



COLUMBUS STATE COMMUNITY COLLEGE

550 East Spring Street
Columbus, Ohio 43216

550 East Spring Street
P.O. Box 1609
Columbus, Ohio 43216-1609
614/287-2400

MINUTES

**BOARD OF TRUSTEES MEETING
Thursday, May 22, 2008**

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, May 22, 2008, was called to order by Chairperson Edgar in the Board Room of Franklin Hall at 6:08 p.m.

ROLL CALL:

Present: Ms. Suzanne Stilson Edgar, Chair
Mr. William Dolan, Vice Chair
Dr. Richard Owens
Ms. Poe Timmons
Mr. Michael Flowers
Ms. Debra Plousha Moore
Mr. Michael Keller
Ms. Priscilla Mead

Absent: Mr. William Antonoplos

CERTIFICATION OF COMPLIANCE:

President M. Valeriana Moeller, Board Secretary, 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.

MINUTES:

Member Meade moved, Member Owens seconded, that the minutes of the regular meeting of the Board of Trustees held on Thursday, March 27, 2008, be approved as presented.

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Timmons, Owens, Flowers, Plousha Moore, Mead,
Keller
NAYS: None

COMMUNICATIONS AND RECOGNITION:

Tenure Appointments

The President introduced those faculty members recommended for tenure and first promotion in rank to assistant professor who were present at the meeting. She also congratulated them for their achievements and thanked them for their years of service to the College.

Member Timmons moved, Member Flowers seconded, that the following individuals be granted tenure effective at the beginning of the 2008-2009 contract year:

Lisa L. Gordon	Communication skills
Erica D. Swarts	Social & Behavioral Sciences
Julia A. Shew	Mathematics
Shirley Keckley	Nursing and Related Services
Naomi Lee	Practical Nursing
James Higgins	Marketing & Graphics
Norman Clevenger	Marketing & Graphics
Jan Van Horn	Hospitality Management
Keith Sanders	Electronic Engineering Technology
Dean Bortz	Construction Management
Margaret Mayo	Allied Health Professions

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Timmons, Owens, Flowers, Plousha Moore, Mead,
Keller
NAYS: None

CONSENT AGENDA:

The consent agenda included the following items:

- (1) Revision of Policy 5-15, Advisory Committees
- (2) Performance Management Policy
- (3) Salary Adjustments
- (4) Personnel Information Items
- (5) Construction Items
 - a. Building E, Delaware Campus
 - b. Renovation of Delaware Hall
 - c. Aquinas Hall Boiler Replacement
 - d. Nestor Hall Granite Replacement
 - e. Capital Improvement Allocations

Member Dolan moved, Member Flowers seconded, that the Board of Trustees:

- (1) Adopt the revised Policy 5-15, Advisory Committees as proposed;
- (2) Adopt the new Performance Management Policy as presented to be effective June 1, 2008; and that the provisions of the new policy shall supersede and prevail in instances where there is a language conflict with any other existing policies and/or procedures.
- (3) Approve the following compensation adjustments as recommended below:

Full-time employees:

That the current staff and administrator salary ranges not be amended due to the implementation of the Performance Management Policy. The broad banding provisions of the Policy make it unnecessary to adjust ranges at this time.

That salary adjustments for individual employees be implemented only after a formal evaluation of each employee is performed by his/her supervisor which includes a professional development plan and recommendation for a salary increase, and that such evaluation and recommendation be filed with the Human Resource Department; and

The additional salary and benefit pool for the requested increases is \$2,184,748 from the General Fund and \$ 106,404 from the Auxiliary Fund.

That the pool of monies approved (3.75% percent) for staff and administrator salary adjustments (who are evaluated on a merit basis) be \$1,301,431 (annual basis); and

The above actions shall be effective with the pay period that begins July 1, 2008.

Adjunct Faculty:

Effective July 1, 2008 all adjunct faculty will be paid the flat rate of \$43.06 per contact hour and that the cost of implementation of this rate is approximately \$748,718.

Part-time Employees:

Effective July 1, 2008, all part-time employees will receive a 3.75% increase in the hourly wage rate. The cost to implement this recommendation is approximately \$241,003.

- (4) Approve Personnel Information items as presented.
- (5) Authorize the College to enter into contracts with the lowest responsive and responsible bidders as outlined below for each of the listed Construction Projects; as well as authorize all projects to be funded from the Capital Improvement and Land Acquisition account, State of Ohio Basic Renovations Funds, bond proceeds, and the CRAT maintenance fund with the pre-approval of the President, who will report to the Board of Trustees annually on the projects and amounts allocated:

Building E, Delaware Campus

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General	Miles-McClellan	\$11,087,500
HVAC/Plumbing	TP Mechanical	\$ 3,383,400
Electrical	Vaughn Industries	\$ 2,512,900
IT	Jacobs Telephone Cont.	\$ 80,686
Building Automation	Johnson Controls	\$ 420,396

Renovation of Delaware Hall

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General	Williamson Builders	\$1,830,000
HVAC/Plumbing	MRS Industrial	\$1,031,840
Electrical	Converse Electric	\$ 490,000

Aquinas Hall Boiler Replacement

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
Mechanical/Electrical	CD Whitfield	\$187,479

Nestor Hall Granite Replacement

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General Contract	Roger Fields & Associates	\$152,400

OPERATING BUDGET FOR FISCAL YEAR 2009

Member Mead moved, Member Timmons seconded that the Board of Trustees approve the Fiscal Year 2009 Operating Budgets for Columbus State Community College, the Child Development Center, the Bookstore, Bridgeview Golf Course, and Food Service (Exhibits A-F); as well as approve expenditure of up to \$900,000 from the Accumulated Lab Fees account for equipment and materials necessary for student labs.

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Timmons, Owens, Flowers, Plousha Moore, Mead,
Keller
NAYS: None

FINANCIAL STATEMENTS:

Member Dolan moved, Member Ploushe Moore seconded, that the financial statements as of and for the ten months ended April 30, 2008, be accepted as presented.

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Timmons, Owens, Flowers, Plousha Moore, Mead,
Keller
NAYS: None

PRESIDENT'S REPORT:

The president, reported on the following items:

Staff Employee of the Month

Richard James, Video Web Developer for Instructional Technologies, and Linda Reid, Office Associate for Career & Technical Programs and Accounting were selected as the Employee of the Month for April and May respectively.

Alpha Rho Epsilon Chapter of Phi Theta Kappa Named "Five Star Chapter."

Columbus State's chapter of Phi Theta Kappa was made a Five Star Chapter again this year and this commendation comes as a result of meeting the requirements of the society's Five Star Chapter Development Program.

Phi Theta Kappa Annual Convention

Connie Meyer, the Board's Ex-Officio Student, is completing her term as National Vice President for Phi Theta Kappa. This year, for the first time, ACC and PTK held their annual convention together recognizing students who have held an executive office in the organization, along with the presidents from their college. Dr. Moeller thanked Connie for her hard work with Phi Theta Kappa, and for her outstanding representation of the College.

CSCC Students Named to 2008 All-Ohio Academic Team

Columbus State had two students recognized at the All-Ohio Academic Team luncheon, Dawn Leach and Matthew Wolf. The luncheon was held at the Statehouse Atrium in April.

Michael Bowers Earns Small Business Award

Michael bowers, the director of the College's Small Business Development Center, was awarded the Small Business Development Center Service Excellence and Innovation Award in recognition of outstanding programs and service offered to the central Ohio small business community helping them with their plans for putting their businesses in place.

NLNAC Approves Continuing Accreditation of Nursing Program

The National League for Nursing Accrediting Commission has granted Columbus State's associate degree nursing program continuing accreditation until the year 2015.

The president brought to our attention the new pictures displayed in the Board Room which were the winning pictures from the Digital Arts Festival done by Columbus State students. Dr. Moeller explained that this year the number of entries doubled from previous years, as well as the number of attendees.

Histology Certificate Class Passes ASCP

The on-line Histology Certificate Program class had a 100% pass rate this year, which is significant in that in previous years, the pass rate has been as low as 0%. As a result, the College has been recommended for the full five-year accreditation.

Delaware Campus Update

Dr. Moeller advised that the Liberty Township Zoning Commission has approved the design for the building at the new Delaware Campus site. A groundbreaking ceremony is being scheduled for sometime in July, and invitations will be sent out shortly. She also gave an overview of the three winning projects selected from the Delaware Strategic Initiative competition.

Chancellor Outlines Plan to Reduce Textbook Costs

The Chancellor was on campus to talk about the cost of college text books. Over 300 attendees were present to hear the plan that will be put in place.

State News

The president gave an update on House Bill 554 and Senate Bill 335, the Ohio Innovation Partnership Co-op/Internship Program. She explained that, when the bill was first introduced, community colleges could not apply for these funds by themselves—a four-year institution would also have to sign on part of the grant. Now, we have an opportunity to apply alone, or in conjunction with other higher education institutions. A competitive process for receiving the funds will be established by the Chancellor, and he will encourage proposals that recruit Ohio residents enrolled in higher education institution outside of Ohio to return to Ohio to participate in co/op and internship programs.

National News

Dr. Moeller attended the Ohio Presidents Summit put together by Senator Sherrod Brown to discuss government assistance in accomplishing the plan for higher education in Ohio.

The Board was advised that the College is paying closer attention to student loans because of what has happened with the student loan regulations passed by Congress in terms of the interest rates. It was noted that having a low default rate has been in Columbus State's favor.

The president explained that the Senate and House have both passed their version of the Higher Education Act Reauthorization. There are an increasing number of reporting and regulatory items in both version to the tune of over 200 in the House and 160 in the Senate. This causes an increase in the need for additional staff, equipment, etc., which makes for an imbalance between the reporting costs and tuition fees.

There has been great concern over the way colleges are accredited. There are six governing bodies at this point in time. There have been discussions as to whether there should be just one governing body to eliminate confusion.

Other discussions centered on consumer information. What is communicated by some institutions is not communicated by others. This has promoted a movement to encourage all institutions to communicate the same information in order to give a clearer picture of each.

There were also discussions regarding truth in tuition and its effects.

An expansion of the GI Bill has passed in the Senate allowing for additional dollars to the program. This will have certain implications for the us in that, veterans will be allowed funds to attend the most expensive college in their state plus monthly stipends for housing costs if this passed into law.

The president advised that, a Columbus State student, Michele Welsh, retired last week for the Ohio Air National Guard and was awarded the Meritorious Service Award for her outstanding career. She served her country for 20 years.

Dr. Kay Adkins, Provost, gave an overview of the programs and services associated with the Community Education and Workforce Development division of the College, as well as some of the history behind the various programs. Dr. Moeller introduced Cheryl Hay, Rita Bedritis and Nancy Case, staff members for some of the workforce programs mentioned.

OLD BUSINESS

OACC Board Delegates

The Ohio Association of Community Colleges (OACC) is the statewide organization composed of the presidents and trustees of Ohio's 23 two-year colleges. Voting members consist of one president and one trustee from each institution. The Board was asked to elect one of its trustees to serve as Columbus State's delegate, as well an alternate to represent the College.

Member Keller moved, Member Owens seconded, that Trustee Priscilla Mead be re-elected as Columbus State's delegate to the Ohio Association of Community Colleges, and Trustee Debra Plousha Moore serve as the alternate.

A vote was taken which resulted in:

AYES: Members Dolan, Flowers, Edgar, Timmons, Owens, Keller, Mead, Plousha Moore

NAYS: None

NEW BUSINESS:

Strategic Goals

Trustee Keller gave an update on the Strategic Goals for the College. He explained that the five Strategic Goals that culminated from the Board Retreat in May were:

- (1) Access – a 3% enrollment increase, as well as specific goals for the Delaware campus, and basic certificate training;
- (2) Student success – increasing the graduation rate, student retention, and GPA;
- (3) Human capacity development – getting all of the non-union employees into the new broad banding program and having a performance/development plan in place;
- (4) Sustainability – focusing on financial and energy efficiencies;
- (5) Academic quality improvements – AQIP accreditation and process improvements.

He explained that he is excited about the College's effort to build a roadmap and SMART objectives for each year. The goal is to have all of the strategic goals completed by the July Board meeting.

Scholarship Fund

The president explained that the Committee of the Whole discussed setting up a scholarship fund for older adult students who want to attend college but don't have the means. The Board was asked to approve \$1 million per year for the next three years for scholarships to students who are 25 years of age or older or who have not attended college for at least one year.

Member Mead moved, Member Plousha Moor seconded, that \$1 million per year be allocated for the next three years devoted to a scholarship fund program for adult students 25 years of age or older who want to enroll in college.

A vote was taken which resulted in:

AYES: Members Dolan, Flowers, Edgar, Timmons, Owens, Keller, Mead, Plousha Moore

NAYS: None

PUBLIC PARTICIPATION:

There was no public participation this meeting.

EXECUTIVE SESSION:

Trustee Dolan Moved, Trustee Mead seconded that the Board of Trustees adjourn to Executive Session according to Ohio Revised Code 121-22 for purposes of discussing collective bargaining, and the president's evaluation.

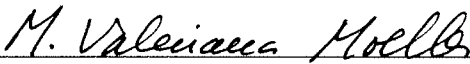
A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Timmons, Owens, Plousha Moore, Flowers, Keller, Mead
NAYS: None

The meeting of the Board of Trustees reconvened from Executive Session at 7:36 p.m.

ADJOURNMENT:

There being no further business to come before the Board of Trustees the meeting was adjourned at 7:38 p.m.



M. Valeriana Moeller
Secretary, Board of Trustees

P. Fortea
Recording Secretary

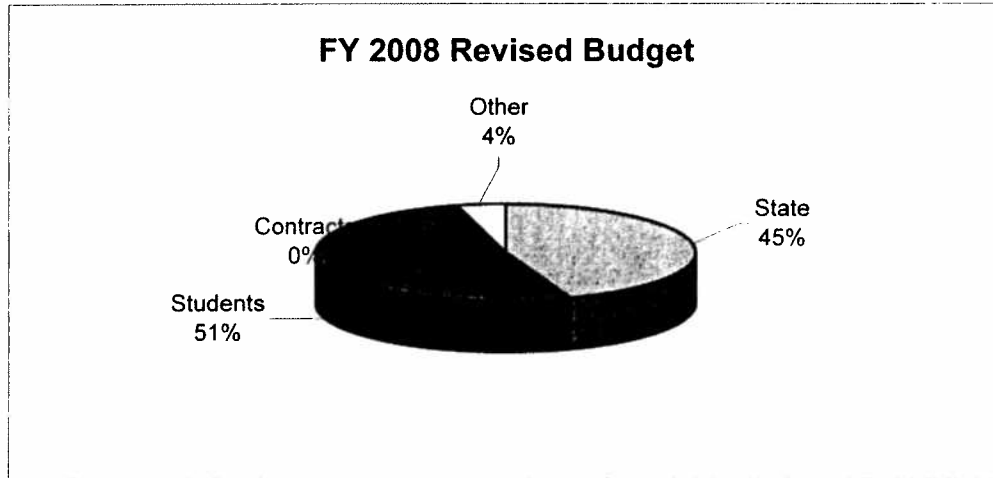
Columbus State Community College
Operational Budget Comparison
Proposed FY09 Budget Compared to RFY08 Budget Adopted in Jan 2008

	(1) RFY08 Budget	(2) FY09 Proposed	(3) Difference	(4) Percent Increase/(Decrease)
Revenues				
(a) Appropriations				
(b) Subsidy (1)	\$ 47,319,274	\$ 52,594,272	\$ 5,274,998	11.1%
(c) Access Challenge	6,751,576	6,908,952	157,376	2.3%
(d) Jobs Challenge	518,836	291,607	(227,229)	-43.8%
	<u>54,589,686</u>	<u>59,794,831</u>	<u>5,205,145</u>	<u>9.5%</u>
Student				
(e) Tuition (2)	59,903,656	61,890,805	1,987,149	3.3%
(f) Fees (3)	2,096,628	4,324,579	2,227,951	106.3%
(g) Special courses	600,000	600,000	-	0.0%
	<u>62,600,284</u>	<u>66,815,384</u>	<u>4,215,100</u>	<u>6.7%</u>
Contracted Services				
(h) Net	255,585	255,585	-	0.0%
	<u>255,585</u>	<u>255,585</u>	<u>-</u>	<u>0.0%</u>
Other				
(i) Interest (4)	4,800,000	-	(4,800,000)	-100.0%
(j) Miscellaneous	250,000	250,000	-	0.0%
	<u>5,050,000</u>	<u>250,000</u>	<u>(4,800,000)</u>	<u>-95.0%</u>
(k) Total Revenues	<u>122,495,555</u>	<u>127,115,800</u>	<u>4,620,245</u>	<u>3.8%</u>
Expenditures (5)				
(l) Educational & General				
(m) (Instructional) (3)	62,850,077	67,181,530	4,331,454	6.9%
(n) Library	1,678,941	1,798,031	119,090	7.1%
(o) General (6)	10,367,298	10,535,787	168,488	1.6%
(p) Information Technology	9,967,198	10,281,444	314,245	3.2%
(q) Student Services	9,727,258	9,868,896	141,639	1.5%
(r) Operation and Maintenance of Plant	12,068,735	12,777,532	708,797	5.9%
(s) Administration (7)	5,808,949	5,778,613	(30,336)	-0.5%
(t) Additional Payroll Items (8)	-	3,094,460	3,094,460	100.0%
(u) Operational Expenses	<u>112,468,456</u>	<u>121,316,292</u>	<u>8,847,836</u>	<u>7.9%</u>
(v) Transfer for equip. and replacement	1,800,000	3,000,000	1,200,000	66.7%
(w) Transfer for debt service (9)	1,406,789	1,548,819	142,030	10.1%
(x) Transfer for capital improvements	2,500,000	-	(2,500,000)	-100.0%
(y) Total expenditures & transfers	<u>118,175,245</u>	<u>125,865,111</u>	<u>7,689,866</u>	<u>6.5%</u>
(z) Operational Revenues	<u>\$ 4,320,310</u>	<u>\$ 1,250,689</u>	<u>\$ (3,069,621)</u>	<u>-71.1%</u>

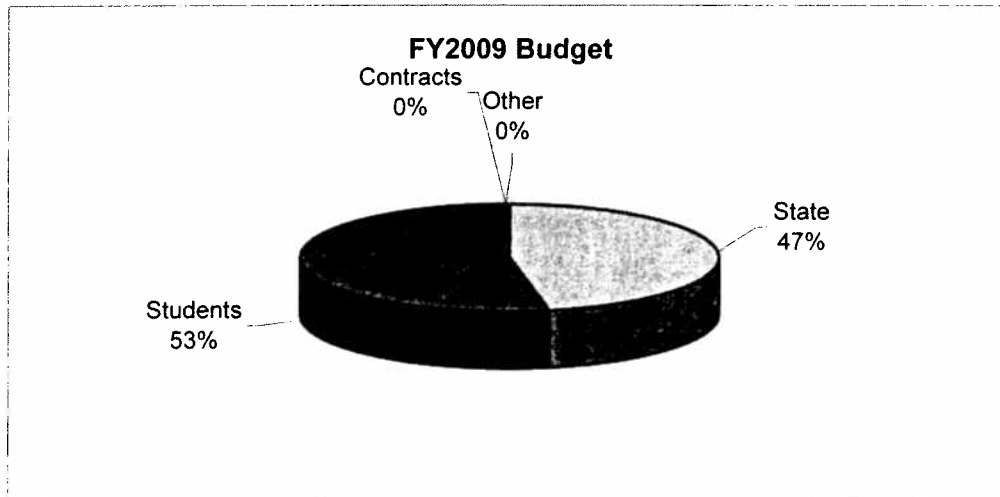
Notes

- (1) Subsidy reflects latest estimates provided by Ohio Board of Regents.
- (2) Tuition per credit hour will remain at \$79 per credit hour. Tuition revenue is projected by assuming enrollment similar to FY08.
- (3) Lab fee revenue and expenses were previously budgeted and reported in Education and General expenditures, exactly offsetting each other. In response to Oct 2006 management letter comment, revenues and expenditures are budgeted and reported in "revenues" and "expenditures," with each accounting for a respective \$2.1 million increase, offsetting each other in the bottom line.
- (4) Interest Income is not in operating budget as a revenue source as per Resource Planning Guidelines approved by the Board in November 2007.
- (5) Includes 6 new faculty positions and 16 new staff positions, previously approved by the Board in November 2007 and March 2008, respectively.
- (6) General includes Planning & Construction, Human Resources, Office Services, Institutional Adv., KRP, Diversity & Inclusion, and Development Office.
- (7) Administration includes Sr VP BAS, President's Office, & Business Office.
- (8) Represents a 3.75% salary increase pool for all full-time employees, part-time staff and adjunct instructors.
- (9) General fund assumes CDC's debt Service as offset to revenues earned by general fund for net gain of 2 general fund rooms gained by shift of two rooms in the CDC for Early Childhood Education program.

FY 09 PROPOSED OPERATING BUDGET REVENUES May, 2008

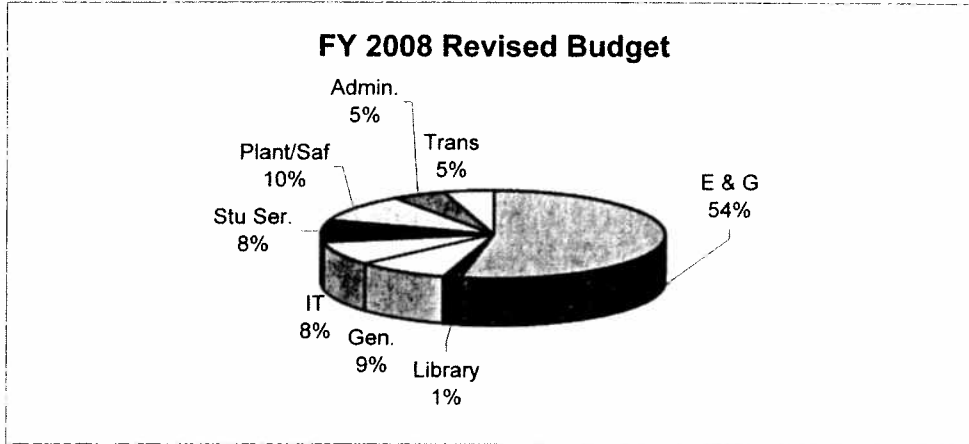


\$122,495,555

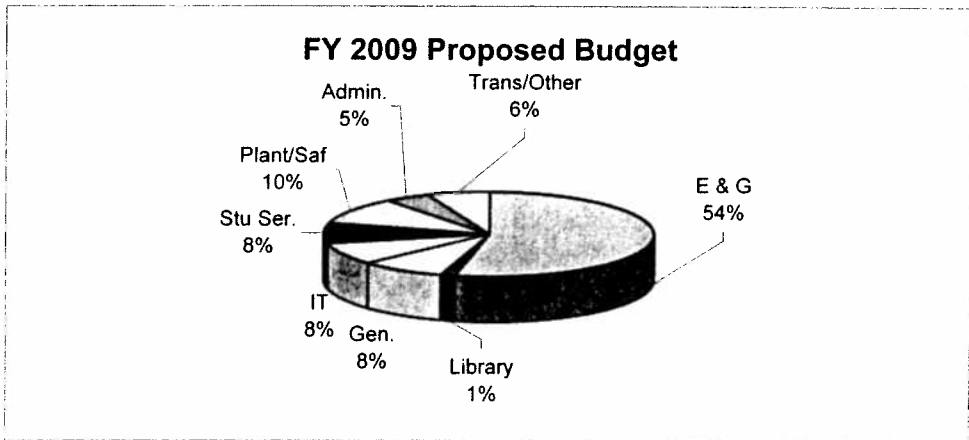


\$127,115,800

**COLUMBUS STATE COMMUNITY COLLEGE
FY 09 PROPOSED OPERATING BUDGET EXPENDITURES
May, 2008**



\$118,175,245



\$125,865,111

Columbus State Community College
Auxiliary Services Fund FY 2009 Budget

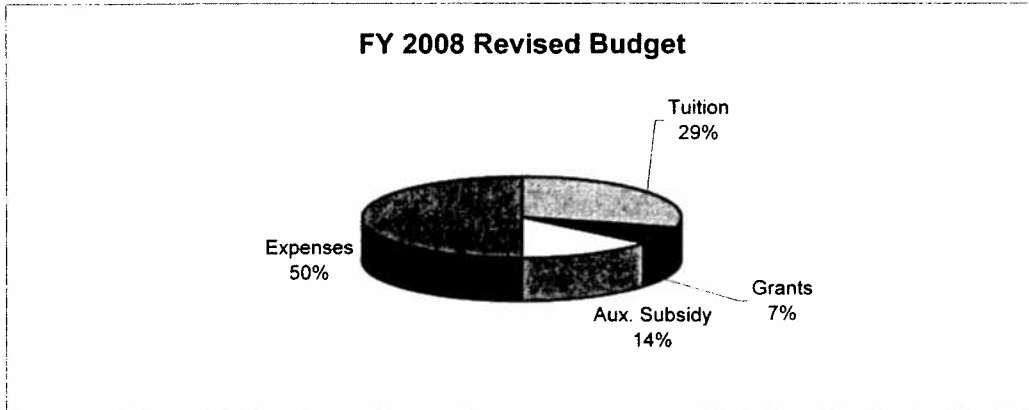
<u>Revenues</u>	RFY08	FY09	Variance
	Budget	Proposed	
Bookstore	2,746,000	2,777,123	31,123
Child Development Center	812,674	1,092,795	280,121
Food Services	369,468	350,150	(19,318)
Bridgeview	522,951	537,936	14,985
Total	\$ 4,451,093	\$ 4,758,004	306,911
<u>Expenses</u>			
Bookstore	2,503,629	2,448,118	(55,511)
Child Development Center	1,204,846	1,179,855	(24,991)
Food Services	38,013	79,316	41,303
Bridgeview	535,532	501,808	(33,724)
Add'l Payroll Items	-	106,404	106,404
Marketing	-	148,317	148,317
Total	4,282,020	4,463,818	181,798
Auxiliary Net Income	\$ 169,073	\$ 294,186	125,113

Columbus State Community College
Child Development Center
FY 2009 Budget

	RFY08 Budget	FY09 Proposed	Increase (Decrease)	Percent Change
<u>Revenues</u>				
Tuition/Fees	\$ 812,674	\$ 1,040,423	\$ 227,749	28.0%
Misc Income	-	52,372	52,372	100.0%
Total Revenues	812,674	1,092,795	280,121	34.5%
Operating Expenses	1,062,816	1,179,855	117,039	11.0%
Debt Service	142,030	-	(142,030)	-100.0%
Additional Payroll Items	-	34,508	34,508	100.0%
Total Expenses	1,204,846	1,214,363	9,517	0.8%
Grant Income	193,633	-	(193,633)	-100.0%
Grant Expense	193,633	-	(193,633)	-100.0%
Net Grant Income	-	-		
Net Income	(392,172)	(121,568)	270,604	-69.0%
Auxiliary Subsidy*	392,172	121,568	(270,604)	-69.0%
Net	\$ -	\$ -	\$ -	

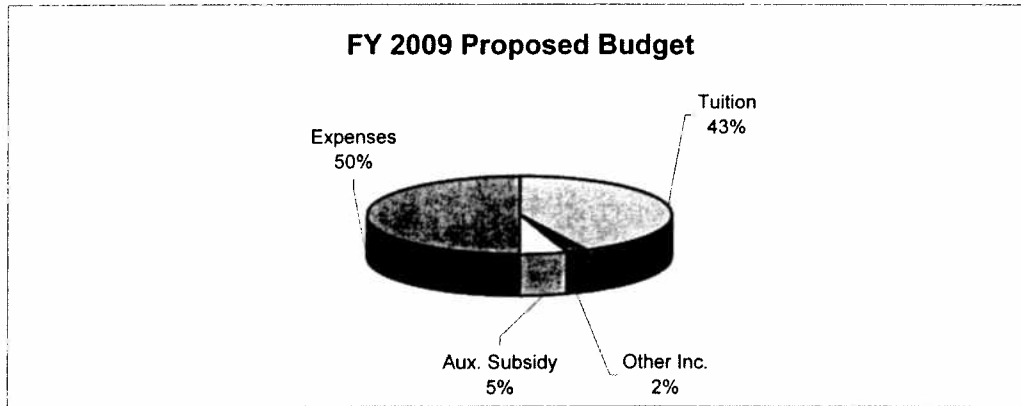
* Auxiliary Fund will subsidize operations

**COLUMBUS STATE COMMUNITY COLLEGE
Child Development Center
FY 09 PROPOSED OPERATING BUDGET REVENUES & EXPENDITURES
May, 2008**



***Revenues: \$1,006,307**

* Revenues includes both grant and tuition fee income

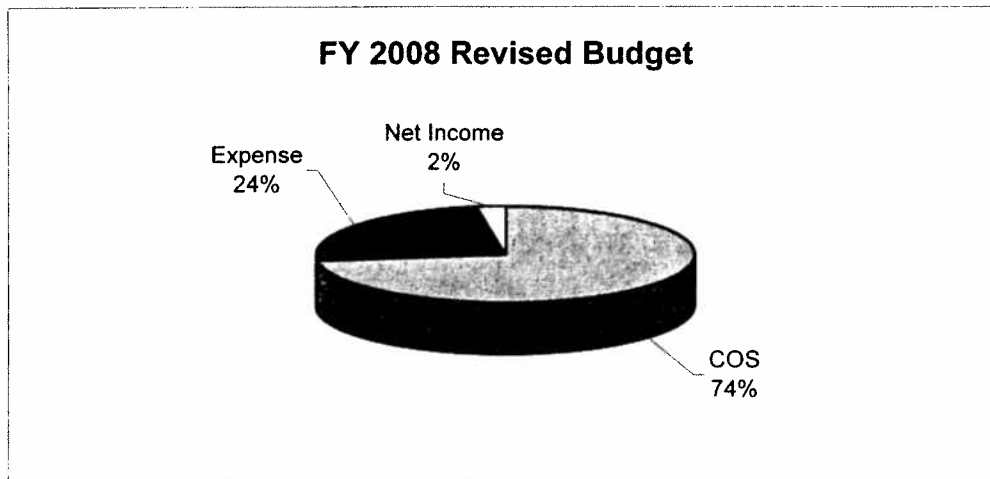


Revenues: \$1,092,795

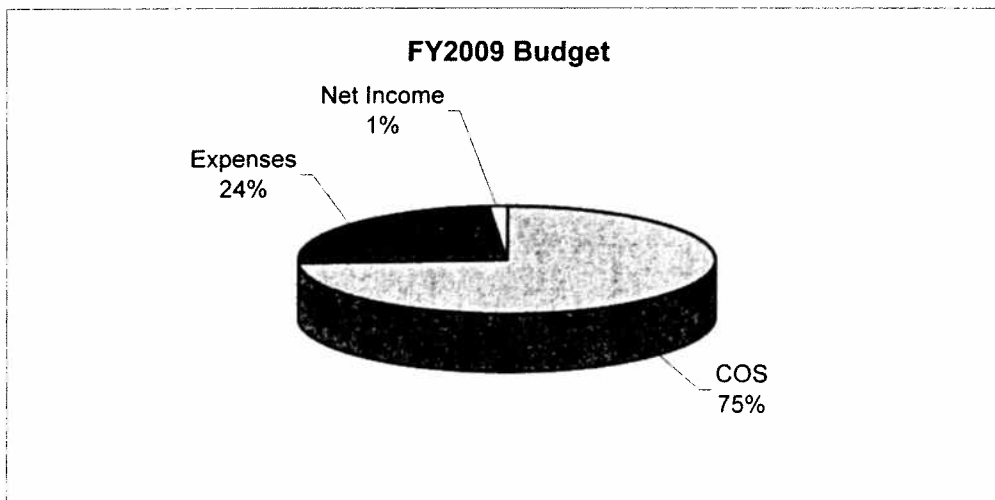
Columbus State Community College
Bookstore FY 2009 Budget

	RFY08 Budget	FY09 Proposed	Increase (Decrease)	Percent Change
Sales	\$ 10,239,757	\$ 10,746,362	\$ 506,605	4.9%
Cost of Sales	7,493,757	7,969,239	475,482	6.3%
Gross margin	2,746,000	2,777,123	31,123	1.1%
Operating Expenses	2,145,033	2,091,383	(53,650)	-2.5%
Debt Service	358,596	356,735	(1,861)	-0.5%
Additional Payroll Items	-	58,734	58,734	100.0%
Marketing	-	119,081	119,081	100.0%
Total Expenditures	2,503,629	2,625,933	122,304	4.9%
Net Income	\$ 242,371	\$ 151,190	\$ (91,181)	-37.6%

FY 09 PROPOSED OPERATING BUDGET REVENUES
Bookstore
May, 2008



Sales: \$10,239,757



Sales: \$10,746,362

Columbus State Community College
 Bridgeview Golf Course
 Budget FY 2009

	RFY08 Budget	FY09 Proposed	Increase (Decrease)	Percent Change
Sales	\$ 562,521	\$ 584,728	22,207	3.9%
Cost of Sales	39,570	46,792	7,222	18.3%
Gross Margin	<u>522,951</u>	<u>537,936</u>	14,985	2.9%
Operating Expenses	535,532	501,808	(33,724)	-6.3%
Additional Payroll Items	-	10,728	10,728	100.0%
Marketing	-	29,236	29,236	100.0%
Total Expenditures	<u>535,532</u>	<u>541,772</u>	6,240	1.2%
Net Income	<u>(12,581)</u>	<u>(3,836)</u>	8,745	-69.5%
Auxiliary Subsidy*	12,581	3,836	(8,745)	-69.5%
Net	<u>\$ -</u>	<u>\$ -</u>		

* Auxiliary Fund will subsidize operations.

Columbus State Community College
Food Service
FY09 Budget

	RFY08 Budget	FY09 Proposed	Increase (Decrease)	Percent Change
<u>Revenues</u>				
Commission Revenue*	\$ 294,468	\$ 275,150	\$ (19,318)	-6.6%
Pouring Rights Program Bonus	75,000	75,000	-	0.0%
Total Revenues	<u>369,468</u>	<u>350,150</u>	(19,318)	-5.2%
Operating Expenses	38,013	79,316	41,303	108.7%
Additional Payroll Items	-	2,434	2,434	100.0%
Total Expenses	<u>38,013</u>	<u>81,750</u>		
Net Income	<u>\$ 331,455</u>	<u>\$ 268,400</u>	\$ (63,055)	-19.0%

* Includes Cafeteria, Catering, and Vending.