



550 East Spring Street
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COLUMBUS STATE COMMUNITY COLLEGE
Franklin Hall Board Room

MINUTES

BOARD OF TRUSTEES MEETING
Thursday, May 24, 2007

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of Columbus State Community College, held on Thursday, May 24, 2007, was called to order by Chairperson Suzanne Edgar in the Board Room of Franklin Hall at 6:04 p.m.

ROLL CALL:

Present: Suzanne Stilson Edgar, Chairperson
Mr. William J. Dolan
Dr. Susan C. Finn
Mr. Michael E. Flowers
Mr. Michael C. Keller
Ms. Priscilla D. Mead
Mr. Jeffrey L. Scheiman, Vice-Chairperson

Absent: Ms. Paula A. Inniss
Mr. William A. Antonoplos

CERTIFICATION OF COMPLIANCE:

President M. Valeriana Moeller (Board Secretary) stated 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 Finn moved, Member Keller seconded, that the minutes of the last regular meeting of the Board of Trustees held on Thursday, March 22, 2007, be approved as presented.

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Keller, Mead, Scheiman, Finn
NAYS: None

COMMUNICATIONS AND RECOGNITION:

Tenure Appointments:

Member Finn moved, Member Flowers seconded, that the following individuals be granted tenure effective at the beginning of the 2007-2008 contract year:

Michael Bailey	Biological and Physical Sciences
Deborah Bertsch	Communication Skills
Ingrid Emch	Communication Skills
Susan Flatt	Communication Skills
Myung Han	Biological and Physical Sciences
Carolyn Kaufman	Social and Behavioral Sciences
Alesa Mansfield	Humanities
Kristin Ramsey	Mathematics
Gary Rensi	Mathematics
Martha Sucheston	Biological and Physical Sciences
David Tom	Social and Behavioral Sciences
Sharon Bockus	Practical Nursing
Charles Foley	Business Management
Roberta Grawemeyer	Early Childhood Development
Jeffrey Gruber	Aviation Maintenance
Charles Kassor	Aviation Maintenance
Mary Morgan	Nuclear Medicine
Antoinette Perkins	Massage Therapy

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Keller, Mead, Scheiman, Finn
NAYS: None

CONSENT AGENDA:

The consent agenda included the following items:

- (1) **Aquinas Hall Roof Replacement Project**
- (2) **339 Cleveland Avenue Renovation**
- (3) **Eibling Hall Fourth Floor Renovation**
- (4) **Allocation for Site Development, Delaware Campus**
- (5) **Compensation Adjustments for Employees for Fiscal Year 2008**
- (6) **Personnel Information Items.**

Member Scheiman moved, Member Keller seconded, that the Board of Trustees:

- (1) Authorize the College to enter into a contract with Phinney Industrial Roofing, Inc. for the replacement of the roof on Aquinas Hall, and that an additional \$12,000 for this project be authorized, to be funded from the annual Capital Improvements allocation, for a total budget of \$99,700.
- (2) Authorize the College to enter into contracts with Williamson Builders ; Command Heating Company; and Ohio Electric Services, all being the lowest responsive bidders, for the renovation of the building at 339 Cleveland Avenue.
- (3) Authorize the College to enter into contracts with General Home and Maintenance and Capital City Electric, both being the lowest responsive and responsible bidders, for the renovation of the fourth floor of Eibling Hall.
- (4) Authorize \$4.2 million to be used for site development costs at the Delaware Campus from unallocated funds while the College pursues funds for this purpose in the State of Ohio Capital Improvements process.
- (5) Allocate in the FY-2008 Operating Budget \$1,974,805 from the general fund and \$108,294 from auxiliary services fund for pay increases as follows:

Full-time non-union staff and administrators:

1. That the current non-union staff and administrator salary ranges be amended as attached to reflect a 2.5% increase at both the top and bottom of the range; and
2. That salary adjustments for those 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

3. That the pool of monies approved (3.75% percent) for non-union staff and administrator full-time salary adjustments (who are evaluated on a merit basis) be \$1,060,214 (general fund) and \$83,355 (auxiliary fund) (annual basis); and
4. The above actions become effective with the pay period that includes July 1, 2007.

Adjunct Faculty:

5. Effective with the pay period that includes July 1, 2007, all adjunct faculty will be paid the flat rate of \$41.50 per contact hour and that the cost of implementation of this rate is approximately \$725,419.

Part-time Employees:

6. Effective with the pay period that includes July 1, 2007, all part-time employees will receive a 3.75% increase in the hourly wage rate. The cost to implement this recommendation is approximately \$189,172 (general fund) and \$24,939 (auxiliary fund).

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Keller, Mead, Scheiman, Finn
NAYS: None

OPERATING BUDGET FOR FISCAL YEAR 2007:

Member Dolan moved, Member Keller seconded, that the Board of Trustees approve the Fiscal Year 2008 Operating Budgets for Columbus State Community College, the Child Development Center, the Bookstore, Bridgeview Golf Course, and Food Service. (*See Exhibits A - F*).

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Keller, Mead, Scheiman, Finn
NAYS: None

FINANCIAL STATEMENTS:

Member Finn moved, Member Scheiman seconded, that the financial statements as of and for the ten months ended April 30, 2007, be accepted as presented.

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Keller, Mead, Scheiman, Finn
NAYS: None

PRESIDENT'S REPORT:

Dr. Moeller reported on the following items:

Staff Employee of the Month:

Michele Arnold and Diane Jones were selected as the Employee of the Month for April and May respectively.

CSCC Student Wins Scholarship:

Columbus State student, Mike Kochman, won the National Engineering Design Contest and received a \$2,500 scholarship. He won for his design of an off-road cell phone carrier.

Distinguished Teachers and Staff Employee of the Year:

Tony Hage, adjunct instructor in Biological and Physical Sciences; Vivian Lermonde, adjunct instructor in Communication Skills; Suresh Pal, adjunct instructor in Biological and Physical Sciences; and Gene Strickland, adjunct instructor in Graphic Communications were all named as Distinguished Teachers of the year at the Spring In-Service Day. Vance Anania, Student Assistance Center Advisor, also received the Staff Employee of the Year award.

Two Columbus State Students Named to All-Ohio Academic Team:

Deborah Adkins and Jerry Connally were both named to the All-Ohio Academic Team and were honored at an awards ceremony on May 2, 2007. Both students will be attending Harvard.

Mary Hooker-Myers Wins National Award:

Mary Hooker-Myers, Web developer in Instructional Services, earned the national Paragon Award for New Advisors at the Phi Theta Kappa International Convention held in April.

CSCC Child Development Center Ranks Highest with ODJFS:

The Ohio Department of Jobs and Family Services named the Columbus State Child Development Center as a "Three-Star" facility, the highest ranking available from the department's Step Up To Quality program.

OTAP Youth Graduation:

There have been a total of 51 graduates since January, 2007 from the Orientation to Trade Apprenticeship Programs. The program provides career guidance, job placement assistance, and continuing education in a busy interactive, skills-based environment.

Upward Bound Program Renewed:

The College was informed that the Upward Bound program has been renewed and was awarded \$266,415.00

ESCFC Recognizes Columbus State for Support of WINGS Program:

Columbus State was recognized by the Educational Service Center of Franklin County which operates the WINGS program, designed to improve employment and post-high school outcomes for students with mild to moderate disabilities who have graduated high school but have elected to continue with school.

Walter Moseley Headlined CSCC Writing Conference:

Walter Mosely, acclaimed writer of the *Easy Rawlins* series of novels, addressed those attending the Writing Conference on April 27th which featured workshops readings, and a book signing.

The First Lady of Ohio Visited CSCC:

First Lady Frances Strickland visited the Columbus State campus and was given a tour of the various departments by Dr. Moeller on May 4, 2007.

Lieutenant Governor to Speak at June Commencement:

Lt. Governor Lee Fisher will deliver the commencement address to the 2007 Spring Quarter graduating class on June 8th. He will also speak at the luncheon for invited community officials and leaders at the Center For Workforce Development the same afternoon.

County News:

The College continues to work with Delaware County and Delaware County officials to begin work on the new building. The college has also been collaborating with the Delaware County Library in exploring the possibility of having a joint library with CSCC and the County on the Delaware campus. The library officials are interested in coming in to meet with our Board at some future date.

State News:

An action by the Ohio Attorney General is underway to investigate the lending practices by student loan lenders in the State of Ohio. The College has been asked to submit information relating to private student loans, the financial aid office practices, and information related to any preferred lenders. That information has been submitted. The Foundation has also been asked to respond.

Housebill No. 2:

This bill transfers the powers of the Ohio Board of Regents to the Chancellor and the Ohio Board of Regents is now an advisory board.

State Budget:

Now that the budget is in the Senate, there are four main areas of focus:

1. Funding distribution accounting for enrollment growth;
2. To have flexibility on the year 0% tuition increase takes place;
3. Restore funding level contained in executive budget;
4. Offer Associates of Arts and Associate of Science degrees to technical colleges.

Housebill No. 251 - Energy Efficiency and Conservation Guidelines:

This bill is to reduce energy consumption by at least 20% by end of FY 2014. The Board will have to approve a plan for energy efficiency for the College by December, 2008. In February, 2009, we must report to the OBOR the College's statistics along with a report on what has been done toward reducing energy consumption.

Sustainability:

The College is looking at the definition of sustainability and whether the College should have policies relating to this issue. We have two years to put in place the College's plan to reduce green gas emissions.

Accreditation:

President Moeller wanted to apprise he Board of debates at the Federal level going on regarding the issue of accreditation as they relate to setting an accreditation standard for every institution of higher education.

Campus Safety Update:

The President stated that Governor Strickland has appointed a campus safety task force being chaired by the Chancellor. Columbus State has three staff members who are a part of the task force which is Ms. Terri Gehr, Mr. John Nestor and Ms. Jan Rogers. Their report will be out in mid August. Each Trustee was given the resume of John Kleberg, who worked security at OSU, and he will be looking at the College's safety and security issues, and will also work with the campus through focus groups internally and externally. Thereafter, the College's policy regarding this issue, will be reviewed and addressed to determine if and how it should be updated.

OLD BUSINESS:

Chairperson Edgar gave an update of the meeting between herself, Mr. Hamid Danesh, Dr. Moeller and Trustee Keller regarding the report from the external consultants on the College's computer system. Mr. Keller advised that he felt that the outside consultants, Charles Moran, did a good job on his summary of the recommendations to work out the problem areas that exist and the Colleges next steps.

NEW BUSINESS:

(1) Report from Trustee's Conference on April 23 & 24, 2007

Trustee Mead commented on the report she submitted and was distributed to the Board relating to the Trustees' Conference she attended in April.

(2) FOP Presentation

The President introduced two guests, Jim Gilbert, President of the Fraternal Order of Police Lodge #9, and David Hughes, Secretary of the FOP Lodge and liaison to the CSCC security officers, who petitioned the Board to give a presentation on the campus safety issues. They addressed their concerns with the CSCC campus police not having the proper tools necessary to effectively provide protection for the College. They offered suggestions and asked the Board to consider revising the College's policy that campus security not be allowed to carry fire arms.

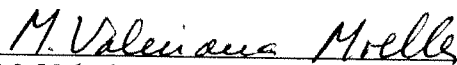
PUBLIC PARTICIPATION:

The following individual addressed the Board:

- (1) Darrell Powers expressed his concerns about the College's campus police not being allowed to carry fire arms.

ADJOURNMENT:

The meeting was adjourned at 7:10 p.m.



M. Valeriana Moeller
Secretary, Board of Trustees

**Columbus State Community College
Operational Budget Comparison
Proposed FY08 Budget Compared to RFY07 Budget Adopted in Jan 2007**

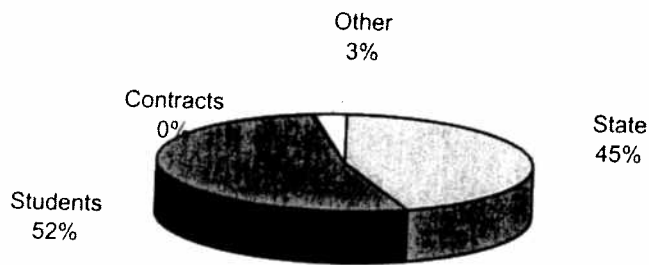
	(1) RFY07 Budget	(2) FY08 Proposed	(3) Difference	(4) Percent Increase (Decrease)
Revenues				
(a) Appropriations				
(b) Subsidy (1)	\$ 45,192,329	\$ 45,192,329	\$ -	0.0%
(c) Access Challenge (1)	6,744,168	6,751,576	\$ 7,408	0.1%
(d) Jobs Challenge	518,836	518,836	\$ -	0.0%
	<u>52,455,333</u>	<u>52,462,741</u>	\$ 7,408	0.0%
Student				
(e) Tuition (2)	58,631,523	59,251,392	\$ 619,869	1.1%
(f) Fees	2,345,261	2,370,056	\$ 24,795	1.1%
(g) Special courses	711,530	799,568	\$ 88,038	12.4%
	<u>61,688,314</u>	<u>62,421,016</u>	\$ 732,702	1.2%
Contracted Services				
(h) Net	365,378	365,378	\$ -	0.0%
	<u>365,378</u>	<u>365,378</u>	\$ -	0.0%
Other				
(i) Interest (6)	2,800,000	3,400,000	\$ 600,000	21.4%
(j) Miscellaneous (10)	472,092	220,194	\$ (251,898)	-53.4%
	<u>3,272,092</u>	<u>3,620,194</u>	\$ 348,102	10.6%
(k) Total Revenues	<u>117,781,117</u>	<u>118,869,329</u>	\$ 1,088,212	0.9%
Expenditures				
(l) Educational & General				
(m) (Instructional)	59,731,616	62,495,567	\$ 2,763,950	4.6%
(n) Library	1,591,232	1,643,320	\$ 52,088	3.3%
(o) General (5)	9,652,275	10,495,815	\$ 843,539	8.7%
(p) Information Technology	8,830,678	9,553,341	\$ 722,663	8.2%
(q) Student Services	9,434,447	9,498,254	\$ 63,807	0.7%
(r) Operation and Maintenance of Plant (3)	11,401,436	11,703,191	\$ 301,755	2.6%
(s) Administration (4)	6,306,703	5,584,643	\$ (722,060)	-11.4%
(t) One time Compensation (9)	-	-	\$ -	100.0%
(u) Additional Payroll Items (7)	-	1,974,805	\$ 1,974,805	100.0%
(v) Operational Expenses	<u>106,948,386</u>	<u>112,948,935</u>	\$ 6,000,549	5.6%
(w) Efficiency Savings (ERI Savings)	1,595,670	-	\$ (1,595,670)	100.0%
(x) Transfer for equip. and replacement (8)	3,000,000	1,800,000	\$ (1,200,000)	-40.0%
(y) Transfer for debt service	1,581,500	1,393,255	\$ (188,245)	-11.9%
(z) Transfer for capital improvements	2,500,000	2,500,000	\$ -	0.0%
(aa) Total expenditures & transfers	<u>115,625,556</u>	<u>118,642,190</u>	\$ 3,016,634	2.6%
(ab) Operational Revenues	<u>\$ 2,155,561</u>	<u>\$ 227,139</u>	\$ (1,928,422)	-89.5%

Notes

- (1) Subsidy reflects the 100% guarantee of FY07 allocation for State Share of Instruction and Access Challenge allocation as projected by Ohio Board of Regents.
- (2) Tuition revenue projected based on enrollment level comparable to FY07.
- (3) Operation & Plant Maintenance increase includes additional custodial services for two new buildings and anticipated increase in electricity costs.
- (4) Administration includes VP BAS, President's Office, & Business Office and has decreased due to Auxiliary alignment.
- (5) General includes Facilities Planning, HR, IA, KRP, Development, Office Services, VP Minority Affairs and includes an expected 19% increase in health care costs.
- (6) Interest income projected based on investment strategy.
- (7) Additional payroll items reflects proposed 3.75% compensation increase for non-bargaining employees.
- (8) Equipment and replacement allocation of \$1.8 million will be coupled with available prior year balances, for total Capital Equipment budget of \$3.0 million.
- (9) One time compensation of \$500 per FT employee, \$430k total, to be paid from unallocated reserves.
- (10) Miscellaneous revenue decreased due to moving food service income into Auxiliary Services Fund.

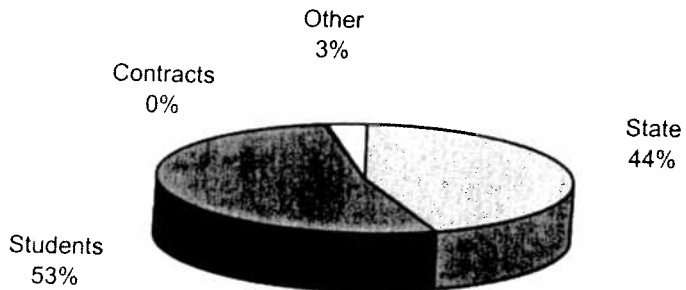
**FY 08 PROPOSED OPERATING BUDGET REVENUES
May, 2007**

FY 2007 Revised Budget



\$117,781,117

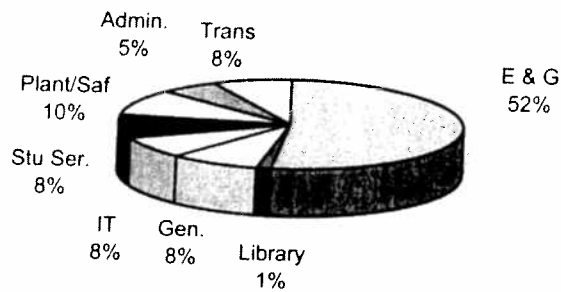
FY2008 Budget



\$118,869,329

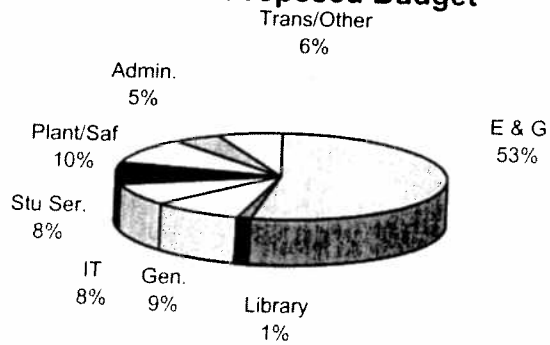
**COLUMBUS STATE COMMUNITY COLLEGE
 FY 08 PROPOSED OPERATING BUDGET EXPENDITURES
 May, 2007**

FY 2007 Revised Budget



\$115,625,556

FY 2008 Proposed Budget



\$118,642,190

Columbus State Community College
 Auxiliary Services Fund
 FY 2008 Budget

<u>Revenues</u>	FY08 Proposed
Bookstore	\$ 2,806,485
Child Development Center	1,390,350
Food Services	369,468
Bridgeview	502,541
 Total	 <u>\$ 5,068,844</u>
<u>Expenses</u>	
Bookstore	\$ 2,697,731
Child Development Center	1,534,144
Food Services	72,525
Bridgeview	555,013
 Total	 <u>\$ 4,859,413</u>
 Auxiliary Net Income	 <u>\$ 209,431</u>

Columbus State Community College
Child Development Center
FY 2008 Budget

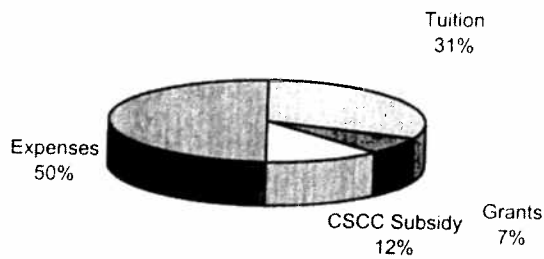
	RFY07 Budget	FY08 Proposed	Increase (Decrease)	Percent Change
Revenues				
Tuition/Fees	\$ 725,101	\$ 1,196,717	\$ 471,616	65.0%
Grants/Subsidies	163,633	193,633	\$ 30,000	18.3%
Total Revenues	<u>888,734</u>	<u>1,390,350</u>	\$ 501,616	56.4%
Operating Expenses	1,166,789	1,326,478	\$ 159,689	13.7%
Debt Service		155,564		
Additional Payroll Items**	-	52,102		
Total Expenses	<u>1,166,789</u>	<u>1,534,144</u>		
Net Income	<u>(278,055)</u>	<u>(143,794)</u>	\$ 134,261	0.0%
Auxiliary Subsidy*	<u>278,055</u>	<u>143,794</u>		
Net	<u>\$ -</u>	<u>\$ -</u>		

* Auxiliary Fund will subsidize operations

** Includes proposed salary increase and \$500 one-time bonus per full-time employee

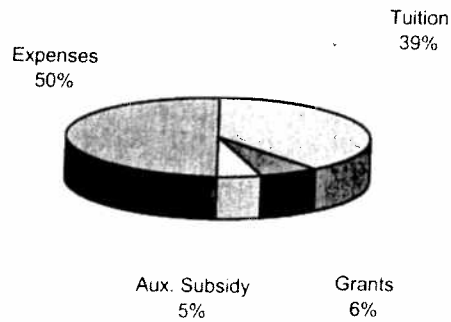
**COLUMBUS STATE COMMUNITY COLLEGE
Child Development Center
FY 08 PROPOSED OPERATING BUDGET REVENUES & EXPENDITURES
May, 2007**

FY 2007 Revised Budget



Revenues: \$888,734

FY 2008 Proposed Budget



Revenues: \$1,390,350

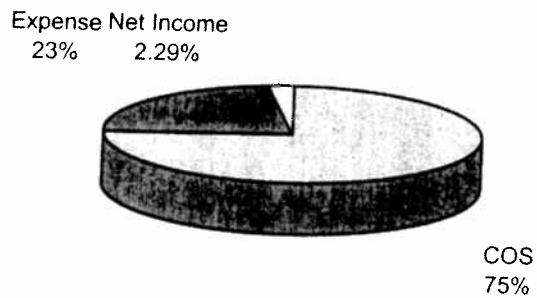
Columbus State Community College
Bookstore FY 2008 Budget

	RFY07 Budget	FY08 Proposed	Increase (Decrease)	Percent Change
Sales	\$ 9,546,183	\$ 10,327,419	\$ 781,236	8.2%
Cost of Sales	7,130,626	7,520,934	\$ 390,308	5.5%
Gross margin	2,415,557	2,806,485	\$ 390,928	16.2%
			\$ -	
Operating Expenses	1,839,747	2,264,719	\$ 424,972	23.1%
Debt Service	357,233	358,597	\$ 1,364	0.4%
Additional Payroll Items*	-	74,415	\$ 74,415	0.0%
Total Expenditures	2,196,980	2,697,731	\$ 500,751	22.8%
Net Income	<u>\$ 218,577</u>	<u>\$ 108,754</u>	\$ (109,823)	-50.2%

* Includes proposed salary increase and \$500 one-time bonus per full-time employee

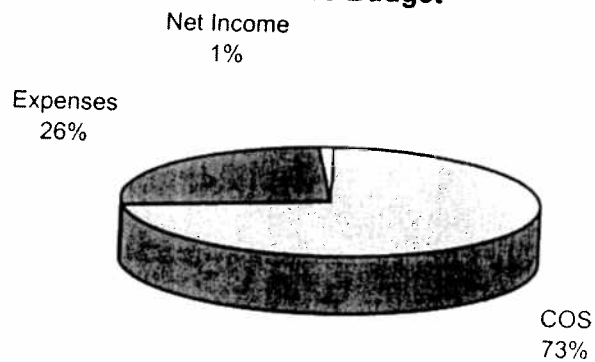
FY 08 PROPOSED OPERATING BUDGET REVENUES
Bookstore
May, 2007

FY 2007 Revised Budget



Sales: \$9,546,183

FY2008 Budget



Sales: \$10,327,419

Columbus State Community College
 Bridgeview Golf Course
 FY 2008 Budget

	FY07 Budget	FY08 Proposed	Increase (Decrease)	Percent Change
Sales	\$ 642,614	\$ 541,782	(100,832)	-15.7%
Cost of Sales	97,052	39,241	(57,811)	-59.6%
Gross Margin	<u>545,562</u>	<u>502,541</u>	(43,021)	-7.9%
Operating Expenses	569,906	533,536	(36,370)	-6.4%
Additional Payroll Items**		8,277		
Total Expenditures	<u>569,906</u>	<u>541,813</u>		
Other Inc/Exp	(13,200)	(13,200)	-	0.0%
Net Income	<u>(37,544)</u>	<u>(52,472)</u>	(14,928)	39.8%
Auxiliary Subsidy*	37,544	52,472	14,928	39.8%
Net	<u>\$ -</u>	<u>\$ -</u>	-	

* Auxiliary Fund will subsidize operations.

** Includes proposed salary increase and \$500 one-time bonus per full-time employee.

Columbus State Community College
 Food Service
 FY 2008 Budget

	RFY07 Budget	FY08 Proposed	Increase (Decrease)	Percent Change
Revenues				
Commission Revenue*	\$ -	\$ 294,468	\$ 294,468	100.0%
Pouring Rights Program Bonus		75,000	\$ 75,000	100.0%
Total Revenues	-	369,468	\$ 369,468	100.0%
Operating Expenses		72,525	\$ 72,525	100.0%
Net Income	\$ -	\$ 296,943	\$ 377,550	100.0%

* Includes cafeteria, catering, pouring rights, and vending.