



COLUMBUS STATE

COMMUNITY COLLEGE

COPY TO ALL BOARD MEMBERS
Darla Van Horn, Ex Officio Staff Member
Kevin James, Ex Officio Faculty Member
Nick Hager, Ex Officio Student Member

BOARD OF TRUSTEES COMMITTEE OF THE WHOLE

Thursday, July 17, 2014
12:00 Noon
Pete Grimes Board Room, Franklin Hall

AGENDA

	<u>Page</u>
(1) Call to Order	
(2) Roll Call	
(3) Certification of Conformity with Section 121.22 (F) of the Ohio Revised Code	
(4) Approval of Minutes	
(5) Planning for a Tobacco Free Campus (Discussion).....	1
(6) Preliminary Year-End Financial Statements as of, and for the Twelve Months Ended June 30, 2014	14
(7) Personnel Information Items (Information Only).....	30
(8) President's Report	
(9) Old Business	
(10) New Business	
(11) Public Participation	
(12) Executive Session (<i>if needed</i>)	
(13) Adjournment	

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

COLUMBUS STATE

COMMUNITY COLLEGE

PLANNING FOR A TOBACCO FREE CAMPUS

Tobacco Free Advisory Committee
Summary of Findings and Recommendations
July 2014

Advisory Committee Summary of Findings and Recommendations

TABLE OF CONTENTS

Background and Charge	3
Constitution of Work Group	4
Steering Committee	4
Advisory Committee	4
Staff	4
Process	5
Summary of Recommendations	6
Environment	6
Treatment and Support	7
Communications	8
Enforcement and Conflict Management	9
Policy Management, Assessment and Evaluation	10
Conclusion	11
Proposed Implementation Timeline	12

Advisory Committee Summary of Findings and Recommendations

BACKGROUND

On July 23, 2012, the Ohio Board of Regents (OBOR) voted unanimously to approve a Resolution presented by the Chairman of the Board recommending that each board of trustees of the University System of Ohio consider implementing its own policy to establish its campus as tobacco free. The Resolution was sent to each college and university board of trustees for consideration.

While the Resolution was not a mandate, OBOR strongly emphasized the health benefits from having a tobacco free campus. The board also recognized that the college years are a time when many students begin smoking and cited statistics from the Ohio Department of Health that show almost 40 percent of college-age smokers either began smoking or become a regular smoker after starting college. On a national level, the number of campus smoking bans increased by more than 2,000 percent between 2006 and 2012, and that number continues to rise.

In January 2014, the Board of Trustees directed the President to present policy recommendations for the establishment of a tobacco free campus during the July meeting. In response, President David Harrison called for a collaborative and inclusive process that will lead Columbus State to establishing a tobacco free campus. In response to the request, a Steering Committee and Advisory Committee were commissioned. A cross-section of members were selected to provide representation from all areas of the College. The Steering Committee is comprised of two project sponsors and three co-chairs, and the Advisory Committee consists of 25 members, including Steering Committee members.

CHARGE

President Harrison charged the Advisory Committee to:

- a) Develop recommendations and provide a list of considerations that will guide the implementation of a tobacco free policy for Columbus State.
- b) Review policy options to address the issues related to the implementation of a tobacco free campus.
- c) Engage the College community in conversation and gather feedback regarding a tobacco free campus.
- d) Make implementation recommendations.

Advisory Committee Summary of Findings and Recommendations

CONSTITUTION OF WORK GROUP

The Advisory Committee served in an advisory capacity and also as representatives of their respective departments on campus.

Steering Committee Members

Sponsors

Mabel Freeman	Interim Vice President, Student Affairs
Kimberly Hall	Chief of Staff, President's Office

Co-Chairs

Chandra Bell	Director, Career Services
Deborah Robinson	Director, Benefits and Compensation
Nichole Bowman-Glover	Program Coordinator, Human Resources

Advisory Committee Members

Chandra Bell	Director, Career Services
Nichole Bowman-Glover	Program Coordinator, Human Resources
Carmen Daniels	Chair, Business Programs
Patricia Fabrisi	Director, Delaware Campus Administration
Bradley Farmer	Director, Procurement and Campus Services
James Favuzzi	Supervisor, Veteran Services
Dianne Fidelibus	Program Coordinator, Human Services
Mabel Freeman	Interim Vice President, Student Affairs
Mark French	Director, Facilities Management
Kimberly Hall	Chief of Staff, President's Office
Joshua Henderson	Student
Renee Hill	Dean, Student Life
Tracy Little	Professor, Social Sciences
Suzanne May	Coordinator, Marketing and Communications
Jackie Miller	Professor, Nursing
Ameena Mu`min	Director, Counseling Services
Susan Norris-Berry	Administrator, Academic Affairs
Jennifer Patterson	Counselor, Counseling Services
Bart Prickett	Director, IT Support Services
Kimberly Rhyan	Director, Student Engagement and Leadership
Betty Richardson	Technician, Data Center and Staff Advisory Council representative
Deborah Robinson	Director, Benefits and Compensation
Steve Schemine	Lieutenant, Police Department
Sam Seelbach	Student
Debbie Strain	System Specialist, Purchasing and Policy Council representative

Staff

Barbara Jackson, Assistant to the Vice President, Student Affairs

Advisory Committee Summary of Findings and Recommendations

PROCESS

Members of the Advisory Committee came from numerous areas of campus life, representing faculty, staff and students. The period of work spanned March 6 – June 13, 2014, with a total of 15 meetings taking place. Subcommittees completed their work during some of the meetings and also apart from them. This work included discussion with tobacco users, gathering information from students during the campus Smoke-Out Event, and surveying employees during In-Service Day.

The Advisory Committee was divided into four subcommittees to provide an intensive look at areas that could vary in approach:

- Communications
- Environment (specifically, designated areas, grounds and business interface)
- Treatment and Support
- Enforcement and Conflict Management

In addition to online research of all benchmark institutions, the Advisory Committee members held telephone conferences and exchanged e-mails with individuals from entities that are leaders in the tobacco free process. The committee sought input from these institutions as well as students, faculty, staff and the community on implementation processes; communication; enforcement; compliance; and lessons learned. The benchmark institutions included:

- The Ohio State University
- Central Ohio Technical College
- Rhodes State College
- Hocking College
- Ohio Dominican University
- Zane State College
- Mount Vernon Nazarene University
- Northeast Ohio Medical University
- University of Toledo
- Miami University at Oxford
- University of Michigan
- Franklin University
- Sinclair Community College

Advisory Committee Summary of Findings and Recommendations

SUMMARY OF RECOMMENDATIONS

Following are summaries of the recommendations from the Advisory Committee with background and support for each.

Environment

Recommendation #1: All Columbus State Community College facilities, buildings, grounds, leased space and vehicles, should be tobacco free.

Discussion:

- This recommendation encompasses the tobacco free policy in its entirety. The committee supports the establishment of one policy that pertains to all College facilities, buildings and grounds.
- Where possible, this policy includes leased space.
- Specific consideration was given to areas such as parking lots and designated areas. The committee concluded that there should be no exceptions.
- Renting College facilities to private parties may occur many months in advance of the event. Language should be inserted into all new rental agreements, beginning immediately, so that advance notice of the July 1, 2015 effective date is given. The recommended language is as follows: *The Columbus State Community College will become a tobacco free campus on July 1, 2015. The use of tobacco products will not be permitted on any Columbus State grounds, outdoors as well as indoors.*
- Columbus State should inform all contractors and vendors of the policy as part of their orientation process.
- Contracts and lease agreements should be managed with all outside groups using College facilities and language adjusted accordingly.

Recommendation #2: It is recommended that smoking not be allowed on sidewalks on central campus that are on College-owned property and that are not adjacent to public thoroughfares. Additionally, smoking should not be allowed on sidewalks that are adjacent to access drives, loading docks, parking structures, parking lots or along driveways.

Discussion:

- Because the College does not have sole jurisdiction of the sidewalks that are adjacent to public thoroughfares, tobacco use cannot be regulated on these sidewalks. However, the use of tobacco products is discouraged in consideration of adjacent properties.

Recommendation #3: All parking structures and surface lots should be tobacco free. This includes the use of tobacco products in privately owned vehicles within these locations, as well as in any vehicles leased or owned by the College.

Discussion:

- The committee strongly supports that all parking structures and surface lots should be tobacco free.

Advisory Committee Summary of Findings and Recommendations

- There was substantial discussion, and differences of opinion, regarding allowing smoking within privately owned vehicles that are on college-controlled surface lots and parking structures, but it was concluded that not allowing exception for vehicles gives full support of the ban in those areas.

Recommendation #4: There should be no installation of shelters or designated areas for use of tobacco products.

Discussion:

- The committee believes any designated area, even in transition, sends an ambiguous message potentially interpreted as supporting the use of tobacco products, reflecting the contrast between having a tobacco free campus policy and using College resources to support these areas.
- There are currently areas where outdoor smoking is allowed on Columbus State grounds and the committee supports the removal of these areas (e.g., receptacles, signage with indications of how far to stand from a building) concurrent with the effective date of the tobacco free campus policy.

Recommendation #5: Cigarette receptacles should be removed from building areas. The impact on surrounding areas should be monitored.

Discussion:

- Cigarette receptacles are currently located in various areas around campus that are known as gathering spots for smokers and should be removed to send a message.
- The committee expressed concerns about the impact of litter and recommends monitoring areas where there were a concentrated number of smokers.
- The committee has concerns that area businesses may have more pedestrians smoking and using tobacco products along city streets.

Treatment and Support

Recommendation #6: Columbus State Community College is committed to promoting a healthy lifestyle and workplace environment and will support administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products.

Discussion:

- The College should provide smoking cessation and tobacco reduction programs on-site and provide links to existing programs in the community.
- The College should provide education and resources pertaining to medication used for both nicotine replacement and pharmacological supports.
- Evaluation of these services and programs should occur periodically with appropriate adjustment as needed.

Advisory Committee Summary of Findings and Recommendations

- Representatives from the College Health and Wellness Committee, Counseling Services and the Columbus State Education Association should be included in the implementation of the recommendations.

Communications

Recommendation #7: The tobacco free campus policy should be communicated and continually reinforced to all members and guests of the College community in a simple and respectful manner. The primary emphasis of the overall message should focus on the elimination of tobacco use on all College property with cessation left as a choice for the individual.

Discussion:

- Communication is critical to the effective transition to a tobacco free campus. All Advisory Committee work groups generated ideas, and extensive communications will occur for more than a year.
- The Communication Team is creating a detailed communications plan that will have extensive input from faculty, staff and students and from peer institutions. The plan should complement the College wellness efforts.
- The overarching communications plan will occur as an ongoing series of education, support and enforcement communications. A phased combination of media will continuously inform the campus community about the implementation of the policy.
- Communications should focus on creating a culture of health, and messages should be positive and concise.
- Special communication should be tied to tobacco use reduction and cessation programs. Global communications are needed for everyone; tailored communications are needed for visitors, faculty, staff and students.
- It is particularly critical that we communicate effectively to those visitors who are here infrequently and for whom our messages may not be as easily accessible. This includes those attending events or performances, renting our facilities or participating in other activities.
- Given our transitory student population, significant communication is recommended for two to three years after the policy is implemented so that it is firmly imbedded in our culture.
- Special outreach should be provided to prospective students, faculty and staff so that they are aware of our policy before they decide whether to join the college community. The rationale for this policy should be clearly defined so that there are coherent and uniform messages as to why the College is going tobacco free. Communications should make it clear that this policy is to prohibit the use of tobacco on campus and is not requiring anyone to quit smoking as a condition of employment or student status.
- Periodic assessment of success in communications is essential to ensure audiences are aware of the new policy and to determine whether strategies need to be changed to more effectively reach audiences.

Advisory Committee Summary of Findings and Recommendations

- The focus groups and surveys conducted with faculty, staff, and students suggested that multiple modalities of communication are preferred. The most preferred approaches include e-mail messages, posters, signs, and published boundary maps.
- Marketing and Communications should ensure that key College publications (e.g., Policy and Procedures Manual, Student Code of Conduct, Student Handbook, and other major publications for students, faculty and staff) issued after the policy's effective date are updated to reflect the College's tobacco free policy and include a statement that Columbus State is a tobacco free college. Communication messaging should include that the most current policy can be found online.

Recommendation #8: Signage should be located on the periphery of campus in areas of major public gathering, including visitor parking. The signage should communicate that all College facilities, buildings, and grounds and leased space are tobacco free zones.

Discussion:

- Clearly defined and communicated boundaries will help the community and guests adhere to the policy.
- The committee believes that the tobacco free message will become well understood over time with the addition of signage on the periphery of campus along with other planned communication strategies.

Enforcement and Conflict Management

Recommendation #9: Peer-to-peer support, supervisory oversight and voluntary compliance should be relied upon to lead to behavioral changes over time. Tobacco users who refuse to stop the activity or repeat offenders of the policy should be addressed through processes adapted for visitors, students, faculty and staff. Sanctions should be limited to cases of repeated or blatant violations.

- Faculty and staff: Enforcement should be addressed in the same manner as with any other college policy violations
- Students: Enforcement should be addressed through Student Code of Conduct procedures.
- Visitors: Enforcement should be addressed by the Police Department.
- The enforcement continuum should progress through education to warnings and finally to applicable sanctions.

Discussion:

- The Committee agreed that the College should not consider fines or other explicit penalties as means of primary enforcement.
- The Columbus State Police Department does not have a mutual aid agreement with the Columbus City Police Department, and thus, Columbus State Police will not be able to enforce the policy on adjacent sidewalks.

Recommendation #10: Columbus State should provide resources to support managers, supervisors, students, faculty and staff with methods to address individuals in a respectful manner.

Advisory Committee Summary of Findings and Recommendations

Discussion:

- Training tools and other resources developed by Marketing and Communications, Human Resources and Student Life should assist managers, supervisors, students, faculty and staff in addressing the issue of effective communication techniques with tobacco users whom they may encounter. This could include Q&A sheets; scripts; cards for distribution that include information on the tobacco free policy; in-person programming; online tutorials; modeling videos and support tools. Existing training materials should be leveraged and tailored to issues related to tobacco use.

Policy Management, Assessment and Evaluation

Recommendation #11: Periodic monitoring of tobacco-related litter and signage should begin after the effective date of the policy according to an established schedule.

Discussion:

- Monitored areas include the Columbus main campus, Delaware campus and applicable Regional Learning Centers.
- Monitoring of tobacco-related litter (e.g., cigarette butts, tobacco packaging) should be done to identify any “hot spots” of tobacco use on campus and adjacent sidewalks, and around neighboring businesses.
- Increased signage and targeted communication should be utilized if “hot spots” are identified.
- All signage should be monitored for replacement needed due to the elements and age and for any that are missing or vandalized.

Recommendation #12: Evaluations should be conducted regarding the effectiveness of the tobacco cessation and reduction efforts; enforcement efforts; effectiveness of signage; and the nature of any complaints. A centralized mechanism should be established to capture feedback about policy compliance; attitude shifts; and implementation problems.

Discussion:

- Evaluation of enforcement should include measures of frequency and the efficacy of conflict resolution.
- Measuring the effectiveness of signage should address placement, visibility and need for budgetary and/or policy adjustments.

Recommendation #13: The Tobacco Free Campus Advisory Committee should remain intact at least until Board adoption of a formal policy (tentatively, November 2014). Committee co-chairs and other committee members should remain engaged throughout the implementation process as many activities will align with their area of everyday work. To ensure that policy management and implementation details are coordinated, a project manager should be appointed to provide general oversight during the process.

Advisory Committee Summary of Findings and Recommendations

Recommendation #14: The Board of Trustees should first establish an educational period and then an effective policy date of July 1, 2015.

Recommendation #15: The College should express a commitment to dedicating adequate resources to initiate and sustain the recommendations in this report. Upon Board approval of these recommendations, the Advisory Committee intends to present a budget plan at the November Board of Trustees meeting.

Discussion:

- Examples of items requiring a budget include:
 - Facilities Maintenance
 - Removal of smoking-related cues (e.g., cigarette receptacles, current signage regarding smoking areas, ashtrays)
 - Installation, maintenance and monitoring of signage
 - Materials to support sustained communication efforts
 - Brand concept development
 - Production of temporary and permanent signage
 - Treatment and support
 - Smoking cessation and tobacco reduction programs
 - Education and resources pertaining to medication used for both nicotine replacement and pharmacological supports
 - Project manager selected for a limited time to oversee implementation phases and gradually transition duties to staff for incorporation into their everyday work. Estimated project management timeframe is September 2014 – January 2016.

CONCLUSION

Tobacco use continues to be one of the leading health issues today, causing a wide variety of diseases as well as other adverse effects, including contributing to the rising costs of health care. The implementation of a tobacco free policy at Columbus State supports the concept of promoting a healthy environment within the College community.

The Tobacco Free Advisory Committee presents this report to the Columbus State Board of Trustees in support of a respectful implementation of the tobacco free policy. The recommendations include the elimination of tobacco use on College properties, acknowledges the individual's choice of cessation, and provides treatment and support options.

COLUMBUS STATE

COMMUNITY COLLEGE

Advisory Committee Summary of Findings and Recommendations

PROPOSED IMPLEMENTATION TIMELINE

The Advisory Committee recommends that the Board of Trustees establish an education period between the date the policy is approved and its effective date. Research indicates that an education period should span at least six months to allow for communication, education and integration of the policy. Therefore, it is proposed that the policy have an effective date of July 1, 2015 with implementation activities beginning after policy approval. The following chart shows a broad range of activities that would commence in August 2014. A more detailed implementation plan will be presented to the Board at the November meeting.

Activities	Phase 1 Aug-Nov 2014	Phase 2 Dec-Feb 2014-15	Phase 3 March-April 2015	Phase 4 May-June 2015
Policy drafted and approved				
Identify and establish treatment and support resources				
Create marketing/branding				
Wave 1* of Communication Plan				
Enforcement staff training				
Outreach to community outside Columbus State (e.g., local business, community groups, vendors)				
Begin planning for evaluation and monitoring				
Plan signage placement, removal of smoking cues				
Wave 2 of Communication Plan				
Collaborate with other local tobacco free colleges and universities to exchange ideas				
Meet with media editorial staff regarding future coverage of new policy				
Begin staggered removal of all smoking cues				
Wave 3 of Communication Plan				
Policy language added to key college publications (e.g., Policy and Procedures Manual, Student Code of Conduct; Student Handbook; and any other major publications for students, faculty and staff)				
Place signage around College properties and complete removal of all smoking cues				
Educate faculty, staff and students to give respectful reminders to individuals				
Ask community groups to include article about the policy in their newsletter				
Wave 4 of Communication Plan				

Advisory Committee Summary of Findings and Recommendations

*The overarching Communication Plan will occur as an ongoing series of waves of education, support and enforcement communications. A phased combination of media will be used to continuously inform the campus community about the implementation of the policy.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Preliminary Year-End Financial Statements as of, and for the Twelve Months ended June 30, 2014

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, attached as Attachment A.

Additionally, allocations to and between strategic accounts are authorized by the Board of Trustees. The Preliminary Year-End Financial Statements include a proposal outlined in Attachment B to transfer the remaining balance of approximately \$1.1 million in the Voluntary Cash Separation Incentive Plan account to the Student Success and Innovation account to be used to advance the College's student success and workforce development goals, including learning technologies, professional development, and career advising and placement initiatives.

RECOMMENDATION:

That the financial statements as of and for the twelve months ended June 30, 2014, be accepted as presented.

That the Board of Trustees authorize the transfer of the unspent balance in the Voluntary Separation Incentive Plan account to the Student Success and Innovation account.

COLUMBUS STATE

COMMUNITY COLLEGE

TO: Dr. David T. Harrison, President
FROM: Theresa J. Gehr, Senior Vice President, Chief Financial Officer and Treasurer
DATE: July 14, 2014
SUBJECT: Preliminary Year-End Financial Statements as of June 30, 2014

The College's FY14 budget as initially authorized in May 2013 required \$2.5 million from the Budget Tuition Stabilization account held in reserves to balance. At mid-year, these monies were eliminated when the revised FY14 budget was prepared primarily due to payroll savings from full-time vacant positions and lower variable expenses associated with lower-than-budgeted enrollment.

Preliminary year-end projections indicate operating expenditures will be \$6.8 million or 4.9% lower than the Revised FY14 Budget, due primarily to \$4.0 million in underspending due to positions that were vacant for a period of time during the fiscal year, variable payroll expenses related to enrollment, and a cumulative \$2.6 million in underspending across divisions in non-payroll accounts.

This underspending allowed not only for a one-time compensation for full-time and part-time employees (\$1.7 million) which will be transferred to a Board account and expended in early FY15, but also presents the opportunity to allocate funds pursuant to the updated *Resource Planning Principles* adopted by the Board in November 2013. The attached Preliminary Year-End Financial Statements propose allocations of \$1.85 million for facility maintenance and \$1.85 million for scholarships. Just under \$700,000 is projected as net revenues (line 35, Exhibit B) after audit adjustments such as reserve spending and depreciation are included. By the September board meeting, we will have a firmer sense of net revenues for FY15 that may be additionally available for strategic allocations.

Additionally, these Preliminary Year-End Financial Statements reflect a recommendation to transfer the available balance as of June 30, 2014 in the Voluntary Separation Incentive Plan account (line 28, Exhibit C) to the Student Success and Innovation account (line 18, Exhibit C) to be used to advance the College's student success and workforce development goals, including learning technologies, professional development, and career advising and placement initiatives.

Financial statements for the period ending June 30, 2014 are attached.

1. General Fund (Exhibit B)

These financial statements include comparisons of actual-to-date compared to the revised FY14 Budget approved by the Board in January and FY14 actual-to-date compared to FY13 actuals as of the same date. FY14 Projected Year End compared to FY13 Projected Year End is also included.

Revenues

The revised FY14 budget was based on preliminary actual enrollments for Summer 2013, Autumn 2013 and Spring 2014, and a projected Summer 2014 assuming an enrollment comparable to

Summer 2013. The state subsidy reflects the allocation authorized by the State’s Controlling Board in mid-December 2013. Despite continuing trends of enrollment declines, including tuition revenue for Summer 2014 that is lower than budget, year-end total revenue is projected at just \$419,321 or 0.3% higher than the revised budget, due primarily to higher-than-budgeted income for special courses.

<u>Term</u>	<u>Budgeted Credit Hours</u>	<u>FY 14 Credit Hours</u>	<u>Actual Increase/ Decrease</u>	<u>Actual FY 13 FTEs</u>	<u>FY 14 FTEs</u>	<u>% Variance</u>
Summer 2013	44,528	57,008	28.0%	N/A **	8,446	N/A
Autumn 2013	229,332	225,325	-1.7%	15,161	15,022	-0.9%
Spring 2014*	213,206	214,986	0.8%	15,283	14,332	-6.2%
Summer 2014***	68,089	62,672	-8.0%	8,446	7,597	-10.1%

* FY14 preliminary student credit hours and FTEs

** Summer 2013 FTEs are not applicable (N/A) due to differences in a Quarter Term (FY13, Summer 2012) vs. Semester Term (FY14) rendering a comparison that is not meaningful.

*** Summer semester 2014 straddles both FY14 and FY15, with 54% of the revenue attributed to FY14.

As discussed in detail in prior months’ financial statement memos, FY14 revenue comparisons to FY13 have been impacted in a couple ways. The variances created by the switch from a quarter- to a semester-calendar will no longer exist after this fiscal year, allowing for better comparisons and trend analyses from year to year.

Expenses

Spending priorities during FY14 included retaining annually contracted faculty, compensation adjustments, and restoring funding for capital equipment and professional development which had been substantially reduced in FY13 when enrollment declined significantly. Additionally, payroll-related expenses funded previously from reserves were moved into the operating budget, including health savings account contributions and performance funds.

In addition to the discussion above regarding projected year-end expenditures, spending in FY14 compared to FY13 is not apples-to-apples because of the calendar realignment from quarters to semesters. Most notable is the decrease between fiscal years in Educational and General expenses which vary directly with the academic calendar.

As discussed above, projected FY14 year-end expenses were 4.9% lower than the revised budget, which made room for one-time budget allocations that include \$1.7 million for one-time compensation for full-time and part-time employees that will be expensed in early FY15 (Exhibit C, line 29), and the proposed allocations of \$1.85 million for facility maintenance (Exhibit C, line 1) and \$1.85 million for scholarships (Exhibit C, line 17).

Reserve Spending In addition to total operating expenditures (before transfers) reported monthly on Exhibit B, approximately \$7.2 million is projected to be spent from funds allocated from the general fund for strategic priorities, as reflected on Exhibit C. This projected spending from reserves is \$4.4 million less than originally projected, the reduction in large part due to updated spending estimates for the Union Hall renovation and because we did not need \$2.5 million from the Budget Tuition Stabilization account to balance the operating budget.

The projected FY14 net margin for the general fund (Exhibit B, column G, row 35) represents an increase in net assets of approximately \$700,000, and accounts for the College's estimate of total spending from operating (Exhibit B), reserve spending on strategic priorities (Exhibit C), and other year-end audit adjustments which include a projected \$7.0 million in depreciation expense.

2. Auxiliary Fund (Exhibit D)

The Bookstore revenues to date are 1.6% lower than the same period last year and expenditures are lower by 4.2% due to lower payroll costs. While revenues are lower than the prior year, gross margin was up substantially, primarily the result of higher costs incurred in FY13 for more new versus used textbooks, and significant shipping costs incurred to expedite deliveries due to backorders and late textbook adoptions for the first semester. Favorable gross margin coupled with \$232,840 in operating expense savings versus budget resulted in the Bookstore's projected net income of \$1.7 million, which exceeded budget by nearly \$445,000, an improvement of 73% over the prior year. In total, the Auxiliary Fund's projected net income is \$1.4 million compared to \$719,558 last year (excluding Bridgeview and the Child Development Center), an increase of 92%, primarily the result of substantially lower cost of goods sold.

Food Services revenues are significantly lower than the same point in time last year; expenses are similarly much lower than the prior year leaving a net margin that is 12% lower than FY13. The program is in the midst of an improvement process, including the closure of the cafeteria for the summer due to Union Hall renovations and roof replacement. Comparisons in FY14 to FY13 for the Auxiliary Fund reflect the June 28, 2013 closures of the Child Development Center (CDC) and golf course.

3. President's Discretionary Fund (Exhibit F)

The President's Discretionary Fund has a cash balance of \$17,472 at June 30, after disbursements of \$2,528.

4. Foundation (Exhibits G and H)

Foundation contributions through June are \$8,305,364, compared to \$703,845 through June of last year. This reflects the \$5 million gift from the American Electric Power Foundation, which will fund a new pilot initiative to launch a STEM (science, technology, engineering, and math) dual enrollment program at Columbus City high schools, as well as \$2.5 million from JP Morgan Chase in support of the Central Ohio Compact.

Dr. David T. Harrison
Page Four
July 14, 2014

Expenses include \$7.2 million in contributions to the College, recognizing that those contributions received by the Foundation will be transferred in support of College initiatives. Management and General expenses are \$122,322 compared to \$108,415 through the same period last year.

Foundation expenses funded by the College totaled \$382,972 compared to \$282,258 as expected because the Executive Director position was vacant for the first seven months of last fiscal year.

5. Investments

The College's portfolio is invested consistent with its investment policy, with 37% currently invested in STAR Ohio and other money markets, with the balance in federal agencies. Balances as of June 30, 2014 include \$15 million invested in a new fund, STAR Plus, a relatively new investment instrument endorsed by the State Treasurer which offers higher yields than the traditional STAR Ohio funds. STAR Ohio has daily liquidity and is managed and administered by the State Treasurer of Ohio. STAR Plus is administered by Public Funds Administrators, an Ohio business, but was developed in partnership with the State Treasurer's office which provides continuous oversight to ensure the program remains a safe and reliable investment option. STAR Plus is available to Ohio political subdivisions having a STAR Ohio account, and offers weekly fund withdrawals. The maximum amount that can be invested in STAR Plus is \$20 million.

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JUNE 30, 2014
 With Comparative Figures at June 30, 2013

EXHIBIT A

<u>Assets</u>	June 30, 2014	June 30, 2013	<u>Liabilities and Fund Balance</u>	June 30, 2014	June 30, 2013
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	\$ 3,265,758	\$ 8,731,683	Accounts payable	\$ 23,634,149	\$ 11,055,153
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	122,240,828	107,393,986	Student tuition	22,554,095	25,170,834
Interest receivable	22,104,263	26,582,066	Lab fees and credit bank	1,072,536	1,616,019
Prepaid expense	562,602	554,107	Due to auxiliary funds	-	-
Net Investment in Golf Course			Due to restricted funds	-	-
Due from agency funds	13,837,954	238,522	Due to plant funds	20,412,235	13,218,905
Due from auxiliary funds	1,124,738	1,875,596	Due to agency funds	-	-
Total educational & general	\$ 163,136,142	\$ 145,375,960	Fund balances (Exhibit C):		
<u>Auxiliary enterprise</u>			Allocated	70,035,616	69,827,380
Cash	\$ 3,826,674	\$ 3,504,964	Unallocated	25,427,510	24,487,670
Investments	8,284,751	7,138,320	Total fund balances	\$ 95,463,126	\$ 94,315,050
Accounts receivable	69,396	970,356	Total educational & general	\$ 163,136,142	\$ 145,375,960
Inventories, at cost as defined (note 2)	2,315,225	2,975,404	<u>Auxiliary enterprise</u>		
Other Assets	78,253	474,938	Accounts payable	\$ 75,004	\$ 773,573
Due from general fund			Due to educational & general fund	1,124,738	1,875,596
Due from grant funds	516,604	516,605	Due to Plant Fund	1,475,070	1,512,719
Total auxiliary enterprise	15,090,903	15,580,587	Fund balances (Exhibit D):		
Total unrestricted	\$ 178,227,045	\$ 160,956,547	Allocated		
Total current funds	\$ 178,227,045	\$ 160,956,547	Unallocated	12,416,091	350,000
	[A]	[B]	Total fund balances	12,416,091	11,068,699
			Total auxiliary enterprise	15,090,903	11,418,699
			Total unrestricted	\$ 178,227,045	\$ 160,956,547
			Total current funds	\$ 178,227,045	\$ 160,956,547
				[C]	[D]

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JUNE 30, 2014
 With Comparative Figures at June 30, 2013

EXHIBIT A
 (Continued)

<u>Assets</u>	June 30, 2014	June 30, 2013	<u>Liabilities and Fund Balance</u>	June 30, 2014	June 30, 2013
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	778,160	-
Capital Improvement Fund	778,160	3,252,717	Restricted	-	-
Total unexpended	778,160	3,252,717	Total unexpended	778,160	3,252,717
Cash from Bond Proceeds	-	-	Investment in plant:		
Deposit with trustees/escrow	-	7,859,657	Interest payable	-	-
Due from general fund	20,412,235	13,218,905	Capital lease payable	-	-
Land	25,518,235	29,618,235	Accounts payable	-	88,666
Improvements other than buildings	12,117,274	12,117,274	Bonds payable	9,995,000	19,005,000
Buildings	158,566,919	151,340,040	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	39,874,993	38,100,513	Net investment in plant	172,969,136	164,045,358
Construction-in-progress	5,025,582	4,204,385			
Other Assets	2,982,870	1,277,274	Total investment in plant	182,964,136	183,139,024
Less: accumulated depreciation	(81,533,973)	(74,597,259)	Total plant funds	183,742,296	186,391,741
Total investment in plant	182,964,135	183,139,024			
Total plant funds	183,742,296	186,391,741	<u>Agency funds</u>		
			Cash	-	-
			Due from agencies	13,837,954	303,311
			Due from general fund	-	-
			Total agency funds	13,837,954	303,311
	[A]	[B]		[C]	[D]

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

EXHIBIT B
COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDED JUNE 30, 2014
With Comparative Figures at June 30, 2013

	FY 14			FY 13			FY 14 Projected Year End			FY 13 Projected Year End**		
	Revised Budget as approved January 2014	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2013	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 14 Projected Year End	Projected % of Budget	FY 13 Projected Year End	Projected % of Budget		
Revenues												
Annotations:												
Subsidy	\$ 60,429,175	\$ 60,429,174	100.00%	\$ 60,304,059	\$ 60,304,059	100.00%	\$ 60,429,175	100.00%	\$ 60,304,059	100.00%		
Student Support Services	-	54,827	-	-	53,376	-	54,827	-	53,376	-		
Student	\$ 60,429,175	\$ 60,484,001	100.05%	\$ 60,304,059	\$ 60,357,475	100.05%	\$ 60,484,002	100.09%	\$ 60,357,475	100.05%		
Tuition	74,975,501	74,839,126	99.82%	73,156,221	76,524,053	105.15%	74,839,126	99.82%	76,745,955	104.91%		
Fees	4,189,057	4,134,085	98.59%	4,973,724	4,316,243	86.78%	4,134,085	98.60%	4,204,046	84.53%		
Special courses	941,399	1,275,793	135.52%	1,399,457	1,272,508	90.95%	1,275,793	135.52%	1,272,508	90.93%		
Contractor Services	80,106,357	80,249,005	100.18%	79,529,412	82,512,904	103.75%	80,249,004	100.18%	82,221,909	103.35%		
Net	100,000	169,529	169.53%	600,000	332,050	55.34%	180,000	180.00%	335,000	55.83%		
Other	100,000	168,529	168.53%	600,000	332,050	55.34%	180,000	180.00%	335,000	55.83%		
Partnership Revenue	250,000	223,094	89.24%	430,000	245,128	57.01%	292,144	116.86%	331,549	77.10%		
Miscellaneous	159,000	252,703	159.17%	250,000	125,835	50.33%	252,703	155.17%	144,532	57.81%		
Total revenues	403,000	475,797	118.05%	680,000	370,563	54.55%	544,847	135.20%	476,060	70.01%		
Operating Expenditures	141,038,532	141,377,332	100.24%	141,113,471	143,573,292	101.74%	141,457,853	100.30%	143,380,464	101.61%		
Educational & general (Instructional)	75,323,034	71,010,695	94.27%	78,085,837	77,908,939	99.77%	71,824,258	95.35%	78,723,595	100.82%		
Library	1,672,175	1,756,557	105.05%	2,164,804	1,817,148	83.94%	1,761,506	105.34%	1,990,975	91.97%		
General	10,520,659	10,440,611	99.24%	12,012,036	10,302,092	85.76%	10,810,815	102.76%	10,302,032	85.76%		
Information Technology	12,716,775	11,202,774	88.09%	12,491,343	11,849,471	94.86%	11,334,198	89.13%	11,552,596	95.69%		
Student Services	14,304,039	13,567,761	94.85%	13,874,365	13,426,474	96.77%	13,658,862	95.49%	13,489,381	97.23%		
Operation and maintenance of plant	13,947,490	12,911,448	92.57%	14,577,304	12,706,860	87.17%	12,992,715	93.15%	13,034,407	89.42%		
Administration	9,160,548	8,572,265	93.59%	9,947,089	9,284,277	94.28%	8,413,660	91.85%	9,847,069	100.00%		
Transfer for debt service	1,388,905	1,388,905	100.00%	1,460,906	1,460,906	100.00%	1,388,906	100.00%	1,460,906	100.00%		
Total expenditures	139,033,626	130,851,016	94.11%	144,513,684	138,756,127	96.02%	133,184,920	95.07%	140,800,993	97.43%		
Non-operating & Encumbrances	2,000,000	See Exhibit C	See Exhibit C	500,000	See Exhibit C	See Exhibit C	2,000,000	100.00%	2,500,000	500.00%		
Transfer for equipment and replacement	-	-	-	-	-	-	1,700,000	N/A	-	0.00%		
Transfer for One-Time Compensation	-	-	-	-	-	-	1,950,000	N/A	-	0.00%		
Transfer for Capital Improvements	-	-	-	-	-	-	1,950,000	N/A	-	0.00%		
Transfer for Scholarships	-	-	-	-	-	-	1,950,000	N/A	-	0.00%		
Total expenditures and transfers	141,038,532	130,851,016	92.78%	145,013,684	139,756,127	95.68%	139,584,920	98.97%	143,300,963	98.82%		
Operational revenues	4,906	10,526,316	N/A	(3,900,213)	4,817,165	N/A	1,972,933	38175.59%	89,481	-2.25%		
Reserve Funding	-	-	-	-	-	-	-	-	-	-		
Transfer-in Delaware Campus	-	-	-	822,668	-	0.00%	-	0.00%	-	0.00%		
Budget Tuition Stabilization	-	-	-	3,076,545	-	0.00%	-	0.00%	-	0.00%		
Reserve Operation revenues	-	-	-	3,900,213	-	0.00%	-	-	-	-		
Interest Income	-	-	-	-	-	-	-	-	-	-		
Net Operating revenues	\$ -	\$ 10,873,159	-	\$ -	\$ 197,582	-	\$ 346,842	-	\$ 197,582	-		
Net Revenues/(Expenditures)	\$ -	\$ 7,167,515	-	\$ -	\$ 5,014,747	-	\$ 2,219,775	-	\$ 287,053	-		
Reserve expenditures from Exhibit C	-	-	-	-	-	-	1,541,589	-	6,484,959	-		
Net Revenues/(Expenditures)	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)		

* Projected year-end for FY14 includes adjustments for capitalized vs expensed spending, transfers for FY15 allocations, depreciation, principal portion of debt service and other audit accruals/adjustments in addition to Exh C reserve expenditures.
 ** All numbers in this column except those that are double-asterisked represent FY13 Projected Year End as they appeared in the Preliminary Year End Financial Statements for the Period Ending June 30, 2013.
 The numbers double-asterisked represent the actual adjustments and accruals for FY13 and the resulting audited general fund loss.

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE TWELVE MONTHS ENDED JUNE 30, 2014

EXHIBIT C

	Balance at June 30, 2013	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at June 30, 2014
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 7,337,891	\$ -	1,850,000	(750,000)	\$ -	8,437,891 (1)
Carpet/Furniture Reupholstering	170,516	-	-	-	-	170,516 (2)
Space Efficiency Upgrades	1,153,122	-	-	-	(95,628)	1,057,494 (3)
Project Planning	6,117	-	-	25,000	(6,116)	25,001 (4)
Union Hall Renovation	10,669,698	-	-	750,000	(3,096,918)	8,322,780 (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	-	-	-	-	81,808 (8)
145-149 Cleveland Avenue Purchase	-	-	-	-	-	- (9)
Student Support Services	53,376	-	-	54,827	(12,165)	96,038 (10)
Capital Equipment	6,709,128	-	2,000,000	-	(1,792,768)	6,916,360 (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	1,393,352	-	-	242,470	(470,975)	1,164,848 (15)
Broadbanding	221,079	-	-	-	(50,710)	170,369 (16)
Think Again Scholarship	2,112,430	-	1,850,000	-	(730,344)	3,232,086 (17)
Student Success and Innovation	6,176,668	-	-	1,100,000	(20,195)	7,256,473 (18)
Strategic Growth Initiatives	1,213,509	-	-	-	-	1,213,509 (19)
Technology Initiatives	1,312,295	-	-	-	(241,260)	1,071,035 (20)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266 (21)
Campus Safety Initiatives	1,391,921	-	-	(25,000)	(284,111)	1,082,810 (22)
Energy Efficiency/Sustainability Initiatives	2,359,132	-	-	-	(109,201)	2,249,931 (23)
Delaware Campus Operations	1,098,432	-	-	-	-	1,098,432 (24)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018 (25)
Health Care HSA Incentive	86,636	-	-	-	-	86,636 (26)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500 (27)
Voluntary Separation Incentive Plan	1,265,876	-	1,700,000	(1,100,000)	(146,804)	19,072 (28)
One-Time Compensation	78,665	-	-	-	(40,436)	1,738,229 (29)
Partnerships for Student Success	338,361	-	-	-	(60,306)	278,053 (30)
PERFORMS	12,089	-	-	-	(9,577)	2,512 (31)
Unallocated	69,505,833	-	7,400,000	297,297	(7,167,515)	70,035,616 (32)
Total General Fund	21,711,050	4,246,243	(7,400,000)	(297,297)	7,167,515	25,427,510 (33)
	\$ 91,216,883	\$ 4,246,243	\$ -	\$ -	\$ -	\$ 95,463,126 (34)
	[A]	[B]	[C]	[D]	[E]	[F]

EXHIBIT D

COLUMBUS STATE COMMUNITY COLLEGE
 OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2014
 With Comparative Figures at June 30, 2013

Auxiliary	FY 14		FY 13		FY 14 Projected Year End		FY 13 Projected Year End		Projected % of Budget
	Revised Budget as approved January 2014	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2013	Actual to Date	% of Budget Expended to Date	FY 14 Projected Year End	FY 13 Projected Year End	
Sales/Revenues									
Bookstore	\$ 14,885,421	\$ 14,594,972	98.05%	\$ 14,076,046	\$ 14,826,365	105.33%	\$ 14,826,365	14,826,365	105.33%
Child Development Center	-	-	-	566,975	656,785	115.84%	566,975	656,785	115.84%
Food Services	427,000	393,597	92.18%	590,452	562,348	95.24%	393,597	562,348	95.24%
Bridgview	-	-	-	496,160	297,971	60.06%	-	297,971	60.06%
Total Revenues	15,312,421	14,988,569	97.89%	15,729,633	16,343,459	103.90%	14,988,569	16,343,459	103.90%
Cost of Goods Sold									
Bookstore	11,614,327	11,111,782	95.67%	10,923,012	11,994,026	109.81%	11,111,782	11,994,026	109.81%
Bridgview	-	-	-	31,258	59,408	186.86%	-	59,408	186.86%
Food Service	86,000	53,886	62.66%	161,267	143,843	0.00%	53,886	143,843	89.20%
Gross Margin	3,612,094	3,876,787	105.84%	4,814,096	4,147,192	89.88%	3,876,787	4,147,192	89.88%
Operating Expenses									
Bookstore	1,993,138	1,760,298	88.32%	1,993,244	1,836,435	92.13%	1,760,298	1,836,435	92.13%
Child Development Center	-	-	-	795,761	824,321	103.59%	-	824,321	103.59%
Food Services	217,015	132,520	61.05%	262,317	183,286	69.87%	132,520	183,286	69.87%
Bridgview	-	-	-	545,912	437,783	80.19%	-	437,783	80.19%
Auxiliary Administration	1,007,792	550,587	54.63%	506,209	492,559	97.30%	550,587	492,559	97.30%
Total Expenses	3,217,945	2,443,405	75.93%	4,103,443	3,774,384	91.98%	2,443,405	3,932,303	95.83%
Auxiliary Net Operating Income/(Loss)	394,149	1,379,496	349.99%	510,653	372,809	0.00%	1,379,496	214,889	42.08%
Net Income/(Loss)	1,277,956	1,722,892	134.82%	1,159,790	985,904	85.87%	1,722,892	985,904	85.87%
Bookstore	-	-	-	(228,786)	(167,536)	73.23%	-	(167,536)	73.23%
CDC	-	-	-	166,868	235,219	140.96%	-	235,219	140.96%
Food Services	123,985	207,191	167.11%	(81,010)	(188,220)	-244.69%	207,191	(188,220)	-244.69%
Bridgview	-	-	-	(506,209)	(492,559)	97.30%	-	(492,559)	97.30%
Auxiliary Administration	(1,007,792)	(550,587)	54.63%	510,653	372,809	73.01%	(550,587)	372,809	73.01%
Net Auxiliary Income/(Loss)	394,149	1,379,496	349.99%	510,653	372,809	73.01%	1,379,496	214,889	42.08%
Auxiliary Fund Balance at June 30, 2013									
Non-operating Revenues/Expenditures	11,036,595	10,988,604		10,988,604	57,287		(50,000)	(50,000)	
Transfers	-	-		-	-		-	-	
Auxiliary Fund Balance at June 30, 2014	\$ 12,416,091	\$ 11,418,699		\$ 11,418,699	\$ 1,329,496		\$ 1,329,496	\$ 1,329,496	

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35)

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JUNE 30, 2014

EXHIBIT E

	Actual January 2014	Actual February 2014	Actual March 2014	Actual April 2014	Actual May 2014	Actual June 2014	
Beginning Cash	\$ 7,238,888	10,289,677	8,599,796	5,783,773	5,252,662	7,900,502	(1)
Cash Receipts	15,470,683	6,679,500	6,421,360	6,956,376	12,258,302	7,315,860	(2)
Cash Disbursements	(11,418,759)	(11,586,387)	(10,256,732)	(10,242,081)	(11,507,592)	(12,246,101)	(3)
Financial Aid	16,998,865	217,006	(1,980,651)	(245,406)	6,397,130	220,983	(4)
Outflow for investments	(23,000,000)	-	-	-	(8,000,000)	-	(5)
Inflow from investments	5,000,000	3,000,000	3,000,000	3,000,000	3,500,000	-	(6)
Ending Cash	\$ 10,289,677	8,599,796	5,783,773	5,252,662	7,900,502	3,191,244	(7)

	Forecasted July 2014	Forecasted August 2014	Forecasted September 2014	Forecasted October 2014	Forecasted October 2014	Forecasted October 2014	Forecasted November 2014	
Beginning Cash	\$ 3,191,244	5,196,244	5,246,244	5,046,244	5,086,244	5,086,244	5,346,244	(8)
Cash Receipts	6,500,000	17,500,000	6,500,000	6,000,000	6,000,000	6,000,000	7,500,000	(9)
Cash Disbursements	(12,500,000)	(12,500,000)	(12,500,000)	(13,000,000)	(13,000,000)	(13,000,000)	(10,000,000)	(10)
Financial Aid	5,000	15,050,000	300,000	1,040,000	(1,240,000)	(1,240,000)	1,505,000	(11)
Outflow for investments	-	(20,000,000)	-	-	-	-	-	(12)
Inflow from investments	8,000,000	-	5,500,000	6,000,000	8,500,000	1,000,000	1,000,000	(13)
Ending Cash	\$ 5,196,244	5,246,244	5,046,244	5,086,244	5,086,244	5,346,244	5,351,244	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2014

EXHIBIT F

Cash at Beginning of Period		\$ <u>17,907</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	2,093	2,093	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	2,028		(9)
United Way	500	2,528	(10)
		<u>\$ 17,472</u>	(11)
	[A]	[B]	(12)
		<u>[C]</u>	

NOTE:

The President's Discretionary fund is a separate fund from the operating and capital funds of the college. The source of funds is from other-than-public (governmental) monies or student fees, as specified by the Board of Trustees.

The purpose of the fund is to enhance the mission of the college. Expenditures are to promote or enhance the image of the college, the college educational programs, operations, entertainment, contributions, and other appropriate expenditures not provided for in the college operating budget.

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
BALANCE SHEET AT JUNE 30, 2014
With Comparative Figures at June 30, 2013

<u>Assets</u>	<u>June 30, 2014</u>	<u>June 30, 2013</u>	
Cash	\$ 411,112	\$ 90,510	(1)
Investments at market value (see note)	7,264,429	6,298,264	(2)
Pledges Receivable	7,264,066	250,850	(3)
Accounts Receivable	24,125	-	(4)
Total Assets	<u>\$ 14,963,732</u>	<u>\$ 6,639,624</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(6)
Pledge Payable	6,937,662	-	(7)
Trade Payables	283	-	(8)
Total Liabilities	<u>6,937,945</u>	<u>-</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	3,926,052	3,673,728	(10)
Temporarily Restricted	1,689,983	1,685,401	(11)
Unrestricted	<u>2,409,752</u>	<u>1,280,495</u>	(12)
			(13)
Total fund balance	<u>8,025,787</u>	<u>6,639,624</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 14,963,732</u>	<u>\$ 6,639,624</u>	(16)
	[A]	[B]	(17)
			(18)

Note: Investments

Investments are valued at market, which is generally determined by use of published market quotations. Realized gains and losses from sale or redemption of investments are based upon the cost of the specific investment sold or redeemed. Purchases and sales of investments are reflected on a trade-date basis. A summary of investments is as follows:

	<u>Cost</u>	<u>Market</u>	<u>Percent of Portfolio</u>
Cash	\$ 688,675	688,675	9.48%
Equities	3,883,951	4,356,694	59.97%
Fixed Income	175,048	199,018	2.74%
Mutual Funds	<u>1,926,303</u>	<u>2,020,042</u>	<u>27.81%</u>
Total Investments	<u>\$ 6,673,977</u>	<u>\$ 7,264,429</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, 2014
With Comparative Figures at June 30, 2013

	June 30, 2014			Total All Funds	June 30, 2013 Total All Funds	
	Unrestricted	Temporarily Restricted	Permanently Restricted			
Revenue						
Contributions - Scholarships and Programs	\$ 104,390	\$ 249,228	\$ 139,026	\$ 492,644	\$ 457,872	(1)
Contributions for Taste the Future	148,595	-	-	148,595	148,879	(2)
Contributions for Columbus State	-	164,125	-	164,125	97,094	(3)
Corporate Gift	257,500	7,242,500	-	7,500,000	-	(4)
Administration Fee Income	47,744	-	-	47,744	44,767	(5)
Interest Income	129	-	-	129	127	(6)
Investment Income						
Realized	1,097,141	162,577	-	1,259,718	332,234	(7)
Unrealized	(326,460)	32,715	-	(293,745)	325,535	(8)
Investment income-subtotal	770,681	195,292	-	965,973	657,769	(9)
Total revenues	1,329,039	7,851,145	139,026	9,319,210	1,406,508	(10)
Expenditures						
Scholarships and Projects	-	270,863	-	270,863	346,884	(12)
Contributions to Columbus State	-	164,125	-	164,125	100,844	(13)
Corporate Gift	-	7,242,500	-	7,242,500	-	(14)
Administrative Fee Expense	-	47,744	-	47,744	44,767	(15)
Management and general	122,322	-	-	122,322	108,415	(16)
Total expenditures	122,322	7,725,232	-	7,847,554	600,910	(17)
Excess (deficit) of revenues over expenditures	1,206,717	125,913	139,026	1,471,656	805,598	(18)
Transfers	(18,206)	(77,522)	95,728	-	-	(19)
Fund balance at beginning of period	1,221,241	1,641,592	3,691,298	6,554,131	5,834,026	(20)
Fund balance at end of period	\$ 2,409,752	\$ 1,689,983	\$ 3,926,052	\$ 8,025,767	\$ 6,639,624	(21)
	[A]	[B]	[C]	[D]	[F]	(22)

COLUMBUS STATE COMMUNITY COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 AS OF JUNE 30, 2014

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 29,171,921	\$ 29,171,921	0.03%	1
STAR Ohio/Plant	778,160	778,160	0.03%	1
STAR Ohio/Auxiliary	3,385,911	3,385,911	0.03%	1
STAR Plus	15,001,478	15,001,478	0.20%	1
CSCC Operating Fund 1	35,089,664	35,047,977	0.38%	388.8
CSCC Operating Fund 2	34,072,554	34,128,851	0.87%	924
Auxiliary Services	4,889,421	4,898,840	0.75%	607
Plant Fund	8,880,936	8,890,601	0.83%	930
	<u>\$ 131,270,045</u>	<u>\$ 131,303,738</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	36.82%
	Agencies	62.96%
	Cash & Equivalents	0.22%
		<u>100.00%</u>

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.

Proposed Reallocation between Strategic Accounts

In May 2011, the Board of Trustees authorized a 3-year Voluntary Separation Incentive program as a means of reducing the growth of its payroll, and to provide reallocation opportunities. Funds allocated for this program over three years totaled \$5.0 million, of which \$3.9 million has been spent for 99 voluntary separations by faculty, staff and administrators, for an average incentive of \$39,665. A balance of approximately \$1.1 million is available in the account for reallocation.

Given the significant decline in enrollment in FY13, this program, coupled with other expense management measures, helped the College manage through significant budget reductions without the need to layoff or furlough employees, and did provide reallocation opportunities across the College to align resources with strategic goals.

Reallocation Recommendation

The College recommends repurposing the remaining \$1.1 million balance in the Voluntary Separation Incentive Plan account to the Student Success and Innovation Fund for strategic endeavors that will be used to enhance the College's goals of student success and workforce development and will include:

Learning Technologies. Funds will be made available to create significantly more effective learning and student success environments using technology to improve digital curricula, create quality textbooks at significantly lower prices, and to provide for the posting of free orientation and preparation materials, among other things.

Professional Development. Providing professional development opportunities for faculty and staff will continue to be essential to maintaining and accelerating Columbus State's ability to advance its student success and workforce development goals.

Career Advising and Placement. While Columbus State's faculty and program staff have important relationships that support the Columbus State/business intersection, the College is not yet systematic in its approach to this work. We have the opportunity to significantly enhance our position as the region's leading workforce development asset.

To do so, we need a sophisticated career planning, placement, and internship process that is connected in very deep ways both inward to our academic programs and outward to business and industry. The state's *Ohio Means Jobs* initiative, coupled with the College's career and technical programs and recent grant-funded work, provide an opportunity to align our processes to better serve students and employers.



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>
Thelma Bucy (PCN 157)	Specialist	Delaware Campus	07/01/14	\$41,704
Mark Dudgeon (PCN 50827)	Supervisor I	Facilities Management	05/12/14	\$60,000
Jennifer Hart (PCN 50258)	Office Associate	Business & Campus Services	07/01/14	\$28,662
Michael Hicks (PCN 50693)	Counselor	Counseling Services	06/02/14	\$48,375
Kasha Ingram (PCN 620)	Account Clerk	Business & Campus Services	05/16/14	\$26,208
Julio Moreno (PCN 282)	Analyst	Institutional Effectiveness	06/16/14	\$64,399
James Taylor (PCN 50276)	Chairperson	Hospitality, Massage Therapy, Sports & Exercise Studies	05/16/14	\$108,254
Allysen Todd (PCN 50349)	Dean	Arts & Sciences	06/16/14	\$140,000

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>
David Aldstadt	Supervisor I	Advising Services	05/14/14
Bradley Beck	Accountant I	Business & Campus Services	06/25/14
Anthony Belleau	Coordinator	Office Services	06/27/14
Kellie Brennan	Director I	Student Conduct	06/20/14
Michael Brue	Instructor	Mathematics	05/10/14
Michael Estes	Groundskeeper I	Facilities Management	06/13/14
Alec Fleschner	Instructor	English	05/10/14
Patricia Harris	Clinical Coordinator	Nursing	05/02/14
Deborah Heater	Vice President	Human Resources	05/30/14
Kathleen Hensel	Financial Analyst	Business & Administrative Services	06/30/14
Sandra Kellam	Assistant Director	Human Resources	05/01/14
James Kinnach	Assistant Professor	Developmental Education	05/10/14
Jay Louks	Coordinator	Justice and Safety (Fire Science)	06/30/14
Regina Mayhugh	Office Associate	Advising & Student Support Services	07/07/14
Robert McBurney	Supervisor I	Business & Campus Services (Bookstore)	06/27/14
Adam Miller	Office Associate	Disability Services	06/19/14
Dennis Murphy	Instructor	Health, Dental & Veterinary Technology (Surgical Technology)	05/30/14
Cheryl Parker	Advisor	Financial Aid	06/30/14
Donald Ricker	Instructor	Social Sciences	05/10/14

Brian Seeger	Administrator	Dean of Enrollment Services	07/31/14
Susan Thomas	Representative	Telephone Information Center	06/27/14
Charles Vann	Coordinator	Business & Campus Services (Bookstore)	06/30/14
James Webb	System Administrator	Communication Technology & PC Services	06/27/14
Charles Wilson	Associate Professor	Automotive & Applied Technologies	05/10/14
Daniel Zeiler	Instructor	Business Programs	05/10/14