signage and circulating

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petitions. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

**2. Regional Learning Centers**

The College's Regional Learning Centers are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College, therefore, no publicly-accessible outdoor areas available for use under this Policy. Where any outdoors space is controlled by the College, this Policy applies.

**3. Large Groups**

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than fifty people must notify the College's Police Department at 614-287-2525 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

**(C) STUDENT USE**

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Office of Student Engagement and Leadership at 614-287-2637. Any request by a student or student organization to reserve such area or space shall be made at

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least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

**(D) KIOSKS**

The College provides outdoor kiosks for the purpose of posting materials in the public space. Because of the limited space available, posted material may be no larger than 8 ½ x 11 inches and will be removed on the first and fifteenth of every month. Posted materials may not physically cover other materials previously posted on the kiosks.

**(E) PROHIBITED ACTIVITIES**

1. Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
2. No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture (except the designated kiosks).
3. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

**(F) ENFORCEMENT**

The Columbus State Police Department and local law enforcement shall enforce the provisions of this Policy.

Any person who violates Section E of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

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**(G) DISPUTE RESOLUTION**

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the College Legal Office at 614-287-5939.

**(H) PROCEDURES**

The President may adopt procedures to administer this Policy.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

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

**SUBJECT:**

New Policy No. 3-46, Drug-Free Workplace

**BACKGROUND INFORMATION:**

Columbus State Community values the health and safety of its employees, and the College adheres to all local, state, and federal laws concerning the use of alcohol and illegal drugs on its premises or at any College-sponsored activities. The proposed new Policy No. 3-46, Drug-Free Workplace, establishes the College's position concerning the possession, use or distribution of illicit drugs and alcohol by all employees on College premises or as a part of any College-sponsored activities.

According to the Federal Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies that it has adopted and has implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's premises or as part of any of its activities. Issues pertaining to student use and abuse of drugs and alcohol are addressed in the College's Student Code of Conduct Policy No. 7-10.

**RECOMMENDATION:**

That the Board of Trustees adopts the proposed new Policy No. 3-46, Drug-Free Workplace.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Drug-Free Workplace  
Policy No. 3-46  
Page 1 of 3

Effective: XXXXXXXX

**NEW POLICY**

(A) Purpose:

To provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances and alcohol. As a condition of employment, all employees of Columbus State Community College are required to adhere to this policy. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the College.

(B) Definitions:

*Alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

*Chain of custody* is tracking storage of specimens to be analyzed from point of collection to final disposition to ensure the integrity of the process.

*Collection site* is a place designated by a testing laboratory where employees present themselves for providing a specimen to be analyzed.

*College property* includes any building, land, parking lots, or facilities owned, leased, or used by Columbus State Community College.

*College time* is any time spent conducting official business or travel for, or on behalf of the college, regular work hours, or while on or in state-owned or leased property.

*College vehicles* are any vehicles owned, leased or operated by Columbus State Community College.

*Controlled substance / Drug, Compound, Common Mixture or Substance* includes any drug listed in the Federal Food Drug & Cosmetic Act, federal narcotics law, and/or Ohio Revised Code Chapter 3719 or 3715, including but not limited to:

- (1) narcotics, such as opium, heroin, morphine and synthetic substitutes;
- (2) depressants, such as chloral hydrate, barbiturates, and methaqualone;
- (3) stimulants, such as cocaine (and any derivatives) and amphetamines;

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Drug-Free Workplace  
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Effective: XXXXXXXX

**NEW POLICY**

- (4) hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, and Ecstasy;
- (5) cannabis, such as marijuana and hashish; and
- (6) any chemical compound added to federal or state regulations and denoted as a controlled substance.

*Licensed medical provider* is one who is licensed, certified, and/or registered under federal, state or local laws and regulations to prescribe controlled substances/drugs.

*Positive test result* is a test result that was positive on an initial approved immunoassay test, confirmed by a gas chromatography/mass spectrometry (GC/MS) or an equivalent or better scientifically accurate and acceptable method that provides quantitative data about the detected drug or drug metabolites or a positive result from an alcohol breath test (.04 percent impairment) for all employees except those covered under the random testing that is administered by a person qualified under Ohio Administrative Code 3701-53-07 or a facility meeting standards promulgated by the US Department of Health & Human Services.

*Random testing* means a testing process in which participants are selected by a computer-driven random selection process for unannounced controlled substances or alcohol and/or pre-selected but unannounced testing on a particular employee, who has previously tested positive for drugs and/or alcohol.

*Reasonable suspicion testing* means drug or alcohol testing based on a reasonable cause to believe that an employee is using drugs or alcohol in violation of College policy.

*Refusal to submit* occurs when an employee: (1) fails to provide adequate breath for alcohol testing without a valid medical explanation; (2) fails to provide an adequate urine sample for controlled substances testing without a genuine medical inability; (3) engages in conduct that obstructs the testing process; or (4) takes any measure to dilute, alter or substitute a sample provided.

*Specimen* is a tissue or product of the body chemically capable of revealing the presence of drugs or alcohol in the body.

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**NEW POLICY**

*Substance abuse professional* means a licensed or certified physician, psychologist, psychiatrist, counselor or social worker with knowledge of, and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

*Workplace* is College owned or leased property or any place where official College business is conducted and/or while on College time.

- (C) Employees of Columbus State Community College are:
- (1) Required to report to work in a fit condition to perform their duties;
  - (2) Prohibited from being under the influence of alcohol (equivalent to the statutory level for impairment) or unlawfully controlled substances as defined in Ohio Revised Code 3719.01 and 3719.41 at the workplace, while on College property or vehicles and/or on College time (however, reasonable use of alcohol at workplace events where alcohol is served is exempted);
  - (3) Prohibited from using, misusing, dispensing, transferring, purchasing, or possessing controlled substances and abusing alcohol or prescription drugs in any way that is illegal in the workplace, on College property, on College time, or while conducting official business on behalf of the College; and
  - (4) Prohibited from operating college vehicles or equipment while under the influence of alcohol or drugs.
- (D) The President shall adopt procedures to implement this policy.





## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

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

### **SUBJECT:**

Revise Policy 5-08, Graduation Requirements

### **BACKGROUND INFORMATION:**

Policy 5-08 specifies the requirements for a student to be considered a candidate for an associate degree and graduate.

The proposed revisions to Policy 5-08:

- (1) require candidates for an associate of applied science (AAS), an associate of arts (AA), an associate of science (AS), or an associate of technical studies (ATS) to have a cumulative 2.0 grade point average (GPA) for all Columbus State Community College courses;
- (2) enable students to authorize degree consideration through their four-year partner institution via the reverse transfer process;
- (3) specify that students with Bachelor of Arts or Bachelor of Science degrees may only pursue associate of arts or associate of science degrees if degree audits reflect missing coursework at the associate degree level following evaluation of their transcripts from their four-year institutions;
- (4) specify that in order for students to be awarded an associate degree from Columbus State Community College, students must earn at least twenty (20) credit hours through enrollment in courses offered by the college.

These policy changes bring Columbus State Community College into compliance with state policy regarding the awarding of AA and AS degrees to students who have transferred to four year institutions without completion of the AA or AS degree at a community college. In addition, changes to the policy bring Columbus State into compliance with the broad agreement among institutions of higher learning that the grade point average (GPA) requirement for associates degrees should be based on all work completed at the institution unless the institution officially withdraws students from courses for reasons beyond the student's control.

### **RECOMMENDATION:**

That the Board of Trustees adopts the proposed revisions to Policy 5-08, Graduation Requirements.

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GRADUATION REQUIREMENTS

Effective August 29, 2012

Policy No. 5-08

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- (A) In order for a student to be considered a candidate for an associate degree, he/she must have completed all the requirements for that degree as described in the college Catalog in effect at the time the student enrolled in the program leading to that degree. If the requirements for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until he/she earns the degree or for a period of three (3) years from the time the student initially enrolled in the degree. If the student does not receive a degree within three (3) years of initial enrollment, and there is a change in the degree requirements, the Senior Vice-President of Academic Affairs shall decide what requirements the student shall meet in order to be awarded a degree.
- (B) ~~In order for a student to be considered a candidate for an associate of applied science or associate of technical studies degree, he/she must have earned a 2.000 grade point average in all COURSES technical study courses required and a 2.000 grade point average in all general and basic study courses required.~~ In order for a student to be considered a candidate for an associate of arts or an associate of science degree, he/she must have earned a CUMULATIVE 2.000 grade point average for all COLLEGE LEVEL courses used to meet degree requirements. Only courses completed at Columbus State Community College will be used to calculate THIS AVERAGE these averages.
- (C) ~~In order for a student to be considered a candidate for~~ A STUDENT MAY REQUEST TO BE CONSIDERED FOR an associate degree, ~~he/she must file~~ by filing a petition in accordance with procedures established by the college. A STUDENT MAY ALSO AUTHORIZE DEGREE CONSIDERATION THROUGH THEIR FOUR-YEAR PARTNER INSTITUTION VIA THE REVERSE TRANSFER PROCESS; STUDENTS WITH BACHELOR OF ARTS OR BACHELOR OF SCIENCE DEGREES MAY ONLY PURSUE ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE DEGREES IF DEGREE AUDITS REFLECT MISSING COURSEWORK AT THE ASSOCIATE DEGREE LEVEL FOLLOWING EVALUATION OF TRANSCRIPTS FROM THEIR FOUR-YEAR INSTITUTIONS.
- (D) The college shall verify eligibility of individual students to receive degrees in accordance with established procedures.
- (E) Individuals may earn more than one associate degree from Columbus State Community College, provided they meet all requirements stated in this policy and in the Catalog.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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GRADUATION REQUIREMENTS

~~Effective August 29, 2012~~

Policy No. 5-08

Page 2 of 2

- (F) In order for a student to be awarded an associate degree from Columbus State Community College, the student must earn at least twenty-three (~~23~~ 20) credit hours through enrollment in courses offered by the Columbus State Community College, as approved by the college.

*Last Effective Dates: June 26, 2000; July 1, 1987, January 26, 2012*



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date \_\_\_\_\_

### **SUBJECT:**

Financial Statements as of and for the two months ended, August 31, 2013.

### **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, 2013, 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 10, 2013  
**SUBJECT:** Financial Statements as of August 31, 2013

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, 2013.

**1. General Fund**

These financial statements include comparisons of actual-to-date compared to the FY 14 Budget approved by the Board in May.

• **Enrollment**

Term	Budgeted Credit Hours	FY 14 Credit Hours	Budget to Actual Increase/ Decrease	Actual FY 13 FTEs	FY 14 FTEs	% Variance
Summer 2013*	98,950	127,387	28.7%	N/A **	8,492	N/A
Autumn 2013*	229,332	226,622	-1.2%	15,161	15,108	-0.3%
Spring 2014	229,254					

\*FY14 preliminary student credit hours and FTEs

\*\* FY13 FTEs are N/A due to differences in a Quarter Term (FY13) vs. Semester Term (FY14) which is not a meaningful comparison

• **Revenues** (Exhibit B)

Updated analyses of Summer’s revenue indicate tuition revenue exceeded budget by \$1.9 million or 30% due to higher than budgeted enrollment, and preliminary Autumn revenue analyses indicate that Autumn tuition revenue is \$0.5 million or 1.6% lower than budget due to lower than budgeted enrollment. As a reminder, in a semester calendar, summer terms each year straddle two fiscal years; 46% of Summer 2013 is accounted for in FY14.

Year-end revenue projections are also updated to include revised State subsidy projections which call for Columbus State receiving \$1.5M more than budgeted. State subsidy allocations are finalized by December upon approval by the State’s Controlling Board.

• **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$21,945,979 for the period, which is 2% lower than the same period last year. Increased adjunct expenses that were necessary to serve Summer’s higher-than-budgeted enrollment are included in year-end projected expenses.

- Projected Year End (Exhibit B)

Given the current projections, reserve funds on which the operating budget was balanced when presented to the Board of Trustees in May 2013 will be unnecessary. When the mid-year revised budget is presented to the Board of Trustees in January 2014, the need for such reserve funds will be further considered based on the College's final State subsidy authorization, Spring 2014 registration compared to the current budget, interest income earnings compared to budget, and spending compared to budget.

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

Comparisons in FY14 to FY13 for the Auxiliary Fund will be skewed because in FY13 the Child Development Center and Bridgeview Golf Course and Driving Range were operational. Both enterprises ceased operations on June 28, 2013. The year-to-year comparables for the Bookstore and the Food Services programs will continue to be relevant. Total bookstore revenue is 97% of the overall Auxiliary budget, a large majority of which is realized three times a year: August, January and May. Actual revenues to date are tracking at 37.3% of budget for the period ending August 31, 2013. Total operating expenses for the Bookstore, Food Services and Auxiliary Administration are at 12% of budget; slightly less than the projected of 16% for the period.

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

The President's Discretionary Fund has a cash balance of \$19,606 at August 31, after disbursements of \$394.

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

Foundation contributions through August are \$203,530, compared to \$193,295 through August of last year. Management and General expenditures are \$15,718 compared to \$15,854 through the same period last year and Foundation expenses funded by the College totaled \$56,113 compared to \$42,593 at the same time last year.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 39.1% currently invested in STAROhio and other money markets, with the balance in federal agencies.

**EXHIBIT A**  
**COLUMBUS STATE COMMUNITY COLLEGE**  
**BALANCE SHEET AT AUGUST 31, 2013**  
**With Comparative Figures at August 31, 2012**

<u>Assets</u>	<u>August 31, 2013</u>	<u>August 31, 2012</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2013</u>	<u>August 31, 2012</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general	\$ 13,808,019	\$ 33,136,391
Cash	\$ 13,203,431	\$ 21,997,594	Accounts payable		
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income	32,302,558	31,125,949
Accounts receivable, net of allowance for doubtful accounts	119,440,708	131,396,639	Student tuition	1,082,350	979,209
Interest receivable	15,808,872	16,413,075	Lab fees and credit bank	-	-
Prepaid expense	-	-	Due to auxiliary funds	-	-
Net investment in Golf Course	434,604	475,630	Due to restricted funds	10,773,942	12,587,696
Due from agency funds	795,387	1,797,296	Due to plant funds	-	-
Due from auxiliary funds	1,842,420	1,441,450	Due to agency funds	-	-
Total educational & general	\$ 151,525,422	\$ 173,521,684	Fund balances (Exhibit C):		
			Allocated	65,906,360	75,072,022
			Unallocated	27,652,194	20,620,417
			Total fund balances	\$ 93,558,554	\$ 95,692,439
			Total educational & general	\$ 151,525,422	\$ 173,521,684
<u>Auxiliary enterprise</u>			<u>Auxiliary enterprise</u>		
Cash	\$ 2,409,576	\$ 3,140,379	Accounts payable	\$ 1,154,284	\$ 1,125,578
Investments	7,140,442	6,135,605	Due to educational & general fund	1,842,420	1,441,450
Accounts receivable	3,636,471	3,989,906	Due to Plant Fund	1,512,719	
Inventories, at cost as defined (note 2)	2,898,334	641,964	Fund balances (Exhibit D):		
Other Assets	390,354	468,770	Allocated		
Due from general fund	-	-	Unallocated	12,520,006	350,000
Due from grant funds	554,252	2,448	Total fund balances	12,520,006	11,472,044
Total auxiliary enterprise	\$ 17,029,429	\$ 14,389,072	Total auxiliary enterprise	17,029,429	11,822,044
Total unrestricted	\$ 168,554,851	\$ 187,910,756	Total unrestricted	\$ 168,554,851	\$ 187,910,756
Total current funds	\$ 168,554,851	\$ 187,910,756	Total current funds	\$ 168,554,851	\$ 187,910,756
	[A]	[B]		[C]	[D]

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT AUGUST 31, 2013  
With Comparative Figures at August 31, 2012

EXHIBIT A  
(Continued)

<u>Assets</u>	<u>August 31, 2013</u>	<u>August 31, 2012</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2013</u>	<u>August 31, 2012</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		(1)
State appropriations receivable	-	-	Fund balances	3,252,876	3,856,876
Capital Improvement Fund	3,252,876	3,856,876	Restricted	3,252,876	3,856,876
Total unexpended	<u>3,252,876</u>	<u>3,856,876</u>	Total unexpended	<u>3,252,876</u>	<u>3,856,876</u>
Cash from Bond Proceeds	-	1,776	Investment in plant		(6)
Deposit with trustees/escrow	7,859,660	-	Interest payable	-	(7)
Due from general fund	10,773,942	12,587,696	Capital lease payable	-	(8)
Land	29,618,235	29,618,235	Accounts payable	111,614	(9)
Improvements other than buildings	12,117,274	12,117,274	Bonds payable	19,005,000	(10)
Buildings	158,490,766	148,404,880	Deferred Gift Annuity	-	(11)
Movable equipment, furniture and library books	39,883,852	37,431,165	Net investment in plant	171,270,810	(13)
Construction-in-progress	5,025,582	4,116,165		-	(14)
Other Assets	1,215,372	236,931	Total investment in plant	<u>190,387,424</u>	(16)
Less: accumulated depreciation	(74,597,259)	(68,145,210)	Total plant funds	<u>193,640,300</u>	(18)
Total investment in plant	<u>190,387,424</u>	<u>176,368,912</u>		\$ 180,225,788	(19)
Total plant funds	<u>\$ 193,640,299</u>	<u>\$ 180,225,788</u>	<u>Agency funds</u>		(20)
<u>Agency funds</u>			Deposits held in custody for others	\$ 795,387	-
Cash	-	-	Due to educational and general fund	-	1,797,296
Due from agencies	255,486	394,921	Total agency funds	<u>795,387</u>	<u>1,797,296</u>
Due from general fund	539,901	1,402,375		[C]	[D]
Total agency funds	<u>795,387</u>	<u>1,797,296</u>			
	[A]	[B]			

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



**EXHIBIT B**  
**COLUMBUS STATE COMMUNITY COLLEGE**  
**OPERATIONAL BUDGET COMPARISON**  
**FOR THE TWO MONTHS ENDED AUGUST 31, 2013**  
**With Comparative Figures at August 31, 2012**

	FY 14			FY 13			FY 14 Projected Year-End		
	Budget as approved May 2013	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2013	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 14 Year-End Budget	Projected % of Budget	
<b>Revenues</b>									
Appropriations									
Subsidy	\$ 58,494,937	10,009,532	17.11%	\$ 60,304,059	10,061,420	16.68%	\$ 60,057,200	102.67%	(1)
Student Support Services		10,009,532	17.11%	60,304,059	10,061,420	16.68%	60,057,200	102.67%	(2)
Student Support Services		10,009,532	17.11%	60,304,059	10,061,420	16.68%	60,057,200	102.67%	(3)
Student									
Tuition	76,267,304	7,804,461	10.23%	73,158,221	9,659,168	13.20%	77,687,304	101.84%	(4)
Fees	5,076,982	1,419,479	27.96%	4,973,724	1,422,485	28.60%	5,076,982	100.00%	(5)
Special courses	724,153	223,379	30.85%	1,399,467	213,651	15.28%	724,153	100.00%	(6)
Special courses	82,068,439	9,447,319	11.51%	79,529,412	11,295,504	14.20%	83,468,439	101.71%	(7)
Contracted Services									
Net	325,000	(1,729)	-0.53%	600,000	58,866	9.81%	325,000	100.00%	(8)
Net	325,000	(1,729)	-0.53%	600,000	58,866	9.81%	325,000	100.00%	(9)
Other									
Partnership Revenue	250,000	1,925	0.77%	430,000	37,037	14.81%	250,000	100.00%	(10)
Miscellaneous	353,000	27,023	7.66%	250,000	37,037	5.45%	353,000	100.00%	(11)
Miscellaneous	603,000	28,948	4.80%	680,000	37,037	5.45%	603,000	100.00%	(12)
Total revenues	141,491,376	19,494,070	13.77%	141,113,471	21,452,827	15.20%	144,459,639	102.99%	(13)
<b>Operating Expenditures</b>									
Educational & general (Instructional)									
Library	76,982,593	11,057,051	14.38%	78,085,837	11,721,405	15.01%	77,607,619	100.81%	(14)
General	1,676,801	390,779	19.73%	2,164,804	405,117	18.71%	1,676,801	100.00%	(15)
Information Technology	10,702,744	1,485,975	13.88%	12,012,096	1,671,638	13.92%	10,702,744	100.00%	(16)
Student Services	13,141,946	2,893,563	22.78%	12,491,343	2,691,510	21.55%	13,141,946	100.00%	(17)
Operation and maintenance of plant	14,546,406	2,440,085	16.77%	13,874,365	2,138,148	15.41%	14,546,406	100.00%	(18)
Administration	13,915,739	1,939,738	13.94%	14,577,304	1,949,225	13.37%	13,915,739	100.00%	(19)
Transfer for debt service	9,626,408	1,457,283	15.14%	9,847,088	1,560,653	15.65%	9,626,408	100.00%	(20)
Transfer for debt service	1,398,905	231,484	16.67%	1,460,906	243,484	16.67%	1,398,905	100.00%	(21)
Total expenditures	141,981,543	21,945,979	15.48%	144,513,694	22,381,980	15.49%	142,606,563	100.44%	(22)
<b>Non-operating &amp; Encumbrances</b>									
Transfer for equipment and replacement	2,000,000	See Exhibit C		500,000	See Exhibit C		2,000,000	100.00%	(23)
Total expenditures and transfers	143,981,543	21,945,979	15.24%	145,013,694	22,381,980	15.43%	144,606,563	100.43%	(24)
Operational revenues	(2,490,167)	(2,451,909)	N/A	(3,900,213)	(928,553)	N/A	(152,920)	N/A	(25)
<b>Reserve Funding</b>									
Transfer-in Delaware Campus									
Budget Tuition Subalization	2,500,000			823,668	383,547	46.57%		0.00%	(26)
Reserve Operation revenues	2,500,000		0.00%	3,900,213	383,547	9.63%		0.00%	(27)
Reserve Operation revenues									
Net Operating revenues	\$ 9,833	\$ 46,722		\$ -	\$ 200,224		\$ 250,000		(28)
Net Operating revenues	\$ 9,833	\$ (2,415,187)		\$ -	\$ (344,772)		\$ 97,070		(29)
Non-capital reserve expenditures*									
Net Revenues/(Expenditures)		\$ 715,432					\$ 11,800,000		(30)
Net Revenues/(Expenditures)		\$ (3,130,619)					\$ (11,702,930)		(31)

\* Projected year-end represents projected cash reserve spending adjusted for spending that will be capitalized assets versus expensed, and depreciation.

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, 2013

	Balance at June 30, 2013	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at August 31, 2013
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 7,312,891	\$ -	-	-	-	7,312,891
Carpet/Furniture Reupholstering	170,516	-	-	-	-	170,516
Space Efficiency Upgrades	1,153,122	-	-	-	(27,461)	1,125,661
Project Planning	6,117	-	-	-	-	6,117
Union Hall Renovation	6,019,698	-	-	-	(114,133)	5,905,565
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279
Bookstore/DX Modifications	263,490	-	-	-	-	263,490
Facilities Infrastructure Improvements	81,808	-	-	-	-	81,808
145-149 Cleveland Avenue Purchase	-	-	-	-	-	-
Student Support Services	53,376	-	-	-	-	53,376
Capital Equipment	6,709,128	-	2,000,000	-	(504,956)	8,204,172
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	33,104	-	-	-	-	33,104
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987
Accumulated Lab Fees	1,393,352	-	-	242,470	(66,012)	1,569,810
Broadbanding	221,079	-	-	-	-	221,079
Think Again Scholarship	2,539,020	-	-	-	(96,213)	2,442,807
Student Success and Innovation	6,176,668	-	-	-	(2,203)	6,174,465
Strategic Growth Initiatives	1,213,509	-	-	-	-	1,213,509
Technology Initiatives	1,312,295	-	-	-	(172,601)	1,139,694
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266
Campus Safety Initiatives	1,391,921	-	-	-	-	1,391,921
Energy Efficiency/Sustainability Initiatives	2,384,132	-	-	-	648	2,384,780
Delaware Campus Operations	1,098,432	-	-	-	-	1,098,432
Health Care Self-Insurance Escrow	1,023,018	-	-	-	-	1,023,018
Health Care HSA Incentive	86,636	-	-	-	(45,105)	41,531
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500
Voluntary Separation Incentive Plan	1,265,876	-	-	-	(5,073)	1,260,803
One-Time Compensation	78,665	-	-	-	-	78,665
Partnerships for Student Success	338,361	-	-	-	(20,458)	317,903
PERFORMS	12,089	-	-	-	(346,966)	(334,877)
Unallocated	65,064,423	-	2,000,000	242,470	(1,400,333)	65,906,360
Total General Fund	31,742,645	(3,248,513)	(2,000,000)	(242,470)	1,400,333	27,652,194
	\$ 96,807,068	(3,248,513)	-	-	-	\$ 93,558,554
	[A]	[B]	[C]	[D]	[E]	[F]

**EXHIBIT D**  
**COLUMBUS STATE COMMUNITY COLLEGE**  
**OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES**  
**FOR THE TWO MONTHS ENDED AUGUST 31, 2013**  
**With Comparative Figures at August 31, 2012**

Auxiliary	FY 14		FY 13		Projected FY 14 Year End Budget	Projected % of Budget
	Budget as approved May 2013	% of Budget Expended to Date	Revised Budget as approved January 2013	% of Budget Expended to Date		
<b>Sales/Revenues</b>						
Bookstore	\$ 14,905,690	37.89%	\$ 14,076,046	30.10%	\$ 14,905,690	100.00%
Child Development Center	-	-	566,975	26.22%	-	-
Food Services	420,000	16.53%	590,452	28.31%	420,000	100.00%
Bridgeview	-	-	486,160	27.60%	-	-
<b>Total Revenues</b>	<b>15,325,690</b>	<b>37.30%</b>	<b>15,729,633</b>	<b>29.81%</b>	<b>15,325,690</b>	<b>100.00%</b>
<b>Cost of Goods Sold</b>						
Bookstore	11,546,468	36.32%	10,923,012	28.96%	11,546,468	100.00%
Bridgeview	-	-	31,258	27.32%	-	-
Food Service	55,000	10.59%	161,267	0.00%	55,000	100.00%
<b>Gross Margin</b>	<b>3,724,222</b>	<b>40.75%</b>	<b>4,614,096</b>	<b>32.48%</b>	<b>3,724,222</b>	<b>100.00%</b>
<b>Operating Expenses</b>						
Bookstore	2,035,416	13.89%	1,993,244	13.41%	2,035,416	100.00%
Child Development Center	-	-	795,761	20.27%	-	-
Food Services	236,819	9.65%	262,317	9.45%	236,819	100.00%
Bridgeview	-	-	545,912	16.93%	-	-
Auxiliary Administration	970,592	7.22%	505,209	15.74%	970,592	100.00%
<b>Total Expenses</b>	<b>3,242,827</b>	<b>11.58%</b>	<b>4,103,443</b>	<b>15.24%</b>	<b>3,242,827</b>	<b>100.00%</b>
<b>Auxiliary Net Operating Income/(Loss)</b>	<b>481,395</b>		<b>510,653</b>	<b>0.00%</b>	<b>481,395</b>	<b>-</b>
<b>Net Income/(Loss)</b>						
Bookstore	1,323,806	86.45%	1,159,790	69.47%	1,323,806	100.00%
CDC	-	-	(228,786)	5.51%	-	-
Food Services	128,181	31.78%	166,868	74.23%	128,181	100.00%
Bridgeview	-	-	(81,010)	44.39%	-	-
Auxiliary Administration	(970,592)	7.22%	(505,209)	15.74%	(970,592)	100.00%
<b>Net Auxiliary Income/(Loss)</b>	<b>481,395</b>	<b>237.26%</b>	<b>510,653</b>	<b>171.00%</b>	<b>481,395</b>	<b>-</b>
<b>Auxiliary Fund Balance at June 30, 2013</b>						
Non-operating Revenues/Expenditures	11,377,860	-	10,976,562	-	11,377,860	-
Transfers	-	-	(27,742)	-	-	-
<b>Auxiliary Fund Balance at August 31, 2013</b>	<b>\$ 12,520,006</b>	<b>[B]</b>	<b>\$ 11,822,045</b>	<b>[E]</b>	<b>\$ 12,520,006</b>	<b>[H]</b>
	<b>[A]</b>	<b>[C]</b>	<b>[D]</b>	<b>[F]</b>	<b>[G]</b>	<b>[I]</b>

COLUMBUS STATE COMMUNITY COLLEGE  
CASH FLOW FORECAST  
AS OF AUGUST 31, 2013

EXHIBIT E

	Actual March 2013	Actual April 2013	Actual May 2013	Actual June 2013	Actual July 2013	Actual August 2013	
Beginning Cash	\$ 9,143,352	4,034,971	5,830,407	848,389	8,684,173	4,041,163	(1)
Cash Receipts	6,495,525	7,498,448	12,426,037	6,252,846	6,751,456	18,486,836	(2)
Cash Disbursements	(11,611,135)	(10,703,970)	(12,542,785)	(11,136,778)	(10,914,454)	(11,552,154)	(3)
Financial Aid	7,229	958	(4,865,270)	12,719,716	(480,012)	13,978,789	(4)
Outflow for investments	-	-	-	-	-	(20,000,000)	(5)
Inflow from investments	-	5,000,000	-	-	-	8,000,000	(6)
Ending Cash	\$ 4,034,971	5,830,407	848,389	8,684,173	4,041,163	12,954,634	(7)

	Forecasted September 2013	Forecasted October 2013	Forecasted November 2013	Forecasted December 2013	Forecasted January 2014	Forecasted February 2014	
Beginning Cash	\$ 12,954,634	5,754,634	5,279,634	5,279,634	5,279,634	5,679,634	(8)
Cash Receipts	6,500,000	6,500,000	6,500,000	6,500,000	14,500,000	6,500,000	(9)
Cash Disbursements	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(10)
Financial Aid	(1,700,000)	25,000	-	-	13,400,000	(965,000)	(11)
Outflow for investments	-	-	-	-	(13,500,000)	-	(12)
Inflow from investments	2,000,000	7,000,000	7,500,000	7,500,000	-	8,500,000	(13)
Ending Cash	\$ 5,754,634	5,279,634	5,279,634	5,279,634	5,679,634	5,684,634	(14)

COLUMBUS STATE COMMUNITY COLLEGE  
 PRESIDENT'S DISCRETIONARY FUND  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2013

EXHIBIT F

Cash at Beginning of Period		\$ <u>17,907</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	2,093	2,093	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	394		(9)
		394	(10)
		\$ <u>19,606</u>	(11)
	[A]	[B]	(12)
		<u>[C]</u>	

NOTE:

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

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

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION  
BALANCE SHEET AT AUGUST 31, 2013  
With Comparative Figures at August 31, 2012

<u>Assets</u>	<u>August 31,</u> <u>2013</u>	<u>August 31,</u> <u>2012</u>	
Cash	\$ 150,789	\$ 270,681	(1)
Investments at market value (see note)	6,335,151	5,805,279	(2)
Pledges Receivable	222,850	59,596	(3)
Total Assets	<u>\$ 6,708,790</u>	<u>\$ 6,135,556</u>	(4)
<u>Liabilities</u>			
Due to general fund	\$ 2,100	\$ 27,726	(5)
Pledge Payable	-	-	(6)
Trade Payables	-	-	(7)
Total Liabilities	<u>2,100</u>	<u>27,726</u>	(8)
<u>Fund balance</u>			
Permanently Restricted	3,695,259	3,652,815	(9)
Temporarily Restricted	1,653,455	1,631,737	(10)
Unrestricted	<u>1,357,976</u>	<u>823,278</u>	(11)
			(12)
Total fund balance	<u>6,706,690</u>	<u>6,107,830</u>	(13)
			(14)
Total Liabilities and fund balance	<u>\$ 6,708,790</u>	<u>\$ 6,135,556</u>	(15)
	(A)	(B)	(16)
			(17)

## 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	\$ 95,964	95,964	1.51%
Equities	2,984,535	3,776,372	59.61%
Fixed Income	526,161	554,192	8.75%
Mutual Funds	<u>1,850,292</u>	<u>1,908,623</u>	<u>30.13%</u>
Total Investments	<u>\$ 5,456,952</u>	<u>\$ 6,335,151</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 FOR THE TWO MONTHS ENDED AUGUST 31, 2013  
 With Comparative Figures at August 31, 2012

	August 31, 2013				August 31, 2012	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds		
Revenue						
Contributions - Scholarships and Programs	\$ 8,516	\$ 103,803	\$ 3,961	\$ 116,280	\$ 54,372	(1)
Contributions for Taste the Future	66,750	-	-	66,750	102,523	(2)
Contributions for Columbus State	-	20,500	-	20,500	36,400	(3)
Administration Fee Income	-	-	-	-	-	(4)
Interest Income	15	-	-	15	14	(5)
Investment Income						(6)
Realized	34,971	10,697	-	45,668	29,156	(7)
Unrealized	(2,231)	(1,010)	-	(3,241)	115,167	(8)
Investment income-subtotal	32,740	9,687	-	42,427	144,323	(9)
Total revenues	108,021	133,990	3,961	245,972	337,632	(10)
Expenditures						
Scholarships and Projects	-	100,130	-	100,130	31,720	(11)
Contributions to Columbus State	-	20,500	-	20,500	-	(12)
Administrative Fee Expense	-	-	-	-	-	(13)
Management and general	15,718	-	-	15,718	15,854	(14)
Total expenditures	15,718	120,630	-	136,348	47,574	(15)
Excess (deficit) of revenues over expenditures	92,303	13,360	3,961	109,624	290,058	(17)
Transfers	-	-	-	-	-	(18)
Fund balance at beginning of period	1,265,673	1,640,095	3,691,298	6,597,066	5,817,772	(20)
Fund balance at end of period	\$ 1,357,976	\$ 1,653,455	\$ 3,695,259	\$ 6,706,690	\$ 6,107,830	(22)
	[A]	[B]	[C]	[D]	[F]	

COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF AUGUST 31, 2013

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 45,664,934	\$ 45,664,934	0.03%	1
STAR Ohio/Plant	3,252,876	3,252,876	0.03%	1
STAR Ohio/Auxiliary	1,285,412	1,285,412	0.03%	1
CSCC Operating Fund 1	27,057,623	26,988,760	0.15%	176.4
CSCC Operating Fund 2	41,870,213	41,930,576	0.58%	521
Auxiliary Services	5,851,729	5,855,059	0.81%	670
Plant Fund	4,854,151	4,856,437	0.75%	648
	<u>\$ 129,836,938</u>	<u>\$ 129,834,055</u>		

\* Weighted

Portfolio Composition

Type	% of Total
STAR Ohio	38.66%
Agencies	60.93%
Cash & Equivalents	0.41%
	<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

Outstanding long-term debt consists of bonds payable in annual installments varying from \$800,000 to \$920,000 with interest at rates varying from 1.65% to 4.25%, 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.

**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>
Joel Altman (Repl. F. Douglas)	Security Specialist	Police Department	08/16/13	\$28,939
Lindsey Benschoter (Repl. C. Ponyah)	Office Associate	Integrated Media and Technology	07/01/13	\$32,768
Dixie Burkhart (Repl. A. Stir)	Specialist	Business and Campus Services	07/01/13	\$34,133
Amy Dew (Repl. K. Baldwin)	Office Associate	Mathematics	08/01/13	\$28,652
Laura Diamond (New- B/A)	Police Officer	Police Department	08/16/13	\$42,702
William Griffith (Repl. G. Smith)	Supervisor I	Facilities Management	08/01/13	\$72,000
Jonathan Morton (Repl. D. Robinson)	Specialist	Testing Center	08/16/13	\$33,196
Nicholas Rice (Repl. T. Welsh)	Police Officer	Police Department	08/16/13	\$42,702
Shannon Scott (Repl. K. Brown)	Police Officer	Police Department	08/16/13	\$42,702
Mairi Wilkins (Repl. J. Tang)	Advisor	Admissions	08/01/13	\$44,034
Douglas Williard (Repl. B. Cascuccio)	Lieutenant	Police Officer	08/16/13	\$67,300
Scott Wilson (Repl. J. Spencer)	Supervisor	Facilities Management	08/01/13	\$74,500

**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/reductions in force/terminations/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Joel Altman (Resignation)	Security Specialist	Police Department	08/20/13
Andrew Babb (Resignation)	System Administrator	Communications Technology & PC Services	06/15/13
Jonathan Baker (Resignation)	Chairperson	Mathematics	07/19/13
Steven Borton (Resignation)	Police Officer	Police Department	06/22/13
Kimberly Brazwell (Resignation)	Supervisor II	Global Diversity and Inclusion	07/12/13
Robert Harley (Resignation)	Developer	Instructional Services	08/16/13
James Higgins (Resignation)	Assistant Professor	Integrated Media & Technology	08/03/13
Andrew Jarvi (Resignation)	Coordinator	Police Department	07/31/13
Amanda Koch (Resignation)	Advisor	Advising Services	08/09/13
Roger McGlaughlin (Retirement – VCSI)	Assistant Professor	Health, Dental & Veterinary Technology	08/03/13
Lenee Pezzano (Resignation)	Supervisor I	Business and Industry	08/23/13
Lori Rich (Deceased)	Office Associate	Integrated Media & Technology	07/25/13
Anita Ruiz (Retirement – VCSI)	Program Coordinator	Academic Affairs	08/01/13
Glenn Smith (Retirement)	Program Coordinator	Facilities Management	07/01/13
Todd Taylor (Resignation)	Advisor	Advising Services	08/30/13
Jeffrey Williams (Resignation)	Building Services I	Facilities Management	08/14/13