

COLUMBUS STATE

COMMUNITY COLLEGE

BOARD OF TRUSTEES

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A G E N D A

BOARD OF TRUSTEES MEETING

Thursday, July 23, 2015

Pete 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 and Vision Statements
- V. Opening Remarks from Chair Flowers
- VI. Approval of Minutes
- VII. Adopt new Policy 5-19, Promotion and Tenure, and rescind current Policy 5-02, Faculty Tenure, effective January 24, 2013 1
- VIII. Preliminary Year-End Financial Statements for the Period Ending June 30, 2015 6
- IX. Personnel Information Items (Information Only) 20
- X. President's Report
- XI. Old Business
- XII. New Business
- XIII. Public Participation
- XIV. Executive Session (*if needed*)
- XV. Adjournment



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Adopt new Policy 5-19, Promotion and Tenure, and rescind current Policy 5-02, Faculty Tenure, effective January 24, 2013

BACKGROUND INFORMATION:

The Academic Council has harmonized two policies and three procedures into one policy and one procedure in order to address organizational changes in the promotion and tenure process. Tenure and first promotion were once separate processes with varying portfolio requirements and timelines. Over time, the processes merged, and the revisions reflect the updated approach, our semester calendar and address issues that have arisen during implementation.

RECOMMENDATION:

That the Board of Trustees adopts new Policy 5-19, Promotion and Tenure, and rescinds current Policy 5-02, Faculty Tenure, effective August 31, 2015.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PROMOTION AND TENURE
Policy 5-19
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Effective Autumn Semester 2015

New Policy

- (A) The purpose of promotion and tenure is to ensure academic excellence, reward service and contributions, and retain the College's most valued faculty. Tenure assures faculty members continued employment with dismissal only for just cause or a reduction in the number of faculty required to deliver the College's academic programs.
- (B) The College employs a four-tier faculty ranking system of Instructor, Assistant Professor, Associate Professor, and Professor. Tenure is conferred with the candidate's first promotion, usually to the rank of Assistant Professor, although this may differ based on initial placement in rank upon hiring.
- (C) At time of hire, faculty are assigned the rank of Instructor. Under unusual circumstances, a faculty member may be appointed outside the rank of Instructor with the approval of the President and in accordance with Section 38.03 of the Collective Bargaining Agreement between the College and CSEA and in accordance with Procedure 5-19 (D).
- (D) Tenure is granted after the completion of an appropriate evaluation of each faculty member's work, as defined in Procedure 5-19 (D), and upon the recommendation of the President to the Board of Trustees.
- (E) Full-time faculty members will be considered for a first promotion and tenure after seven semesters of qualifying full-time service as defined below:
 - (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service, and contributions.
 - (2) Faculty members who resign and later return to Columbus State Community College shall receive no years of past service credit toward tenure eligibility.
 - (3) No more than one year of service credit will be granted for employment during any one fiscal year.
 - (4) Faculty who are granted tenure and the first promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
 - (5) All persons granted tenure before the acceptance of this policy shall continue to be tenured according to the rights and privileges of this policy.
- (F) A faculty member may petition the dean of the division for a one-time delay of one year in application for tenure due to circumstances in the third or fourth year of full-time employment. Such circumstances must have a demonstrable negative impact on the

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faculty member's ability to perform duties required for tenure or to complete the portfolio for tenure. The petition must be submitted in writing to the Dean no later than October 1 of the fourth year.

- (G) A candidate not awarded tenure and the first promotion may elect to seek due process of a complaint through the appeal process provided for in this policy. Such action precludes the faculty member from availability of other forms of due process provided by College policy.
- (H) A faculty member who is not awarded tenure will be terminated at the completion of the academic year in which tenure and the first promotion were considered.
- (I) Tenure will be terminated in the following situations:
 - (1) A tenured person has submitted his/her resignation.
 - (2) If a tenured faculty member has been placed on layoff due to a reduction in faculty, he or she will retain tenure if recalled for employment within two years of the layoff. If a tenured faculty member is recalled at any time and voluntarily refuses recall, tenure will be terminated at that time. If a tenured faculty member is not recalled within the two-year period, tenure will be terminated at the end of the second year. If a tenured faculty member is laid off, it is his or her responsibility to notify the Human Resources Department in writing of any changes in address and/or telephone number.
 - (3) For just cause, which shall include but is not limited to, the following:
 - (a) Serious violations of important College policies such as harassment, sexual harassment, sexual misconduct, academic misconduct, and conflict of interest.
 - (b) Any behavior that presents imminent serious threat to the health, welfare, or safety of College employees, students or others in the campus community or to College property.
 - (c) Serious insubordination (i.e., willful disregard of direction by supervisor except as permitted by law).
 - (d) Unlawful possession or distribution of illicit drugs or controlled substances on campus.
 - (e) Illegally bringing or bearing firearms or other lethal weapons/devices on campus.

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Effective Autumn Semester 2015

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- (f) Intentional falsification of College records.
 - (g) Serious misuse or misappropriation of College equipment, materials, funds, or other resources.
 - (h) Job abandonment (i.e., no call-no show for 3 consecutive, scheduled workdays).
 - (i) Conviction of a felony that negatively impacts either the College or the ability of the faculty member to perform his or her responsibilities.
- (J) Full-time faculty members will be considered for second and third promotions any time after seven semesters of qualifying full-time service in rank as defined below:
- (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service, and contributions.
 - (2) No more than one year of service credit will be granted for employment during any one fiscal year.
 - (3) Faculty who are granted promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
 - (4) All persons granted promotions before the acceptance of this policy shall continue in that rank according to the rights and privileges of this policy.
- (K) A candidate not awarded a promotion may elect to seek due process of a complaint through the appeals process provided for in this policy. Such action precludes the faculty member from availability of other forms of due process provided by College policy.
- (L) After a faculty member has received tenure and the first promotion, further promotion in rank is not a condition of employment.
- (M) Unsuccessful candidates for promotion in any given year may reapply for promotion during any succeeding year without prejudice or negative inference from the previous denial.
- (N) All proceedings and decisions related to promotion and tenure process shall be held in confidence and made available only to those persons involved in process.

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PROMOTION AND TENURE

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- (O) The President will adopt and implement procedures for the following:
- (1) Initial placement in rank.
 - (2) The presentation of a faculty member's work for the promotion and tenure process.
 - (3) The evaluation of a faculty member's work by peers and administrators.
 - (4) The timeline for submissions and evaluations.
 - (5) The composition and tasks of Promotion and Tenure Review Committees.
 - (6) The composition and tasks of the Promotion and Tenure Appeals Committee.
- (P) If for any reason the President determines that there is an issue with the implementation of this policy and related procedures, the President, in consultation with the Senior Vice-President for Academic Affairs and CSEA, may take whatever steps are deemed appropriate to ensure the proper functioning and integrity of the procedures. Such issue might include, but are not limited to, paid or unpaid leaves of absence (due to illness, military duty, jury duty, maternity leave, etc.) or catastrophic events (fire, flood, death in the family, etc.). A request for special consideration should be made in a timely manner, and documentation of the situation (if available) should be provided.

New Policy

Note: Replacing Current Policy 5-02, Faculty Tenure and related Procedures 5-02 (E), (F), and 3-01 (B)



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Preliminary Year-End Financial Statements for the period ending June 30, 2015

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 Preliminary Year-End Financial Statements for the period ending June 30, 2015 be accepted as presented.

That the Board authorizes the President to adjust the amounts of the strategic allocations commensurate with the audited FY15 financial statements.

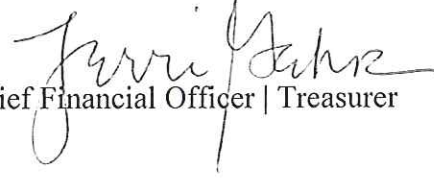
COLUMBUS STATE

COMMUNITY COLLEGE

July 10, 2015

TO: Dr. David T. Harrison, President

FROM: Theresa J. Gehr, Senior Vice President | Chief Financial Officer | Treasurer



SUBJECT: Financial Statements as of June 30, 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 June 30, 2015.

1. General Fund (Exhibit B)

Revenues

Projected year-end operating revenue is within \$162,000 or 0.12% of the FY15 Revised Budget.

Spring's better-than-budgeted enrollment offset Summer's lower-than-budgeted enrollment by all but \$289,000 in tuition revenue. As a reminder, 54% of Summer 2015 term's tuition revenue is accounted for in FY15, and the balance is in FY16.

| Term | Budgeted | Credit | Budget to | Actual | FY 15 | % |
|---------------|--------------|---------|-----------------|------------|--------|----------|
| | Credit Hours | Hours | Actual Variance | FY 14 FTEs | FTEs | Variance |
| 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 | 198,581 | -4.5% | 14,186 | 13,239 | -6.7% |
| Summer 2015* | 61,115 | 48,207 | -21.1% | 7,502 | 5,951 | -20.7% |

* FY15 preliminary student credit hours and FTEs

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

Expenses

FY15 projected year-end operating expenses are 3.8% below the revised budget, and 0.6% above FY14 audited spending.

One-Time Strategic Investments from FY15 Net Operating Revenues

Higher-than-budgeted operational revenue of approximately \$162,000, lower than budgeted operating expenses, and projected interest income of approximately \$700,000 yield opportunity for additional strategic allocations.

Since the Board met in May, the projected year-end revenue and expenses have yielded additional net operational revenue of about \$2.0 million, due most notably to recent health care adjustments that are projected to yield \$800,000 in lower expenses. One example that significantly impacted this adjustment is rebates when individuals reached stop loss at which point the insurance company makes claim payments rather than the College. Coupled with projected interest income of approximately

\$700,000 (column G, row 30), \$2.7 million is projected to be available for additional strategic allocations, as follows:

Student Success and Innovation (\$500,000) to advance the following initiatives:

- ***Diversity and Cultural Inclusion.*** In 2013, as a part of Columbus State's *Achieving the Dream (AtD)* Implementation Proposal, the College formally committed to cultivating a diverse and inclusive environment as a strategy to further our student success mission and lead the College towards greater cultural competence and equity. During the intervening years, the College has expanded the scope of the Student Life Global Diversity and Inclusion Office and established the Diversity and Cultural Inclusion Council as a standing body chartered to benchmark best practices, examine internal and external data, and recommend action items to advance our internal diversity and inclusion objectives.

As a leader in the Central Ohio region, the College also recognizes its role and responsibility to champion diversity and inclusion initiatives on a broader scale in order to effect social awareness and change. In July, the President appointed a Special Assistant to the President for Diversity Initiatives who will serve as a partner to the Board and the College in developing, implementing, and monitoring the College's overarching campaign and strategy in conjunction with our faculty, staff and students, and the broader community.

- ***Aligning and Communicating Strategic Priorities.*** To maintain its accreditation by the Higher Learning Commission (HLC), and driven by its desire for continuous improvement, the College must have at least three action projects in progress and on the record with HLC.

Colleges that belong to the Academic Quality Improvement Program (AQIP) pathway for their accreditation are required to participate in various activities during an eight-year cycle. A recent activity included attendance by an eight-member team led by the President at an AQIP Strategy Forum to develop a new improvement strategy, or action project, for the upcoming year.

The College's project is titled *Aligning and Communicating Strategic Priorities*. It will include the development of a process for an open and inclusive decision-making process for linking budgeting to the strategic priorities. The project team will analyze the areas where the processes are not aligned and make process improvement recommendations. The project team will deliver an updated 12-month planning calendar where budget resources are linked to the strategic priorities.

The project team will include representatives from across the College and will be assisted in its work by a project manager. Funding will be needed for the project manager as well as other work necessary to successfully complete the project, including communication and data collection efforts.

This allocation is not reflected on Exhibit B.

Capital Improvements (\$2.2 million): While the State's FY15-16 capital bill provides approximately \$1.0 million to make long-overdue elevator upgrades, the College requested \$6.9 million in FY15-16 State capital funds to keep its facilities modernized to support effective teaching and learning, and operating efficiently. The additional funds for capital improvements will provide for a variety of facility improvements that will range from updating outdated spaces, repairing parking lot and sidewalk repairs, upgrading additional elevators to ensure safe operations, and other infrastructure improvements.

This allocation is not reflected on Exhibit B and could be more or less based on the final results of the 2015 audited financials expected in October.

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

The Bookstore revenues to date are 9.5% lower than the same period last year and expenditures are lower by 6.7% due to lower payroll costs. In total, the Bookstore's net income is \$1.5 million compared to \$1.7 million last year, a decrease of 14%.

Food Services revenues are significantly higher than the same point in time last year; expenses are similarly much lower than the prior year leaving a net margin that is 9% higher than FY14.

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

To-date disbursements of \$5,667 left a balance of \$14,333 for June in this Fund. A deposit of \$5,667 was done to replenish the Fund to \$20,000 at the end of June.

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

Foundation contributions through June are \$434,719 compared to \$8,396,222 through June of last year. Large gifts in FY14 (AEP, JP Morgan Chase, Cardinal Health, Giant Eagle and Nationwide) were pledged in FY14, all of which were recognized on FY14 financial statements. Management and General expenses are slightly higher than the same point last year due to increased advertising and sponsorships.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 32.32% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JUNE 30, 2015
With Comparative Figures at June 30, 2014**

EXHIBIT A

| <u>Assets</u> | <u>June 30, 2015</u> | <u>June 30, 2014</u> | <u>Liabilities and Fund Balance</u> | <u>June 30, 2015</u> | <u>June 30, 2014</u> |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| Current Funds | | | Current Funds | | |
| Unrestricted | | | Unrestricted | | |
| Educational and general | | | Educational and general | | |
| Cash | \$ 7,841,106 | \$ 3,265,758 | Accounts payable | \$ 9,880,110 | \$ 23,634,149 |
| Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)) | | | Deferred income | | |
| Accounts receivable, net of allowance for doubtful accounts | 112,363,256 | 122,240,828 | Student tuition | 19,999,106 | 22,554,095 |
| Interest receivable | 20,893,621 | 22,104,263 | Lab fees and credit bank | 786,937 | 1,072,536 |
| Prepaid expense | 1,180,801 | 562,602 | Due to auxiliary funds | - | - |
| Net investment in Golf Course | | | Due to restricted funds | - | - |
| Due from agency funds | 1,495,458 | 13,837,954 | Due to plant funds | 22,967,688 | 20,412,235 |
| Due from auxiliary funds | 1,020,166 | 1,124,738 | Due to agency funds | - | - |
| Total educational & general | <u>\$ 144,794,408</u> | <u>\$ 163,136,142</u> | Fund balances (Exhibit C): | | |
| | | | Allocated | 65,755,386 | 66,335,616 |
| | | | Unallocated | 25,405,180 | 29,127,510 |
| | | | Total fund balances | <u>91,160,567</u> | <u>95,463,126</u> |
| | | | Total educational & general | <u>\$ 144,794,408</u> | <u>\$ 163,136,142</u> |
| | | | | | |
| Auxiliary enterprise | | | Auxiliary enterprise | | |
| Cash | \$ 3,868,736 | \$ 3,826,674 | Accounts payable | \$ 1,304 | \$ 84,500 |
| Investments | 8,328,790 | 8,284,751 | Due to educational & general fund | | 1,124,738 |
| Accounts receivable | 78,362 | 69,396 | Due to Plant Fund | 1,475,070 | 1,475,070 |
| Inventories, at cost as defined (note 2) | 3,041,870 | 2,315,225 | Fund balances (Exhibit D): | | |
| Other Assets | 78,253 | 78,253 | Allocated | | |
| Due from general fund | | | Unallocated | 13,413,263 | 12,406,595 |
| Due from grant funds | (506,374) | 516,604 | Total fund balances | <u>13,413,263</u> | <u>12,406,595</u> |
| Total auxiliary enterprise | <u>14,889,637</u> | <u>15,090,903</u> | Total auxiliary enterprise | <u>14,889,637</u> | <u>15,090,903</u> |
| Total unrestricted | <u>\$ 159,684,045</u> | <u>\$ 178,227,045</u> | Total unrestricted | <u>\$ 159,684,045</u> | <u>\$ 178,227,045</u> |
| Total current funds | <u>\$ 159,684,045</u> | <u>\$ 178,227,045</u> | Total current funds | <u>\$ 159,684,045</u> | <u>\$ 178,227,045</u> |
| | [A] | [B] | | [C] | [D] |

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JUNE 30, 2015
With Comparative Figures at June 30, 2014

| | June 30, 2015 | June 30, 2014 | |
|---|------------------|------------------|------|
| Assets | | | |
| <u>Plant funds</u> | | | |
| Unexpended | | | (1) |
| State appropriations receivable | - | - | (2) |
| Capital Improvement Fund | 967,620 | 778,160 | (3) |
| Total unexpended | 967,620 | 778,160 | (4) |
| Cash from Bond Proceeds | - | - | (5) |
| Deposit with trustees/Escrow | - | - | (6) |
| Due from general fund | 22,967,688 | 20,412,235 | (7) |
| Land | 25,518,235 | 25,518,235 | (8) |
| Improvements other than buildings | 12,433,778 | 12,117,274 | (9) |
| Buildings | 158,589,637 | 158,566,919 | (10) |
| Movable equipment, furniture and library books | 40,256,615 | 39,874,993 | (11) |
| Construction-in-progress | 8,627,333 | 5,025,582 | (12) |
| Other Assets | 2,835,824 | 2,982,870 | (13) |
| Less: accumulated depreciation | (88,798,556) | (81,533,973) | (14) |
| Total investment in plant | 182,430,555 | 182,964,135 | (15) |
| Total plant funds | 183,398,174 | 183,742,296 | (16) |
| <u>Agency funds</u> | | | (17) |
| Cash | - | - | (18) |
| Due from agencies | 1,495,457 | 13,837,954 | (19) |
| Due from general fund | - | - | (20) |
| Total agency funds | 1,495,457 | 13,837,954 | (21) |
| | [A] | [B] | |
| | \$ | \$ | |
| | | | (22) |
| | | | (23) |
| | | | (24) |
| | [C] | [D] | |
| | \$ | \$ | |
| | | | (25) |
| | | | (26) |

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

EXHIBIT B
COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDED JUNE 30, 2015
With Comparative Figures at June 30, 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 | \$ 61,204,273 | 100.00% | \$ 60,429,175 | \$ 60,429,174 | 100.00% | \$ 61,204,273 | 100.00% | \$ 60,429,174 | 100.00% | | |
| Student Support Services | - | 42,529 | - | - | 54,827 | - | 42,529 | - | 54,827 | - | | |
| | 61,204,273 | 61,246,802 | 100.07% | 60,429,175 | 60,484,001 | 100.09% | 61,246,802 | 100.07% | 60,484,001 | 100.09% | | |
| Student | | | | | | | | | | | | |
| Tuition | 70,599,986 | 70,458,069 | 99.80% | 74,975,901 | 74,839,126 | 99.82% | 70,310,530 | 99.59% | 75,171,489 | 100.26% | | |
| Fees | 4,092,691 | 3,843,165 | 93.90% | 4,189,057 | 4,134,085 | 98.69% | 3,843,165 | 93.90% | 4,134,013 | 98.69% | | |
| Special courses | 1,045,530 | 1,378,089 | 131.81% | 941,399 | 1,275,793 | 135.52% | 1,378,089 | 131.81% | 1,271,859 | 135.10% | | |
| | 75,738,207 | 75,679,324 | 99.92% | 80,106,357 | 80,249,005 | 100.18% | 75,531,785 | 99.73% | 80,577,341 | 100.59% | | |
| Contracted Services | | | | | | | | | | | | |
| Net | 100,000 | 325,582 | 325.58% | 100,000 | 168,529 | 168.53% | 325,582 | 325.58% | 215,016 | 215.02% | | |
| | 100,000 | 325,582 | 325.58% | 100,000 | 168,529 | 168.53% | 325,582 | 325.58% | 215,016 | 215.02% | | |
| Other | | | | | | | | | | | | |
| Partnership Revenue | 250,000 | 269,733 | 107.89% | 250,000 | 223,094 | 89.24% | 269,733 | 107.89% | 294,248 | 117.70% | | |
| Miscellaneous | 370,000 | 450,534 | 121.77% | 153,000 | 252,703 | 165.17% | 450,534 | 121.77% | 243,929 | 159.43% | | |
| | 620,000 | 720,268 | 116.17% | 403,000 | 475,797 | 118.06% | 720,268 | 116.17% | 538,177 | 133.54% | | |
| Total revenues | 137,662,480 | 137,971,975 | 100.22% | 141,038,532 | 141,377,332 | 100.24% | 137,924,436 | 100.12% | 141,814,535 | 100.55% | | |
| Operating Expenditures | | | | | | | | | | | | |
| Educational & general (Instructional) | 73,069,606 | 71,485,270 | 97.83% | 75,323,034 | 71,010,695 | 94.27% | 70,889,880 | 97.02% | 70,707,172 | 93.87% | | |
| Library | 1,987,765 | 1,945,907 | 97.91% | 1,672,175 | 1,756,557 | 105.05% | 1,834,822 | 92.31% | 1,767,766 | 105.72% | | |
| General | 10,195,213 | 9,302,129 | 91.24% | 10,520,659 | 10,440,611 | 99.24% | 9,381,733 | 92.02% | 10,614,191 | 100.89% | | |
| Information Technology | 13,293,384 | 12,319,837 | 92.68% | 12,716,775 | 11,202,774 | 88.09% | 12,281,276 | 92.39% | 11,368,078 | 89.39% | | |
| Student Services | 14,425,589 | 13,645,544 | 94.60% | 14,304,039 | 13,567,761 | 94.85% | 13,608,417 | 94.34% | 13,731,567 | 96.00% | | |
| Operation and maintenance of plant | 13,483,128 | 13,432,764 | 99.63% | 13,947,490 | 12,911,448 | 92.57% | 13,490,323 | 100.05% | 13,231,453 | 94.87% | | |
| Administration | 8,831,409 | 8,562,024 | 96.95% | 9,160,548 | 8,572,265 | 93.58% | 8,602,459 | 97.41% | 7,989,695 | 86.13% | | |
| Transfer for debt service | 1,376,385 | 1,376,385 | 100.00% | 1,388,906 | 1,388,906 | 100.00% | 1,376,385 | 100.00% | 1,388,906 | 100.00% | | |
| Total expenditures | 136,662,480 | 137,971,859 | 96.57% | 139,033,626 | 130,851,016 | 94.11% | 131,455,295 | 96.20% | 130,698,828 | 94.01% | | |
| Non-operating & Encumbered | | | | | | | | | | | | |
| Transfer for Capital Equipment | 1,000,000 | - | - | 2,000,000 | - | - | 2,100,000 | 210.00% | 2,000,000 | 100.00% | | |
| Transfer for One-Time Compensation | - | - | - | - | - | - | 1,100,000 | N/A | 1,700,000 | 0.00% | | |
| Transfer for Capital Improvements | - | - | - | - | - | - | - | N/A | 1,850,000 | 0.00% | | |
| Transfer for Scholarships | - | - | - | - | - | - | - | N/A | 1,850,000 | 0.00% | | |
| Transfer for Student Success and Innovation | - | - | - | - | - | - | 1,100,000 | N/A | - | 0.00% | | |
| Total expenditures and transfers | 137,662,480 | 137,971,859 | 96.57% | 141,033,626 | 130,851,016 | 92.78% | 135,765,295 | 98.62% | 138,098,828 | 97.92% | | |
| Operational revenues | - | 6,000,116 | N/A | 4,906 | 10,526,316 | N/A | 2,059,141 | N/A | 3,715,707 | 75738.01% | | |
| Interest Income | | | | | | | | | | | | |
| Net Operating revenues | \$ - | \$ 683,679 | - | \$ - | \$ 346,842 | - | \$ 683,679 | - | \$ 346,842 | - | | |
| | - | 6,683,794 | - | 4,906 | 10,873,158 | - | 2,742,820 | - | 4,062,549 | - | | |
| Reserve expenditures from Exhibit C | - | - | - | - | - | - | 5,821,000 | - | 1,586,259 | - | | |
| Net Revenues/(Expenditures) | [A] | [B] | [C] | [D] | [E] | [F] | [G] | [H] | [I] | [J] | | |
| | \$ - | \$ 8,730,727 | - | \$ - | \$ 7,167,515 | - | \$ (3,078,180) | - | \$ 2,476,290 | - | | |
| | - | (2,046,933) | - | - | 3,705,643 | - | - | - | - | - | | |

* 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.

EXHIBIT C

**COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE TWELVE MONTHS ENDED JUNE 30, 2015**

| | Balance at June 30, 2014 | Net Increase for Current Period | Board Approved Additions | Transfers | Expenditures | Balance at June 30, 2015 |
|--|--------------------------------|---------------------------------------|--------------------------------|--------------|--------------|--------------------------------|
| Unrestricted | | | | | | |
| Allocated | | | | | | |
| Capital Improvements & Land Acquisition* | \$ 8,437,891 | \$ - | \$ - | \$ 4,850,000 | \$ - | \$ 13,287,891 (1) |
| Carpet/Furniture Reupholstering | 147,656 | - | - | - | (795) | 146,861 (2) |
| Space Efficiency Upgrades | 1,036,018 | - | - | - | (163,568) | 872,450 (3) |
| Project Planning | 25,001 | - | - | - | (3,498) | 21,503 (4) |
| Union Hall Renovation* | 8,003,605 | - | - | (5,000,000) | (2,543,066) | 460,539 (5) |
| Site Development Delaware Campus | 1,172,279 | - | - | - | - | 1,172,279 (6) |
| Bookstore/DX Modifications | 263,490 | - | - | - | - | 263,490 (7) |
| Facilities Infrastructure Improvements | 81,808 | - | - | 150,000 | (118,755) | 113,053 (8) |
| Student Support Services | 96,038 | - | - | - | (21,289) | 74,749 (9) |
| Massage Therapy Space | 24,400 | - | - | - | (21,571) | 2,829 (10) |
| Capital Equipment | 6,783,143 | - | 1,000,000 | - | (1,598,568) | 6,184,575 (11) |
| Target 2002 | 333,088 | - | - | - | - | 333,088 (12) |
| Collective Bargaining | 33,104 | - | - | - | - | 33,104 (13) |
| Budget/Tuition Stabilization | 20,756,987 | - | - | - | - | 20,756,987 (14) |
| Accumulated Lab Fees | 1,093,474 | - | - | - | - | 1,093,474 (15) |
| Broadbanding | 161,349 | - | - | - | (353,791) | 739,683 (16) |
| Think Again Scholarship | 3,232,086 | - | - | - | (27,696) | 133,653 (17) |
| Student Success and Innovation | 6,148,791 | - | 1,815,000 | - | (794,076) | 2,438,010 (18) |
| Strategic Growth Initiatives | 1,213,509 | - | 1,908,432 | - | (460,797) | 7,502,994 (19) |
| Technology Initiatives | 1,041,435 | - | 2,000,000 | 229,119 | (362,896) | 2,988,164 (20) |
| Human Capacity Development/Wellness | 311,266 | - | - | - | (422,632) | 2,618,803 (21) |
| Campus Safety Initiatives | 1,058,901 | - | - | - | - | 311,266 (22) |
| Energy Efficiency/Sustainability Initiatives | 2,248,958 | - | - | - | (137,436) | 921,465 (23) |
| Delaware Campus Operations | 1,098,432 | - | (1,098,432) | - | (74,498) | 2,174,460 (24) |
| Health Care Self-Insurance Escrow | 1,241,018 | - | - | - | - | - (25) |
| Health Care HSA Incentive | 86,636 | - | - | - | - | 1,241,018 (26) |
| Self-Insured Workers Compensation Benefits | 152,500 | - | - | - | - | 86,636 (27) |
| Voluntary Separation Incentive Plan | 1,119,072 | - | (1,114,000) | - | (5,073) | 152,500 (28) |
| One-Time Compensation | 1,738,229 | - | - | (239,119) | (1,499,110) | - (29) |
| Partnerships for Student Success | 282,437 | - | - | - | (120,599) | 161,838 (30) |
| Workforce Development | - | - | 500,000 | - | - | 500,000 (31) |
| Tobacco Free Campus Implementation | - | - | 50,000 | 10,000 | - | 60,000 (32) |
| PERFORMS | 2,512 | - | - | - | (1,014) | 1,499 (33) |
| Unallocated | 69,425,113 | - | 5,061,000 | - | (9,730,727) | 65,755,386 (34) |
| Total General Fund | \$ 92,566,899 | \$ (1,506,333) | \$ (5,061,000) | \$ - | \$ 8,730,727 | \$ 25,405,180 (35) |
| | [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 E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JUNE 30, 2015

| | Actual January 2015 | Actual February 2015 | Actual March 2015 | Actual April 2015 | Actual May 2015 | Actual June 2015 | |
|-------------------------|---------------------------|----------------------------|-------------------------|-------------------------|-----------------------|------------------------|-----|
| Beginning Cash | \$ 5,670,263 | 6,507,870 | 7,545,557 | 10,967,597 | 8,409,633 | 4,976,530 | (1) |
| Cash Receipts | 15,466,775 | 7,483,718 | 7,123,616 | 7,398,570 | 13,235,316 | 7,194,152 | (2) |
| Cash Disbursements | (11,977,563) | (11,864,036) | (10,395,439) | (9,921,260) | (13,259,052) | (13,788,323) | (3) |
| Financial Aid | 15,348,395 | 1,418,005 | (2,806,137) | (35,274) | 2,590,633 | 401,810 | (4) |
| Outflow for investments | (18,000,000) | - | - | (3,000,000) | (8,000,000) | - | (5) |
| Inflow from investments | - | 4,000,000 | 9,500,000 | 3,000,000 | 2,000,000 | 8,500,000 | (6) |
| Ending Cash | \$ 6,507,870 | 7,545,557 | 10,967,597 | 8,409,633 | 4,976,530 | 7,284,169 | (7) |

| | Forecasted July 2015 | Forecasted August 2015 | Forecasted September 2015 | Forecasted October 2015 | Forecasted November 2015 | Forecasted December 2015 | |
|-------------------------|----------------------------|------------------------------|---------------------------------|-------------------------------|--------------------------------|--------------------------------|------|
| Beginning Cash | \$ 7,284,169 | 5,040,169 | 5,090,169 | 5,090,169 | 5,365,169 | 5,575,169 | (8) |
| Cash Receipts | 6,750,000 | 16,250,000 | 6,250,000 | 5,250,000 | 4,450,000 | 6,750,000 | (9) |
| Cash Disbursements | (13,000,000) | (12,000,000) | (12,500,000) | (12,500,000) | (12,000,000) | (10,500,000) | (10) |
| Financial Aid | (994,000) | 12,800,000 | 250,000 | (975,000) | (4,240,000) | 5,000 | (11) |
| Outflow for investments | - | (22,000,000) | - | - | - | - | (12) |
| Inflow from investments | 5,000,000 | 5,000,000 | 6,000,000 | 8,500,000 | 12,000,000 | 3,500,000 | (13) |
| Ending Cash | \$ 5,040,169 | 5,090,169 | 5,090,169 | 5,365,169 | 5,575,169 | 5,330,169 | (14) |

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2015

EXHIBIT F

| | | | |
|------------------------------------|-------|-------------------|-----------------|
| Cash at Beginning of Period | | \$ 17,472 | (1) |
| | | <u> </u> | (2) |
| <u>Receipts:</u> | | | (3) |
| | | | (4) |
| Deposit | 2,528 | | (5) |
| Deposit | 5,667 | 8,195 | (6) |
| | | | (7) |
| <u>Disbursements:</u> | | | (8) |
| Oberer's Flowers | 1,991 | | (9) |
| Patricia May-Woods | 87 | | (10) |
| James Taylor | 88 | | (11) |
| Transfer to Staff Advisory Council | 1,000 | | |
| City of Columbus Treasurer | 2,500 | 5,667 | (12) |
| | | <u>20,000</u> | (13) |
| | [A] | [B] | <u>[C]</u> (14) |

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 JUNE 30, 2015
With Comparative Figures at June 30, 2014

| <u>Assets</u> | <u>June 30,</u> <u>2015</u> | <u>June 30,</u> <u>2014</u> | |
|--|--------------------------------|--------------------------------|------|
| Cash | \$ 1,264,302 | \$ 411,153 | (1) |
| Investments at market value (see note) | 7,282,687 | 7,264,429 | (2) |
| Pledges Receivable | 5,398,409 | 7,331,086 | (3) |
| Accounts Receivable | 3,422 | 24,125 | (4) |
| Total Assets | <u>\$ 13,948,820</u> | <u>\$ 15,030,793</u> | (5) |
| | | | |
| <u>Liabilities</u> | | | |
| Due to general fund | \$ - | \$ - | (6) |
| Pledge Payable | - | - | (7) |
| Trade Payables | 722,643 | 7,348 | (8) |
| Total Liabilities | <u>722,643</u> | <u>7,348</u> | (9) |
| | | | |
| <u>Fund balance</u> | | | |
| Permanently Restricted | 4,041,135 | 3,926,177 | (10) |
| Temporarily Restricted | 6,657,540 | 8,657,684 | (11) |
| Unrestricted | 2,527,502 | 2,439,584 | (12) |
| | | | (13) |
| Total fund balance | <u>13,226,177</u> | <u>15,023,445</u> | (14) |
| | | | (15) |
| Total Liabilities and fund balance | <u>\$ 13,948,820</u> | <u>\$ 15,030,793</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</u> <u>Portfolio</u> |
|-------------------|---------------------|---------------------|---------------------------------------|
| Cash | \$ 443,504 | 443,504 | 6.09% |
| Equities | 4,032,771 | 4,356,910 | 59.83% |
| Fixed Income | 123,132 | 139,159 | 1.91% |
| Mutual Funds | <u>2,334,151</u> | <u>2,343,114</u> | <u>32.17%</u> |
| Total Investments | <u>\$ 6,933,558</u> | <u>\$ 7,282,687</u> | <u>100.00%</u> |

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2015
 With Comparative Figures at June 30, 2014

| | June 30, 2015 | | | Total All Funds | June 30, 2014 Total All Funds | |
|--|---------------|------------------------|------------------------|-----------------|----------------------------------|------|
| | Unrestricted | Temporarily Restricted | Permanently Restricted | | | |
| Revenue | | | | | | |
| Contributions - Scholarships and Programs | \$ 77,680 | \$ 111,163 | \$ 41,942 | \$ 230,785 | \$ 569,151 | (1) |
| Contributions for Taste the Future | 167,684 | - | - | 167,684 | 148,595 | (2) |
| Contributions for Columbus State | - | 36,250 | - | 36,250 | 445,217 | (3) |
| Corporate Gift | - | - | - | - | 7,233,259 | (4) |
| Administration Fee Income | 44,556 | - | - | 44,556 | 47,744 | (5) |
| Interest Income | 420 | 117 | - | 537 | 129 | (6) |
| Investment Income | | | | | | (7) |
| Realized | 222,039 | 52,815 | - | 274,854 | 1,259,718 | (8) |
| Unrealized | (193,865) | (47,461) | - | (241,326) | (293,745) | (9) |
| Investment income-subtotal | 28,174 | 5,354 | - | 33,528 | 965,973 | (10) |
| Total revenues | 318,514 | 152,884 | 41,942 | 513,340 | 9,410,068 | (11) |
| Expenditures | | | | | | |
| Scholarships and Projects | - | 227,558 | - | 227,558 | 270,863 | (12) |
| Contributions to Columbus State | - | 780,250 | - | 780,250 | 459,966 | (13) |
| Corporate Gift | - | 1,101,327 | - | 1,101,327 | - | (14) |
| Administrative Fee Expense | - | 44,556 | - | 44,556 | 47,744 | (15) |
| Management and general | 156,917 | - | - | 156,917 | 162,183 | (16) |
| Total expenditures | 156,917 | 2,153,691 | - | 2,310,608 | 940,756 | (17) |
| Excess (deficit) of revenues over expenditures | 161,597 | (2,000,807) | 41,942 | (1,797,268) | 8,469,312 | (18) |
| Transfers | (73,678) | 663 | 73,015 | - | - | (19) |
| Fund balance at beginning of period | 2,439,583 | 8,657,684 | 3,926,178 | 15,023,445 | 6,554,133 | (20) |
| Fund balance at end of period | 2,527,502 | 6,657,540 | 4,041,135 | 13,226,177 | 15,023,445 | (21) |
| | [A] | [B] | [C] | [D] | [F] | (22) |

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF JUNE 30, 2015**

1) **Investments**

| Investment Fund | Cost | Market Value | Yield to Maturity* | Average Maturity (days) |
|-----------------------|-----------------------|-----------------------|--------------------|-------------------------|
| STAR Ohio/Operating | \$ 18,684,212 | \$ 18,684,212 | 0.07% | 1 |
| STAR Ohio/Plant | 967,620 | 967,620 | 0.07% | 1 |
| STAR Ohio/Auxiliary | 3,387,638 | 3,387,638 | 0.07% | 1 |
| STAR Plus | 15,031,481 | 15,031,481 | 0.20% | 1 |
| CSCC Operating Fund 1 | 35,272,263 | 35,245,226 | 0.68% | 417.6 |
| CSCC Operating Fund 2 | 34,315,456 | 34,428,775 | 0.98% | 761 |
| Auxiliary Services | 4,921,763 | 4,941,152 | 0.85% | 608 |
| Plant Fund | 8,937,461 | 8,973,563 | 0.95% | 726 |
| | <u>\$ 121,517,893</u> | <u>\$ 121,659,666</u> | | |

* Weighted

| <u>Portfolio Composition</u> | <u>Type</u> | <u>% of Total</u> |
|------------------------------|--------------------|-------------------|
| | STAR Ohio | 31.29% |
| | Agencies | 53.57% * |
| | Municipal Bonds | 9.77% |
| | Treasury Notes | 4.35% |
| | Cash & Equivalents | 1.02% |
| | | <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> |
|---------------------|------------------------|--|-------------|---------------|
| Jeff Akers | Director | Regional Learning Centers | 06/01/15 | \$71,953 |
| Mark Boll | Technician | Telecommunications | 06/10/15 | \$41,600 |
| Thomas Capps | Office Associate | Admissions | 07/08/15 | \$28,662 |
| Kirk Dickerson | Chairperson | Human Services | 07/16/15 | \$87,000 |
| Nate Faubel-Ravelly | Specialist | Legal Department | 07/01/15 | \$33,129 |
| Madeleine Fix | Instructional Designer | Distance Education and Instructional Services | 03/16/15 | \$44,034 |
| Erica Gladue | Specialist | Workforce Strategies | 06/10/15 | \$33,134 |
| Ethan Kaufman | Material Handler II | Business and College Services | 06/16/15 | \$28,662 |
| Carla Reed | Assistant Director | Business and College Services | 05/18/15 | \$67,537 |
| Nakisha Stewart | Office Associate | Human Resources | 07/01/15 | \$33,129 |
| Lisa Farina | Director | Marketing & Communications | 07/01/15 | \$100,000 |
| Lori Woods | Instructor | Interpreting and Transliterating | 08/31/15 | \$44,224 |

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> |
|------------------------------------|---------------------|-------------------------------------|-------------|
| Jarod Anderson (Resignation) | Program Coordinator | Development Office | 06/09/15 |
| Thomas Barnett (Resignation) | Technician | Information Technology Help Desk | 06/30/15 |
| Gary Cross (Retirement) | Building Services I | Facilities | 06/30/15 |
| Jessica Gray (Resignation) | Specialist | Workforce Development | 05/20/15 |
| Joshua Hahn (Resignation) | Material Handler | Business and College Services | 06/05/15 |
| Andre James (Resignation) | Specialist | Human Resources | 06/24/15 |
| Tequila Seaverson (Resignation) | Specialist | Financial Aid | 05/29/15 |
| Joseph Santangelo (Resignation) | Advisor | Advising Services | 06/05/15 |
| Terry Worst (Retirement) | Advisor | Financial Aid- Veterans Services | 06/30/15 |
| Elizabeth Wyles (Resignation) | Program Coordinator | Admissions | 06/11/15 |