



**COLUMBUS STATE COMMUNITY COLLEGE**  
550 East Spring Street  
Columbus, Ohio 43216

**MINUTES**

BOARD OF TRUSTEES MEETING  
Thursday, January 24, 2013  
Pete Grimes Board Room, Franklin Hall

**CALL TO ORDER:**

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College was held on Thursday, January 24, 2013, in the Board Room of Franklin Hall. The meeting was called to order by Chairperson Poe Timmons at 6:05 p.m.

**ROLL CALL:**

Present: Ms. Poe A. Timmons, Chairperson  
Mr. Richard D. Rosen, Vice Chairperson  
Ms. A. Lynne Bowman  
Ms. Jami S. Dewolf  
Mr. Michael E. Flowers  
Ms. Valoria C. Hoover  
Ms. Anne Lopez-Walton  
Dr. Richard H. Owens  
Ms. Dianne A. Radigan

**CERTIFICATION OF COMPLIANCE:**

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

**APPROVAL OF MINUTES:**

**Member Radigan moved**, Member Bowman seconded, that the minutes of the regular meeting of the Board of Trustees held on Thursday, November 15, 2012, be approved as presented.

A vote was taken, which resulted in:

AYES: Members Timmons, Rosen, Bowman, Dewolf, Flowers,  
Lopez-Walton, Owens, Radigan  
ABSTAIN: Hoover

**RECOGNITION:**

In recognition of Chairperson, Ms. Poe Timmon's last meeting as Board Chair, Dr. Harrison publicly thanked her for the work that she had done on behalf of the College, faculty, staff, and especially the students. Dr. Harrison presented Chair Timmon's with a plaque for her dedicated service and leadership as the Board Chair 2011-2013.

**CONSENT AGENDA:**

The consent agenda included the following items:

- A. Revision of Policy No. 5-02 Faculty Tenure
- B. Revision of Policy No. 13-11 Campus Safety
- C. College Readiness – Uniform Statewide Standards for Remediation-Free Status
- D. Personnel Information Items (Information Only)

**Member Bowan moved**, Member Hoover seconded, that the Board of Trustees:

- A. Approves the Revision of Policy No. 5-02 Faculty Tenure
- B. Approves the Revision of Policy No. 13-11 Campus Safety
- C. Approves College Readiness – Uniform Statewide Standards for Remediation-Free Status
- D. Personnel Information Items (Information Only)

A vote was taken, which resulted in:

AYES: Members Timmons, Rosen, Bowman, Dewolf, Flowers,  
Hoover, Lopez-Walton, Owens, Radigan  
NAYS: None

**ACCEPT NEW REVISION OF POLICY 1-02 MISSION AND GOALS STATEMENTS:**

**Member Hoover moved**, Member Radigan seconded, that the Board of Trustees approve the revisions to College Policy 1-02 (Mission and Goals Statements).

A vote was taken, which resulted in:

AYES: Members Timmons, Rosen, Bowman, Dewolf, Flowers,  
Hoover, Lopez-Walton, Owens, Radigan  
NAYS: None

**AUDITOR'S REPORT:**

**Member Lopez-Walton moved**, Member Bowman seconded, that the Board of Trustees accepts, as presented, the reports of the Independent Auditors on the Financial Statements as of June 30, 2012, of the College and the Development Foundation as prepared by Parmis & Company, LLC.

A vote was taken, which resulted in:

AYES: Members Timmons, Rosen, Bowman, Dewolf, Flowers,  
Hoover, Lopez-Walton, Owens, Radigan  
NAYS: None

**REVISED OPERATING BUDGET FOR FY 2013:**

**Member Owens moved**, Member Dewolf seconded, that the Board of Trustees approve the Revised FY 2013 operating budgets for the College's general fund (Exhibit A - attached) and the auxiliary fund (Exhibit B - attached), and authorize the President to allocate additional general fund operating and instructional expenses commensurate with enrollments and related revenues in excess of projections included in the Revised FY 2013 budget, provided the operating budget remains balanced.

A vote was taken, which resulted in:

AYES: Members Timmons, Rosen, Bowman, Dewolf, Flowers,  
Hoover, Lopez-Walton, Owens, Radigan  
NAYS: None



**FINANCIAL STATEMENTS AS OF, AND FOR THE SIX MONTHS ENDED DECEMBER 31, 2012:**

**Member Lopez-Walton moved**, Member Hoover seconded, that the financial statements, as of and for the six months ended December 31, 2012, be approved as presented.

A vote was taken, which resulted in:

AYES: Members Timmons, Rosen, Bowman, Dewolf, Flowers,  
Hoover, Lopez-Walton, Owens, Radigan  
NAYS: None

**PRESIDENT'S REPORT:**

Dr. David Harrison, President, reported on the following items:

1. Staff Employees of the Month for December 2012 and January 2013 were Robert Osgood, Maintenance Repair, Physical Plant and Valarie Wilson, Program Coordinator, Marketing and Communications respectively.
2. Enrollment update – the enrollment patterns from autumn to spring appear to be similar to what we have seen in quarters with a slight drop, but not a dramatic one. On an average, students are taking more credit hours. It will take our students two to three years to establish a new rhythm with the change to semesters.
3. Danny Glover was the keynote speaker last Tuesday at Columbus State which was the kick-off for the City's Martin Luther King festivities.
4. Columbus Education Commission update – Reimagine Columbus Education Initiative (<http://reimaginecolumbuseducation.org>) is the web site to find current information regarding the Columbus Education Commission meetings. The Commission is really working hard to make sure there is a broad community involvement through a lot of social media, website, etc. Columbus State will be hosting the third meeting on February 8<sup>th</sup>.
5. Dr. Harrison then gave updates on the following items:
  - Strategic Planning
  - Udacity
  - AtD Coach Visit
  - National Commission on Higher Education Attainment

6. Carol Thomas, Interim CIO gave an update on Information Technology. Areas she discussed were:
- Aspirations
  - In November 2011 – the needs the College had presented to her
  - Approach and Accomplishments
  - Top priorities for Information Technology during 2011
  - An update on the current technology environment at the College
  - Alignment of technology
  - Decision-making process for the technology needs
  - Explained the five overall priorities for Information Technology at this time
  - Infrastructure maintenance
  - College improvements
  - Continuous improvement of classroom instructional technology

Kelly Hogan, Professor, Developmental Education presented information on the “Bridge to College Math”. Ms. Hogan explained this was a way for students to accelerate through the developmental math series. These courses were piloted over three summers. Ms. Hogan then presented the following information regarding the bridge courses:

- Goals
- Target groups
- History
- Pedagogy and design
- Continuous improvement of the course offerings and designs
- Results, summer 2010, 2011 and 2012
- Autumn 2012 expansion and results
- Autumn 2012, success rates and student savings
- 2012-2013 expansion
- Planning for 2013-2014

**OLD BUSINESS:**

There were no items to bring before the Board.

**NEW BUSINESS:**

There were no items to bring to the Board.

**ANNUAL REORGANIZATION OF THE BOARD:**

**ELECTION OF OFFICERS FOR 2013**

The Nominating Committee recommended the following slate of officers for 2013:

Chair	Mr. Richard D. Rosen
Vice-Chairperson	Mr. Michael E. Flowers
Secretary	Dr. David T. Harrison
Treasurer	Mrs. Terri Gehr
Deputy Treasurers	Dr. David T. Harrison and Ms. Aletha W. Shipley

Trustee Dianne Radigan will represent the Board of Trustees on the Foundation Board.

The delegate for the Ohio Association of Community Colleges will be Trustee Jami Dewolf and the alternate will be Trustee Valoria Hoover.

**Moved by the Committee**, Member Bowman seconded, the Slate of Officers proposed by the Nominating Committee be elected as Officers of the Board of Trustees of the Columbus State Community College for the 2013 organizational year.

A vote was taken, which resulted in:

AYES:	Members Timmons, Rosen, Bowman, Dewolf, Hoover, Lopez-Walton, Owens, Radigan
NAYS:	None

Dr. David Harrison recommended deferring the Oath of Office for the newly appointed officers until the March 2013 Board of Trustees meeting which allowed Chair Timmons to preside over the meeting. All Trustees were in agreement.

**DATES ESTABLISHED FOR BOARD AND COMMITTEE MEETINGS FOR 2013:**

**Member Owens moved**, Member Hoover seconded, that the dates established for Board and Committee meetings for 2013 be approved as presented.

A vote was taken, which resulted in:

AYES:	Members Timmons, Rosen, Bowman, Dewolf, Hoover, Lopez-Walton, Owens, Radigan
NAYS:	None

**EXECUTIVE SESSION:**

**Member Rose moved**, Member Owens seconded, that the Board of Trustees adjourn to Executive Session according to Ohio Revised Code 121.11 to consider the sale of real property.

A vote was taken, which resulted in:

AYES: Members Timmons, Rosen, Bowman, Dewolf,  
Hoover, Lopez-Walton, Owens, Radigan  
NAYS: None

The regular meeting of the Board of Trustees reconvened from Executive Session at 8:28 p.m.

**PUBLIC PARTICIPATION:**

There were no requests for public participation.

**ADJOURNMENT:**

There being no further business to come before the Board of Trustees, the meeting was adjourned at 8:32 p.m.

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Dr. David T. Harrison  
Secretary, Board of Trustees



Columbus State Community College  
District Operational Budget Comparison  
Proposed RFY13 Budget Compared to FY13 Budget & FY12 Unaudited Y/E

	(1) FY12 Unaudited Y/E	(2) FY13 Original	(3) RFY13 Proposed	(4) Difference (2) vs. (3)	(5) Percent Inc./(Dec.)
<b>Revenues</b>					
<b>Appropriations</b>					
(a) Subsidy	\$ 58,179,006	\$ 60,368,520	\$ 60,304,059	\$ (64,461)	-0.1%
(b) SSI-Stimulus	-	-	-	-	0.0%
(c) Access Challenge	-	-	-	-	0.0%
(d) Student Support Services	36,578	-	-	-	0.0%
	-	-	-	-	0.0%
	58,215,584	60,368,520	60,304,059	(64,461)	-0.1%
<b>Student</b>					
(e) Tuition	86,765,663	89,729,170	89,729,170	-	0.0%
(f) Decrease Tuition-enroll. decr.	-	(4,359,730)	(20,583,981)	(16,224,251)	372.1%
(g) Add'l Tuition-calendar alignment	2,824,628	4,718,861	4,011,032	(707,829)	-15.0%
(h) Fees	5,162,992	4,973,724	4,973,724	-	0.0%
(i) Special courses	1,365,494	1,399,467	1,399,467	-	0.0%
	96,118,777	96,461,492	79,529,412	(16,932,080)	-17.6%
<b>Contracted Services</b>					
(j) Net	600,000	600,000	600,000	-	0.0%
	600,000	600,000	600,000	-	0.0%
<b>Other</b>					
(k) Partnership Revenue	430,000	430,000	430,000	-	0.0%
(l) Miscellaneous	471,184	250,000	250,000	-	0.0%
	901,184	680,000	680,000	-	0.0%
(m) Total Revenues	155,835,545	158,110,012	141,113,471	(16,996,541)	-10.7%
<b>Expenditures</b>					
<b>Educational &amp; General</b>					
(n) (Instructional)	85,390,839	85,944,156	82,897,571	(3,046,585)	-3.5%
(o) Decrease Adjunct exp.-enroll. decr.	-	(1,283,185)	(7,313,029)	(6,029,844)	469.9%
(p) Add'l Expenses-calendar alignment	981,750	2,942,700	2,501,295	(441,405)	-15.0%
(q) Library	2,202,714	2,170,555	2,164,804	(5,751)	-0.3%
(r) General	11,605,834	12,391,871	12,012,036	(379,835)	-3.1%
(s) Information Technology	12,413,591	13,360,772	12,491,343	(869,429)	-6.5%
(t) Student Affairs	13,026,993	14,469,534	13,874,365	(595,169)	-4.1%
(u) Operation & Maintenance of Plant	14,056,351	14,616,032	14,577,304	(38,728)	-0.3%
(v) Administration	9,846,099	10,790,761	9,847,089	(943,672)	-8.7%
(x) Operational Expenses	149,524,171	155,403,197	143,052,778	(12,350,419)	-7.9%
(y) Transfer for equip. & replacement	3,000,000	3,000,000	500,000	(2,500,000)	-83.3%
(z) Transfer for debt service	1,463,756	1,460,906	1,460,906	-	0.0%
(aa) Transfer Semester Conversion	-	-	-	-	-
(bb) Transfer One-Time Compensation	2,600,000	-	-	-	-
(cc) Total expenditures & transfers	156,587,927	159,864,103	145,013,684	(14,850,418)	-9.3%
(dd) Net Operational Revenues	(752,382)	(1,754,090)	(3,900,213)	(2,146,123)	122.3%
<b>Reserve Funding</b>					
(ee) Transfer-In Delaware Campus	2,058,380	823,668	823,668	-	0.0%
(ff) Reserve Funding for 5% Enroll. Dec	-	3,076,545	3,076,545	-	0.0%
(gg) Net Revenues	\$ 1,305,998	\$ 2,146,123	\$ 0	(2,146,123)	-100.0%

**Notes**

- (1) FY12 numbers from June 2012 Internal financial statements (unaudited).
- (a) Subsidy projections and finals provided by Ohio Board of Regents.
- (e) Tuition revenue assumes tuition at \$122.62 per semester credit hour; RFY13 actual revenue from SU12 & AU12, SP13 projected down -5%.
- (f) Tuition revenue reduction related to enrollment decline.
- (g) During FY12 and FY13, the academic calendar and the fiscal year will align in a two stage process as the start of Summers in 2012 and 2013 moves from the last week of June in a quarter-based academic calendar into an early May start in a semester-based academic calendar.
- (h) Fee revenue includes application, records & ID fee, lab, parking, and other fees.
- (n) *Education and General Instruction* includes the Divisions of Arts & Sciences, CEWD, Instructional Services, Career & Technical Programs, Academic Affairs, and Regional Learning Centers; includes additional adjunct expenses (p) in FY12 and FY13 necessary to meet additional instructional expenses for Summer term.
- (o) Adjunct faculty expense reduction related to enrollment decline.
- (r) *General* includes Planning & Construction, Human Resources, Campus Services, Marketing & Communication, Institutional Effectiveness, Diversity & Inclusion, & Foundation Office.
- (t) *Student Affairs* includes Disability Services, Admissions, Student Assistance, Student Conduct, Career Services, Testing, Telephone Information, Registration, Financial Aid, Counseling, Advising, Athletics, Student Activities, Veterans Office, Student Life, TRIO/Special Projects and Dean/VP Offices.
- (v) *Administration* includes Sr. VP BAS, President's Office, Delaware Campus Admin, Business Services, Chief of Staff, Grants Admin, and an allocation for bad debt.



**Columbus State Community College**  
**Auxiliary Services Budget Comparison**  
**Proposed RFY13 Budget Compared to FY13 Budget & FY12 Unaudited Y/E**

	(1) FY12 Unaudited Y/E	(2) FY13 Original	(3) RFY13 Proposed	(4) Difference RFY13 vs FY13	(5) Percent Inc/(Dec)
<b>Revenues</b>					
(a) Bookstore	\$ 3,349,018	\$ 3,104,479	\$ 3,153,034	\$ 48,555	1.6%
(b) Child Development Center	711,476	599,320	566,975	(32,345)	-5.4%
(c) Food Services	340,229	343,000	429,185	86,185	25.1%
(d) Bridgeview	442,376	430,500	464,902	34,402	8.0%
Total	4,843,099	4,477,299	4,614,096	136,797	3.1%
<b>Expenses</b>					
(e) Bookstore	1,924,458	2,232,772	1,993,244	(239,528)	-10.7%
(f) Child Development Center	1,055,419	795,761	795,761	-	0.0%
(g) Food Services	114,333	196,871	262,317	65,446	33.2%
(h) Bridgeview	500,542	494,833	545,912	51,079	10.3%
Total	3,594,752	3,720,237	3,597,234	(123,003)	-3.3%
<b>Net Income/(Loss)</b>					
(i) Bookstore	1,424,560	871,707	1,159,790	288,083	33.0%
(j) Child Development Center	(343,943)	(196,441)	(228,786)	(32,345)	16.5%
(k) Food Services	225,896	146,129	166,868	20,739	14.2%
(l) Bridgeview	(58,166)	(64,333)	(81,010)	(16,677)	25.9%
Total	1,248,347	757,062	1,016,862	259,800	34.3%
<b>Miscellaneous</b>					
(m) Administrative Office	494,657	596,709	506,209	(90,500)	-15.2%
(n) Marketing	-	67,200	-	(67,200)	-100.0%
	494,657	663,909	506,209	(157,700)	-23.8%
Total Auxiliary Net Income	\$ 753,690	\$ 93,153	\$ 510,653	\$ 417,500	448.2%
(o) One-time Compensation	-	118,000	118,000	-	

**Notes**

- (1) FY12 numbers from June 2012 internal financial statements (unaudited).  
(a) RFY13 Bookstore sales are \$14,076,046  
(c) RFY13 Food Service sales are \$590,452.  
(d) RFY13 Bridgeview sales are \$496,160  
(m) Administrative Office contains expenses related to overseeing all Auxiliary as well as \$75k for Strategic Goals.  
(o) One-time compensation is funded from the unallocated funds in the Auxiliary fund.