

COLUMBUS STATE

COMMUNITY COLLEGE

BOARD OF TRUSTEES

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A G E N D A

BOARD OF TRUSTEES MEETING

Thursday, March 26, 2015

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. College's Mission Statement
- V. Approval of Minutes
- VI. Revise Current Policies – No. 3-04, Employee Salaries; No. 3-13, Leave of Absence;
and No. 3-45, Workplace, Family & Relationship Violence..... 1
- VII. Financial Statements as of, and for the Eight Months Ended February 28, 2015 10
- VIII. Personnel Information Items (Information Only)..... 22
- IX. President's Report
- X. Old Business
- XI. New Business
- XII. Public Participation
- XIII. Executive Session (*if needed*)
- XIV. Adjournment

President's Office/lss

DAVID T. HARRISON Ph.D. **PRESIDENT**



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Revise Current Policy No. 3-04, Employee Salaries
Revise Current Policy No. 3-13, Leave of Absence
Revise Current Policy No. 3-45, Workplace, Family & Relationship Violence

BACKGROUND INFORMATION:

Recent review of Policies 3-04 and 3-13 necessitated minor revisions to clarify their intent and to update the language. The proposed amendments to these Policies also include updated references to titles and units within the College. Review of Policy 3-45 necessitated language updates to more accurately reflect different types of violence and to provide clearer definitions. The proposed revisions to this Policy also include updated references to departments within the College and to specific community resources.

RECOMMENDATION:

That the Board of Trustees revise current Policy No. 3-04, Employee Salaries; Policy No. 3-13, Leave of Absence; and Policy No. 3-45, Workplace, Family & Relationship Violence, effective March 26, 2015.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE SALARIES
Policy 3-04
Page 1 of 1

Effective June 1, 2010

- (A) Schedules of salary bands and pay ranges for all jobs POSITIONS shall be maintained by the Vice-President of Human Resources. AND GENERAL COUNSEL OR HIS/HER DESIGNEE.
- (B) Changes to salary bands and pay ranges require approval of the Board of Trustees.
- (C) The Board of Trustees shall determine the salary of the President.
- (D) Initial placement of employees in the salary band will be made in accordance with Policy Procedure 3-03 (H) (1).
- (E) Employees who earn an academic degree more advanced than they already possess shall be compensated for earning that degree in accordance with Policy/Procedure 3-04 (F).
- (F) ~~Procedures for the administration of the college's salary system will be adopted by the President.~~ THE PRESIDENT WILL ESTABLISH PROCEDURES FOR ADMINISTERING THIS POLICY.

Last Effective Date: March 2, 1987

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE OF ABSENCE
Policy 3-13
Page 1 of 1

Effective August 21, 2000

- (A) The College recognizes that occasionally some employees may need to take a leave of absence from their jobs to ADDRESS deal with illness or disability not covered by sick leave and/or Family Medical Leave policy, personal needs, for professional development purposes, or to participate in a faculty exchange program.
- (B) Leave of absence is defined as a PRE-authorized, extended absence from employment for full-time employees for which regular compensation is not paid.
- (C) FULL-TIME employees granted a long-term leave of absence WHO ARE CURRENTLY ENROLLED IN THE MEDICAL, VISION, AND/OR DENTAL PLANS OFFERED BY THE COLLEGE are eligible TO CONTINUE for the PLANS medical and dental insurance benefits, at their own expense, THROUGH COBRA, for the period of the leave of absence or as specifically stated in the terms of the approved leave of absence or as may be restricted by the insurance-carrier BENEFIT PLAN AND/OR BY THE APPLICABLE LAW.
- (D) Employees returning from a leave of absence who have complied with all aspects of the College's Leave of Absence Procedure 3-13 (E) will be reinstated in either their original job, if vacant, or another job at a WITHIN A similar level of responsibility-CLASSIFICATION.
- (E) THE PRESIDENT WILL ESTABLISH PROCEDURES FOR ADMINISTERING THIS POLICY. ~~The college shall establish procedures to administer this policy.~~

COLUMBUS STATE COMMUNITY COLLEGE
POLICIES & PROCEDURE

WORKPLACE/COLLEGE, FAMILY & RELATIONSHIP VIOLENCE Effective November 15, 2012
Policy 3-45
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(A) **PURPOSE**

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and academic EDUCATIONAL environment in which to discuss workplace/COLLEGE, family and relationship violence and seek assistance with those concerns. IT IS THE GOAL OF COLUMBUS STATE COMMUNITY COLLEGE TO PROVIDE A WORKPLACE AND EDUCATIONAL ENVIRONMENT IN WHICH VIOLENCE OF ANY KIND IS NEITHER TOLERATED NOR EXCUSED.

~~It is the goal of Columbus State Community College to provide a workplace and academic environment in which violence of any kind is neither tolerated nor excused. Full-time employees may also seek assistance with these concerns in their lives outside of the workplace through the Employee Assistance Program (EAP), which is a benefit offered by the college to promote an atmosphere that encourages a productive employment and academic environment.~~

~~(A) **BEHAVIORAL INTERVENTION TEAMS**~~

~~Behavioral intervention teams consist of a cross-section of trained persons who are tasked to:~~

- ~~1. Identify, assess, recommend and prevent the rise of violence and implement appropriate intervention.~~
- ~~2. Manage threats or incidents identified as creating imminent danger or violence and coordinate a plan of action involving the person(s) and/or department(s) involved.~~
 - ~~1. **The Employee Behavioral Intervention Team (EBIT)** consists of representatives from the Human Resource Department, Public Safety Department, Employee Assistance Program, and other departments, as appropriate.~~
 - ~~2. **The Student Behavioral Intervention Team (SBIT)** consists of representatives from Student Life, Student Conduct, Disability Services, Counseling Services, public safety department and other departments, as appropriate.~~

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(B) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

Workplace/COLLEGE Violence – any act OR CONDUCT AGAINST A PERSON OR PROPERTY THAT IS SUFFICIENTLY SEVERE AND OBJECTIVELY OFFENSIVE AND/OR INTIMIDATING TO CAUSE ACTUAL HARM OR TO CREATE AN ABUSIVE OR INTIMIDATING WORKPLACE OR EDUCATIONAL ENVIRONMENT. THIS INCLUDES, BUT IS NOT LIMITED TO: ASSAULT; PSYCHOLOGICAL INTIMIDATION OR BULLYING; THREATS; ISOLATION; NAME-CALLING OR VERBAL, PHYSICAL OR EMOTIONAL ABUSE. ~~that results in threats or causes actual harm to a person or property in the workplace, including but not limited to: assault; coercive behavior; psychological intimidation or bullying; isolation; name-calling; or verbal, emotional, or physical abuse.~~

Deadly Weapon - any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, TASER, etc.); knife; club; brass knuckles; or martial arts weapon OR AN IMPROVISED WEAPON (E.G. AN ITEM NOT INTENDED TO BE A WEAPON THAT IS USED AS A WEAPON).

BULLYING – A TYPE OF WORKPLACE OR COLLEGE VIOLENCE THAT CONSISTS OF REPEATED, ABUSIVE VERBAL OR PHYSICAL CONDUCT DIRECTED AGAINST A PERSON OR PERSONS IN THE COURSE OF EMPLOYMENT OR IN THE EDUCATIONAL ENVIRONMENT THAT WOULD CAUSE A REASONABLE PERSON TO FEEL THREATENED, HUMILIATED OR INTIMIDATED, OR TO EXPERIENCE INTERFERENCE IN THE WORK OR EDUCATIONAL ENVIRONMENT.

Family and Relationship Violence – ~~behavior that is used in a household or relationship to cause harm or gain power and control over another such as physical, sexual, or emotional abuse.~~

(C) ~~CONDUCT OR BEHAVIOR NOT TOLERATED BY THE COLLEGE~~ PROHIBITED CONDUCT OR BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

COLUMBUS STATE COMMUNITY COLLEGE
POLICIES & PROCEDURE

WORKPLACE/COLLEGE, FAMILY & RELATIONSHIP VIOLENCE Effective November 15, 2012

Policy 3-45

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1. ~~Direct or implied threats;~~ THREATENING TO HARM AN INDIVIDUAL OR HIS/HER FAMILY, FRIENDS, ASSOCIATES OR PROPERTY, INCLUDING PETS;
2. ~~Physical conduct that results in harm to people or property~~ HITTING OR SHOVING AN INDIVIDUAL OR OTHER INTENTIONAL PHYSICAL CONTACT THAT RESULTS IN HARM;
3. UNAUTHORIZED POSSESSION OR INAPPROPRIATE USE OF DEADLY WEAPONS ON COLLEGE-OWNED AND/OR LEASED PROPERTY OR WHERE A COLLEGE OR WORK PROGRAM OR ACTIVITY TAKES PLACE; ~~Possession of deadly weapons on college property, except by those authorized to carry such weapons to perform their job duties on behalf of the college;~~
4. Storing deadly weapons ~~is prohibited~~ on campus, including in personal vehicles parked on College-owned and/or leased property;
5. Intimidating conduct or harassment that disrupts the work or EDUCATIONAL academie environment or ~~results in~~ CAUSES A REASONABLE PERSON TO fear for personal safety; (~~e.g., stalking or bullying~~);
6. MAKING HARASSING OR THREATENING TELEPHONE CALLS OR SENDING THREATENING COMMUNICATION IN ANY FORM (VERBAL, WRITTEN OR ELECTRONIC), INCLUDING THROUGH THE USE OF SOCIAL MEDIA. ~~Use of college property or resources such as work time, telephones, fax machines, mail, e-mail, internet, or other means to threaten, harass, or abuse someone.~~

(D) RISK ASSESSMENT PROTOCOLS FOR EMPLOYEES AND STUDENTS

1. BEHAVIORAL INTERVENTION TEAMS (BIT) CONSIST OF A CROSS-SECTION OF TRAINED PERSONNEL WHOSE TASK IS TO IDENTIFY AND ASSESS LOW-RISK BEHAVIORS BEFORE THEY ESCALATE AND RECOMMEND APPROPRIATE INTERVENTION STRATEGIES.
2. THREAT ASSESSMENT TEAMS (TAT) CONSIST OF A CROSS-SECTION OF TRAINED PERSONNEL WHOSE TASK IS TO EVALUATE AND MANAGE IMMINENT THREATS OR VIOLENCE AND COORDINATE AN APPROPRIATE PLAN OF ACTION.

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(E) CONSEQUENCES OF POLICY VIOLATIONS

Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment, or academic sanctions THROUGH THE OFFICE OF STUDENT CONDUCT. Criminal charges may also MAY be filed, as appropriate.

1. Employees who are perpetrators of workplace/COLLEGE, family, and/or relationship violence occurring in the workplace may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by HUMAN RESOURCES AND/OR the Employee Behavioral Intervention Team (EBIT). The Employee Assistance Program can provide employees with counseling and/or referrals to a family and relationship violence perpetrators treatment program for full-time employees and their dependents.
2. Students who are perpetrators of workplace/COLLEGE, family, and/or relationship violence occurring in the learning environment may be required to seek and successfully complete training, counseling, treatment AND/or academic sanctions as determined by the THE OFFICE OF Student Conduct office and/or the student Behavioral Intervention Team (SBIT).
3. Non-employees who are perpetrators of workplace/COLLEGE, family, and relationship violence occurring at the college will have their consequences determined by the POLICE DEPARTMENT OR THE appropriate entity, or the Public Safety Department, including being transferred to the Columbus POLICE DEPARTMENT OR OTHER APPROPRIATE CRIMINAL JUSTICE FACILITY. or local police department, as applicable.

(F) STUDENTS

Student matters will be handled through the student code of conduct process and the student Behavioral Intervention Team (SBIT). Information about the Student Code of Conduct can be found in the student handbook.

(G) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of workplace, family and relationship violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. All individuals involved in the process

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~~should observe the same standard of discretion and respect for the reputation of everyone involved in the process.~~

~~(H) REPORTING~~

- ~~1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace, family and relationship violence will be subject to disciplinary action, up to and including termination of employment.~~
- ~~2. Any student who knowingly or maliciously makes a false or frivolous allegation of workplace, family and relationship violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.~~

~~(F) KEY RESOURCES FOR CONSULTATION AND SUPPORT AT COLUMBUS STATE:~~

1. Human Resources Department
2. EEO/Title IX Coordinator/DEPUTY TITLE IX COORDINATORS
3. Public Safety POLICE Department
4. Student Conduct DIRECTOR/Program Coordinator
5. ~~Choices for Victims of Domestic Violence 24 Hour:~~ THE COLLEGE PROVIDES RESOURCES TO STUDENTS AND FULL-TIME EMPLOYEES TO HELP MANAGE STRESS AND PREVENT OCCURENCES OF VIOLENCE.
 - a. FULL-TIME EMPLOYEES MAY SEEK SUPPORT AND ASSISTANCE WITH PERSONAL CONCERNS AFFECTING THEIR WORK OR HOME LIVES THROUGH THE EMPLOYEE ASSISTANCE PROGRAM (EAP).
 - b. STUDENTS MAY SEEK SUPPORT AND ASSISTANCE WITH PERSONAL CONCERNS AFFECTING THEIR EDUCATION OR HOME LIVES THROUGH STUDENT COUNSELING SERVICES.
- ~~6. Crisis/Shelter (includes youth issues/referrals)~~
- ~~7. Ohio Domestic Violence Network~~

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8. ~~Columbus Coalition Against Family Violence~~

(G) COMMUNITY REOURCES FOR CONSULTATION AND SUPPORT INCLUDE:

1. CHOICES 24 HOUR CRISIS/SHELTER
2. THE CENTER FOR FAMILY SAFETY AND HEALING
3. OHIO DOMESTIC VIOLENCE NETWORK
4. MENTAL HEALTH AMERICA OF FRANKLIN COUNTY
5. COMMUNITY RESCOURCE INFORMATION ALSO CAN BE FOUND AT:
[HTTP://WWW.CSCC.EDU/SERVICES/TITLE-IX/RESOURCES.SHTML](http://www.csc.edu/services/title-ix/resources.shtml)

(H) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of workplace/COLLEGE, ~~family and relationship~~ violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. APPROPRIATE COLLEGE OFFICIALS WILL DETERMINE IF INFORMATION WILL BE DISCLOSED BASED ON THE CIRCUMSTANCES OF EACH CASE. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(I) REPORTING

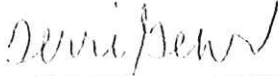
1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace/COLLEGE, ~~family and relationship~~ violence will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of workplace/COLLEGE, ~~family and relationship~~ violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

(J) THIS POLICY IS NOT MEANT TO ADDRESS PERSONALITY OR COMMUNICATION CONFLICTS.

(K) The President shall establish procedures to administer this policy.

COLUMBUS STATE

COMMUNITY COLLEGE

TO: Dr. David T. Harrison, President 
FROM: Theresa J. Gehr, Senior Vice President, Chief Financial Officer and Treasurer
DATE: March 11, 2015
SUBJECT: Financial Statements as of February 28, 2015

Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended February 28, 2015.

1. General Fund (Exhibit B)

Revenues

Tuition revenue is projected to be higher by \$454,000 than anticipated in the revised budget because Spring enrollment on census date was lower by only 6.7% versus the 9.5% that was trending when the revised budget was finalized for the January board meeting. At this early juncture in the cycle, Summer 2015 registration is currently trending lower than budgeted; tuition projections have not yet been adjusted for this term.

Except for a small increase to Special Courses, all other revenue sources are estimated for projected year-end to match what the Board approved in January for the revised budget.

<u>FY 15 Term</u>	<u>Budgeted Credit Hours</u>	<u>FY 15 Credit Hours</u>	<u>Budget to Actual Increase/ Decrease</u>	<u>Actual FY 14 FTEs</u>	<u>FY 15 FTEs*</u>	<u>% Variance</u>
Summer 2014**	52,754	51,764	-1.9%	8,446	7,502	-11.2%
Autumn 2014*	219,505	212,013	-3.4%	15,022	14,134	-5.9%
Spring 2015	207,974	198,459	-4.6%	14,186	13,231	-6.7%
Summer 2015	61,115					

* FY15 preliminary student credit hours and FTEs

** Summer semester 2014 straddles both FY14 and FY15, with 46% of the revenue attributed to FY15.

Expenses

The projected year-end expense estimates have been adjusted downward to reflect updated spending projections from program areas. Spending is being closely monitored in close partnerships between the Budget Office and divisions' budget liaisons.

2. Auxiliary Fund (Exhibit D)

The Bookstore revenues through February are approximately \$545,000 or 4.8% lower than the same period last year due to lower enrollment and numerous textbook affordability initiatives.

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Expenditures are lower compared to the same period last year, largely because payroll expenses are less due to budgeted positions that have not yet been filled and reduced debt service expense.

Food Service revenues are nearly 6% higher than the same period last year. The auxiliary fund is expected to balance within the revenues the enterprises are projected to generate.

3. President's Discretionary Fund (Exhibit F)

To-date disbursements of \$1,480 leave a balance of \$18,520 at February 28 in this Fund.

4. Foundation (Exhibits G and H)

Foundation contributions through February are \$256,122 compared to \$5,473,330 through February of last year. Last year's contributions included the \$5 million gift from the American Electric Power Foundation to fund the *Credits Count* initiative. While the entire pledge must be recognized at the time it is made, expenses will be recognized as they are incurred annually through 2018. In addition, the Foundation received \$59,000 in pledges and other revenue to the First Generation Scholarship Fund in November 2013, and other donations of \$142,000 from sources such as Cardinal Health, JP Morgan Chase, Giant Eagle, and Nationwide. Management and General expenses are slightly higher than the same point last year due to increased advertising and sponsorships, while the support from the college is higher due to consultant fees for work on Strategic Goals.

5. Investments

The College's portfolio is invested consistent with its investment policy, with 37.62% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

EXHIBIT A
COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT FEBRUARY 28, 2015
With Comparative Figures at February 28, 2014

<u>Assets</u>	<u>February 28,</u> <u>2015</u>	<u>February 28,</u> <u>2014</u>	<u>Liabilities and Fund Balance</u>	<u>February 28,</u> <u>2015</u>	<u>February 28,</u> <u>2014</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	8,396,669	9,594,901	Accounts payable	\$ 12,654,830	\$ 12,257,818
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income	19,604,851	21,808,024
Accounts receivable, net of allowance for doubtful accounts	124,062,844	120,598,839	Lab fees and credit bank Due to auxiliary funds	302,068	423,126
Interest receivable	14,899,834	17,062,755	Due to restricted funds	-	-
Prepaid expense	569,417	632,141	Due to plant funds	23,270,752	17,691,748
Net investment in Golf Course	199,194	15,236	Due to agency funds	-	-
Due from agency funds	1,080,487	961,957	Fund balances (Exhibit C):		
Due from auxiliary funds			Allocated	68,199,545	67,135,460
Total educational & general	\$ 149,208,445	\$ 148,865,830	Unallocated	25,176,399	29,549,655
			Total fund balances	93,375,944	96,685,115
			Total educational & general	\$ 149,208,445	\$ 148,865,830
<u>Auxiliary enterprise</u>			<u>Auxiliary enterprise</u>		
Cash	1,878,955	1,156,453	Accounts payable	\$ 309,833	\$ 889,315
Investments	8,301,631	8,274,647	Due to educational & general fund	1,080,487	961,957
Accounts receivable	3,536,937	3,503,799	Due to Plant Fund	1,475,070	1,475,070
Inventories, at cost as defined (note 2)	2,163,732	2,594,414	Fund balances (Exhibit D):		
Other Assets	78,253	78,253	Allocated	-	-
Due from general fund	-	-	Unallocated	13,610,747	12,737,828
Due from grant funds	516,629	516,604	Total fund balances	13,610,747	12,737,828
Total auxiliary enterprise	16,476,137	16,064,170	Total auxiliary enterprise	16,476,137	16,064,170
Total unrestricted	\$ 165,684,582	\$ 164,930,000	Total unrestricted	\$ 165,684,582	\$ 164,930,000
Total current funds	\$ 165,684,582	\$ 164,930,000	Total current funds	\$ 165,684,582	\$ 164,930,000
	[A]	[B]		[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT FEBRUARY 28, 2015
With Comparative Figures at February 28, 2014**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>February 28, 2015</u>	<u>February 28, 2014</u>	<u>Liabilities and Fund Balance</u>	<u>February 28, 2015</u>	<u>February 28, 2014</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	920,184	3,646,778
Capital Improvement Fund	920,184	3,646,778	Restricted	920,184	3,646,778
Total unexpended	<u>920,184</u>	<u>3,646,778</u>	Total unexpended	<u>920,184</u>	<u>3,646,778</u>
Cash from Bond Proceeds	-	-	Investment in plant	-	-
Deposit with trustees/escrow	-	-	Interest payable	-	-
Due from general fund	23,270,752	17,691,748	Capital lease payable	-	-
Land	25,518,235	25,518,235	Accounts payable	-	-
Improvements other than buildings	12,433,778	12,117,274	Bonds payable	9,290,000	10,775,000
Buildings	158,589,637	158,566,919	Deferred Gift Annuity	-	-
Movable equipment, furniture	-	-	Net investment in plant	173,443,618	169,293,542
and library books	40,256,615	39,759,409	Total investment in plant	<u>182,733,618</u>	<u>180,068,542</u>
Construction-in-progress	8,627,333	5,025,582	Total plant funds	<u>\$ 183,653,802</u>	<u>\$ 183,715,320</u>
Other Assets	2,835,824	2,982,870			
Less: accumulated depreciation	(88,798,556)	(81,593,495)			
Total investment in plant	<u>182,733,618</u>	<u>180,068,542</u>			
Total plant funds	<u>\$ 183,653,802</u>	<u>\$ 183,715,320</u>	<u>Agency funds</u>		
			Cash	-	-
			Due from agencies	199,194	278,325
			Due from general fund	-	(263,089)
			Total agency funds	<u>199,194</u>	<u>15,236</u>
				[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 EIGHT MONTHS ENDED FEBRUARY 28, 2015
With Comparative Figures at February 28, 2014

	FY 15			FY 14			FY 15 Projected Year End			FY 14 Audited		
	Revised Budget as approved January 2015	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2014	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 15 Projected Year End	Projected % of Budget	FY 14 Audited Year End	Projected % of Budget		
Revenues												
Appropriations												
Subsidy	\$ 61,204,273	\$ 40,625,204	66.38%	\$ 60,429,175	\$ 40,162,120	66.46%	\$ 61,204,273	100.00%	\$ 60,429,174	100.00%	(1)	
Student Support Services	-	40,625,204	66.38%	60,429,175	40,162,120	66.46%	61,204,273	100.00%	64,827	100.09%	(2)	
Students											(3)	
Tuition	70,589,986	50,356,186	71.33%	74,375,501	52,307,821	69.77%	71,053,998	100.64%	75,171,489	100.26%	(4)	
Fees	4,092,691	3,119,287	76.22%	4,189,057	3,222,545	76.93%	4,092,691	100.00%	4,134,013	98.69%	(5)	
Special courses	1,045,530	894,499	84.60%	941,399	843,271	89.58%	1,101,142	105.32%	1,271,839	135.10%	(6)	
Contracted Services	75,738,207	54,359,972	71.71%	80,106,357	56,973,637	70.37%	76,247,851	100.67%	80,577,341	100.59%	(7)	
Net	100,000	93,662	93.66%	100,000	29,209	29.21%	100,000	100.00%	215,016	215.02%	(8)	
Other	100,000	93,662	93.66%	100,000	29,209	29.21%	100,000	100.00%	215,016	215.02%	(9)	
Partnership Revenue	250,000	154,406	61.76%	250,000	151,144	60.45%	250,000	100.00%	284,248	117.70%	(10)	
Miscellaneous	370,000	257,327	69.55%	153,000	42,854	28.01%	370,000	100.00%	243,929	159.43%	(11)	
Total revenues	620,000	411,733	66.41%	403,000	193,998	48.14%	620,000	100.00%	536,177	133.54%	(12)	
Operating Expenditures	137,662,480	95,490,572	69.37%	141,038,532	96,759,362	68.60%	138,172,104	100.37%	141,814,535	100.55%	(13)	
Educational & general (Instructional)	73,069,506	48,026,556	65.73%	75,923,034	47,227,670	62.70%	73,844,279	98.69%	70,707,172	95.87%	(14)	
Library	1,987,766	1,287,397	64.77%	1,672,175	1,235,885	73.91%	1,843,888	92.76%	1,767,766	105.72%	(15)	
General	10,195,213	6,403,226	62.81%	10,520,659	6,813,807	64.77%	10,281,179	100.84%	10,614,191	100.89%	(16)	
Information Technology	13,293,384	8,859,622	66.65%	12,716,775	8,100,332	63.70%	12,999,485	97.79%	11,368,078	89.39%	(17)	
Student Services	14,425,589	8,965,124	62.29%	14,304,039	9,070,144	63.40%	14,411,716	99.90%	13,731,567	96.00%	(18)	
Operation and maintenance of plant	13,463,128	8,757,717	64.95%	13,947,490	8,498,979	60.94%	13,366,091	99.13%	13,231,453	94.87%	(19)	
Administration	8,831,409	6,159,397	69.74%	9,160,548	5,768,387	62.97%	8,843,852	100.20%	7,889,695	86.13%	(20)	
Transfer for debt service	1,375,385	917,590	66.67%	1,398,906	925,937	66.57%	1,375,385	100.00%	1,388,906	100.00%	(21)	
Total expenditures	138,662,480	98,396,630	70.99%	139,038,626	97,841,341	70.34%	135,971,875	98.49%	130,696,828	94.01%	(22)	
Non-operating & Encumbered												
Transfer for equipment and replacement	1,000,000	See Exhibit C		2,000,000	See Exhibit C		1,000,000	100.00%	2,000,000	100.00%	(23)	
Transfer for One-Time Compensation	-	-	-	-	-	-	-	N/A	1,700,000	0.00%	(24)	
Transfer for Capital Improvements	-	-	-	-	-	-	-	N/A	1,850,000	0.00%	(25)	
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	1,850,000	0.00%	(26)	
Total expenditures and transfers	137,662,480	98,396,630	70.99%	141,038,626	97,841,341	69.34%	136,971,875	99.50%	138,096,828	97.92%	(27)	
Operational revenues	-	6,093,942	N/A	4,906	9,117,623	N/A	1,200,229	#DIV/0!	3,715,707	75736.01%	(28)	
Interest Income	-	361,071		-	204,852		463,311		346,842		(29)	
Net Operating revenues	\$ -	\$ 6,455,013		\$ 4,906	\$ 9,322,475		\$ 1,663,540		\$ 4,062,549		(30)	
Reserve expenditures from Exhibit C	-	6,286,568		-	4,394,844		4,263,669		1,566,259		(31)	
Net Revenues/(Expenditures)	(A) \$ -	(B) \$ 168,445	(C)	(D) \$ -	(E) \$ 4,927,632	(F)	(G) \$ 2,400,000	(H)	(I) \$ 2,476,290	(J)	(32)	

* Includes expenditures from reserves (Exhibit C) for strategic purposes as outlined in the FY 15 budget priorities. Amount includes projections for depreciation, state capital allocation, one-time compensation, scholarships, and Student Success and Innovation approved/funded projects and has been updated to reflect projected results.

** The Board of Trustees authorized the allocation of this net income at its November 2014 meeting.

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2015

EXHIBIT C

	Balance at June 30, 2014	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at February 28, 2015
Unrestricted	\$ 8,437,891	\$ -	\$ -	\$ 4,850,000	\$ -	\$ 13,287,891
Allocated	147,656	-	-	-	-	147,656
Capital Improvements & Land Acquisition*	1,036,018	-	-	-	(65,606)	970,412
Carpet/Furniture Reupholstering	25,001	-	-	-	(3,498)	21,503
Space Efficiency Upgrades	8,003,605	-	-	(5,000,000)	(2,250,947)	752,658
Project Planning	1,172,279	-	-	-	-	1,172,279
Union Hall Renovation**	263,490	-	-	-	-	263,490
Site Development Delaware Campus	81,808	-	-	150,000	(104,330)	126,878
Bookstore/DX Modifications	96,038	-	-	-	(12,599)	83,439
Facilities Infrastructure Improvements	24,400	-	-	-	(21,571)	2,829
Student Support Services	6,783,143	-	1,000,000	-	(937,170)	6,845,973
Capital Equipment	333,088	-	-	-	-	333,088
Target 2002	33,104	-	-	-	-	33,104
Collective Bargaining	20,756,987	-	-	-	-	20,756,987
Budget/Tuition Stabilization	1,093,474	-	-	-	(193,054)	900,419
Accumulated Lab Fees	161,349	-	-	-	(18,408)	142,941
Broadbanding	3,232,086	-	-	-	(782,180)	2,449,906
Think Again Scholarship	6,148,791	-	1,815,000	-	(125,183)	7,838,608
Student Success and Innovation	1,213,509	-	1,908,432	229,119	-	3,351,060
Strategic Growth Initiatives	1,041,435	-	2,000,000	-	(139,831)	2,901,604
Technology Initiatives	311,266	-	-	-	-	311,266
Human Capacity Development/Wellness	1,058,901	-	-	-	(6,562)	1,052,339
Campus Safety Initiatives	2,248,958	-	-	-	(45,233)	2,203,725
Energy Efficiency/Sustainability Initiatives	1,098,432	-	(1,098,432)	-	-	-
Delaware Campus Operations	1,241,018	-	-	-	-	1,241,018
Health Care Self-Insurance Escrow	86,636	-	-	-	-	86,636
Health Care HSA Incentive	152,500	-	-	-	-	152,500
Self-Insured Workers Compensation Benefits	1,119,072	-	(1,114,000)	-	(5,073)	-
Voluntary Separation Incentive Plan	1,738,229	-	-	(239,119)	(1,499,110)	207,839
Partnerships for Student Success	282,437	-	500,000	-	(74,599)	500,000
Workforce Development	-	-	50,000	-	-	50,000
Tobacco Free Campus Implementation	-	-	-	10,000	-	10,000
PERFORMS	2,512	-	-	-	(1,014)	1,499
Unallocated	69,425,113	-	5,061,000	-	(6,286,568)	68,199,545
Total General Fund	23,241,786	709,045	(5,061,000)	-	6,286,568	25,176,399
	\$ 92,666,899	\$ 709,045	\$ (5,061,000)	\$ -	\$ -	\$ 93,375,944
	[A]	[B]	[C]	[D]	[E]	[F]

*Re-instates \$5M as per November 2010 Board Action that provided for use of these monies if State Capital funds did not get appropriated for Union Hall Renovation.

EXHIBIT D

COLUMBUS STATE COMMUNITY COLLEGE
 OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
 FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2015
 With Comparative Figures at February 28, 2014

	FY 15		FY 14		FY 15 Projected Year End		FY 14 Audited	
	Revised Budget as approved January 2015	% of Budget Expended to Date	Revised Budget as approved January 2014	% of Budget Expended to Date	Projected Year End	Projected % of Budget	FY 14 Audited Year End	Projected % of Budget
Auxiliary								
Sales/Revenues								
Bookstore	\$ 13,325,234	81.96%	\$ 14,865,421	77.03%	\$ 13,325,234	100.00%	14,547,124	97.73%
Food Services	360,000	83.74%	427,000	66.73%	360,000	100.00%	395,591	92.64%
Total Revenues	13,685,234	82.01%	15,312,421	76.74%	13,685,234	100.00%	14,942,715	97.59%
Cost of Goods Sold								
Bookstore	10,585,924	78.98%	11,614,327	72.35%	10,585,924	100.00%	11,112,140	95.68%
Food Service	55,000	67.83%	86,000	0.00%	55,000	100.00%	54,370	63.22%
Gross Margin	3,044,310	92.79%	3,612,094	91.80%	3,044,310	100.00%	3,776,205	104.54%
Operating Expenses								
Bookstore	1,893,766	58.91%	1,993,138	56.94%	1,893,766	100.00%	1,864,519	88.51%
Food Services	223,717	22.66%	217,015	37.68%	223,717	100.00%	125,803	57.97%
Auxiliary Administration	924,658	41.93%	1,007,792	39.48%	924,658	100.00%	644,233	63.93%
Total Expenses	3,042,141	51.08%	3,217,945	50.18%	3,042,141	100.00%	2,434,555	75.66%
Auxiliary Net Operating Income/(Loss)	2,169	58588.06%	394,149	0.00%	2,169	100.00%	1,341,650	340.39%
Net Income/(Loss)								
Bookstore	845,544	170.90%	1,277,956	150.87%	845,544	100.00%	1,770,465	138.54%
Food Services	81,283	262.61%	123,985	138.03%	81,283	100.00%	215,418	173.75%
Auxiliary Administration	(924,658)	41.93%	(1,007,792)	39.48%	(924,658)	100.00%	(644,233)	69.93%
Net Auxiliary Income/(Loss)	2,169	58588.06%	394,149	431.62%	2,169	100.00%	1,341,650	340.39%
Auxiliary Fund Balance at June 30, 2014	(119,000)		11,036,595		(119,000)			
Non-operating Revenues/Expenditures							403,748	
Transfers								
Audit Entities								
Auxiliary Fund Balance at February 28, 2015	[A] \$ 13,610,747	[C]	[D] \$ 12,737,828	[F]	[G] 1,745,388	[H]	[I] 1,745,388	[J]

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF FEBRUARY 28, 2015

	Actual September 2014	Actual October 2014	Actual November 2014	Actual December 2014	Actual January 2015	Actual February 2015	
Beginning Cash	\$ 9,748,032	5,392,035	6,219,337	8,796,981	5,670,263	6,507,870	(1)
Cash Receipts	6,770,741	6,139,705	5,565,124	7,372,655	15,486,775	7,483,718	(2)
Cash Disbursements	(12,747,268)	(12,483,508)	(11,210,884)	(10,303,856)	(11,977,563)	(11,864,036)	(3)
Financial Aid	1,620,520	671,105	(3,776,596)	(195,517)	15,348,395	1,418,005	(4)
Outflow for investments	-	-	-	-	(18,000,000)	-	(5)
Inflow from investments	-	6,500,000	12,000,000	-	-	4,000,000	(6)
Ending Cash	\$ 5,392,035	6,219,337	8,796,981	5,670,263	6,507,870	7,545,557	(7)

	Forecasted March 2015	Forecasted April 2015	Forecasted May 2015	Forecasted June 2015	Forecasted July 2015	Forecasted August 2015	
Beginning Cash	\$ 7,545,557	5,495,557	5,245,557	5,345,557	5,170,557	5,426,557	(8)
Cash Receipts	5,250,000	5,250,000	10,950,000	5,750,000	6,750,000	16,250,000	(9)
Cash Disbursements	(12,500,000)	(12,500,000)	(13,000,000)	(13,000,000)	(13,000,000)	(13,000,000)	(10)
Financial Aid	(3,300,000)	-	150,000	75,000	(494,000)	12,800,000	(11)
Outflow for investments	-	-	-	-	-	(16,000,000)	(12)
Inflow from investments	8,500,000	7,000,000	2,000,000	7,000,000	7,000,000	(16,000,000)	(13)
Ending Cash	\$ 5,495,557	5,245,557	5,345,557	5,170,557	5,426,557	5,476,557	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2015

EXHIBIT F

Cash at Beginning of Period		\$ <u>17,472</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	2,528	2,528	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	1,305		(9)
Patricia May-Woods	87		(10)
James Taylor	88		(11)
		<u>1,480</u>	(12)
		\$ <u><u>18,520</u></u>	(13)
	[A]	[B]	(14)
		<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 FEBRUARY 28, 2015
With Comparative Figures at February 28, 2014**

<u>Assets</u>	<u>February 28, 2015</u>	<u>February 28, 2014</u>	
Cash	\$ 1,023,390	\$ 198,203	(1)
Investments at market value (see note)	7,352,754	7,000,302	(2)
Pledges Receivable	5,900,759	4,767,916	(3)
Accounts Receivable	3,166	3,154	(4)
Total Assets	<u>\$ 14,280,069</u>	<u>\$ 11,969,575</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ 147	\$ -	(6)
Pledge Payable	-	35,000	(7)
Trade Payables	-	-	(8)
Total Liabilities	<u>147</u>	<u>35,000</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,023,352	3,718,512	(10)
Temporarily Restricted	7,639,922	6,303,548	(11)
Unrestricted	<u>2,616,648</u>	<u>1,912,515</u>	(12)
			(13)
Total fund balance	<u>14,279,922</u>	<u>11,934,575</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 14,280,069</u>	<u>\$ 11,969,575</u>	(16)
	(A)	(B)	(17)
			(18)

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	\$ 414,247	414,247	5.63%
Equities	3,999,197	4,454,655	60.58%
Fixed Income	125,177	144,029	1.96%
Mutual Funds	<u>2,309,102</u>	<u>2,339,823</u>	<u>31.82%</u>
Total Investments	<u>\$ 6,847,723</u>	<u>\$ 7,352,754</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2015
With Comparative Figures at February 28, 2014**

	February 28, 2015			February 28, 2014	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	
Revenue					
Contributions - Scholarships and Programs	\$ 51,255	\$ 64,174	\$ 24,159	\$ 139,588	(1)
Contributions for Taste the Future	105,284	-	-	105,284	(2)
Contributions for Columbus State	-	11,250	-	11,250	(3)
Corporate Gift	-	-	-	-	(4)
Administration Fee Income	44,556	-	-	44,556	(5)
Interest Income	337	-	-	337	(6)
Investment Income					
Realized	152,010	36,777	-	188,787	(7)
Unrealized	(66,765)	(18,652)	-	(85,417)	(8)
Investment income-subtotal	85,245	18,125	-	103,370	(9)
Total revenues	286,677	93,549	24,159	404,385	(10)
				6,232,806	(11)
Expenditures					
Scholarships and Projects					
Contributions to Columbus State	-	145,841	-	145,841	(12)
Corporate Gift	-	46,250	-	46,250	(13)
Administrative Fee Expense	-	808,827	-	808,827	(14)
Management and general	102,434	44,556	-	146,990	(15)
Total expenditures	102,434	1,045,474	-	1,147,908	(16)
				852,362	(17)
Excess (deficit) of revenues over expenditures	184,243	(951,925)	24,159	(743,523)	(18)
Transfers	(7,178)	(65,837)	73,015	-	(19)
Fund balance at beginning of period	2,439,583	8,657,684	3,926,178	15,023,445	(20)
Fund balance at end of period	\$ 2,616,648	\$ 7,639,922	\$ 4,023,352	\$ 14,279,922	(21)
	[A]	[B]	[C]	[D]	[F]
					(22)

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF FEBRUARY 28, 2015**

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	\$ 30,679,695	\$ 30,679,695	0.06%	1
STAR Ohio/Plant	920,184	920,184	0.06%	1
STAR Ohio/Auxiliary	3,386,976	3,386,976	0.06%	1
STAR Plus	15,021,446	15,021,446	0.20%	1
CSCC Operating Fund 1	35,224,881	35,151,587	0.63%	450
CSCC Operating Fund 2	34,180,850	34,277,541	0.94%	791
Auxiliary Services	4,903,769	4,914,803	0.89%	744
Plant Fund	8,914,519	8,932,575	0.95%	821
	<u>\$ 133,232,319</u>	<u>\$ 133,284,807</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	37.52%
	Agencies	52.76% *
	Municipal Bonds	5.66%
	Treasury Notes	3.96%
	Cash & Equivalents	0.10%
		<u>100.00%</u>

* This includes discount notes, callable, non-callable, securitized, and step-up agency investments.

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>
Lori Billenstein	Director	Trio & Special Projects	01/02/15	\$71,953
Gene Burleson	Chairperson	Media Creation & Technology	02/16/15	\$116,763
Pierce Freshwater	Specialist	Student Engagement & Leadership	01/02/15	\$33,134
Jessica Gray	Specialist	Community & Civic Engagement	01/05/15	\$35,006
Pete Hackman	Supervisor I	Business & Campus Services (Food Services)	02/16/15	\$60,000
Karen Miller	Specialist	Business & Campus Services	01/16/15	\$33,134
Anthony Polito	Program Coordinator	Student Conduct	02/16/15	\$48,375
Linda Schaefer	Specialist	Community & Civic Engagement	11/07/14	\$38,000
John Sherwood	Specialist	Admissions	01/05/15	\$33,134
Betty Sugar	Teaching Assistant	Media Creation & Technology	12/16/14	\$40,019
John Vandermark	Program Coordinator	Grants Office	02/01/15	\$52,000
Molly Ward	Assistant Director	Advising Services	01/02/15	\$67,537
Lakesha Williams	Office Associate	Human Resources	01/16/15	\$30,680
Chaka Wilson	Advisor	Advising Services	01/02/15	\$46,038

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/voluntary cash separation incentives/reductions in force/terminations/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Carol Beneker (Resignation)	Instructor	Nursing	01/12/15
Lindsey Lee (Resignation)	Supervisor	Admissions	01/22/15
Martha Nieset (Resignation)	Analyst	Institutional Effectiveness	01/09/15
Candice Spangler (Retirement)	Program Coordinator	Curriculum Management	01/31/15
Benjamin Williams (Resignation)	Coordinator	Admissions	02/10/15