



COLUMBUS STATE

COMMUNITY COLLEGE

COPY TO ALL BOARD MEMBERS
Douglas Rellick, Ex Officio Staff Member
Kevin James, Ex Officio Faculty Member
Matthew Schultz, Ex Officio Student Member

BOARD OF TRUSTEES COMMITTEE OF THE WHOLE

Thursday, September 18, 2014
12:00 p.m.
Pete Grimes Board Room, Franklin Hall

AGENDA

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(1) Call to Order	
(2) Roll Call	
(3) Certification of Conformity with Section 12.22(F) of the Ohio Revised Code	
(4) Approval of Minutes	
(5) Pre-Audit Discussion with Auditors	
(6) Awarding of Emeritus Status.....	1
(7) Revise Current Policy No. 3-36, Family and Medical Leave.....	4
Revise Current Policy No. 3-43, Non-Discrimination/Anti-Harassment	
Revise Current Policy No. 3-44, Sexual Misconduct	
(8) Revise Current Policy No. 5-03, Sabbatical Leave.....	22
(9) Financial Statements as of, and for the Two Month Ended August 31, 2014	29
(10) Personnel Information Items (Information Only).....	42
(11) Executive Session (<i>if needed</i>)	

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



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Awarding of Emeritus Status: Professor Judy Gentry, Psychology
Professor James "Bill" Warner, Automotive & Applied Technologies
Professor John "Dave" Stewart, Justice & Safety
Nina Reese, Director, Telephone Information Center
Brian Seeger, Administrator, Student Assistance Center

BACKGROUND INFORMATION:

Board of Trustees Policy 3-23 enables the conferral of emeritus status upon the retirement of an employee in recognition of outstanding service to the College. Requirements for consideration of emeritus status include at least fifteen years of employment with by the College and favorable recommendations by the administrators in the employee's chain of authority.

RECOMMENDATION:

That the Board of Trustees grant emeritus status to Professor Judy Gentry, Professor James "Bill" Warner, Professor John "Dave" Stewart, Nina Reese, and Brian Seeger.

Emeritus Status: Judy Gentry

Judy Gentry retired in December 2013 from Columbus State Community College after teaching fulltime for the Social and Behavioral Sciences and Psychology departments since 1987. She is deserving of emeritus status not only for her devotion to teaching but also for her contributions to the department and the college.

Judy began her teaching career as adjunct at CSCC and then was hired full time in the Social and Behavioral Sciences Department. She has taught Introduction to Psychology, Abnormal Psychology, Child Development and Psychology of Adjustment, Human Growth and Development and Cultural Diversity. She began using computer assisted learning in her classes long before most others and she consistently used assessment data gathered in her classes to refine her teaching methods. Judy has actively served the department, division, and college through her participation in governance, assessment, and grade grievance committees.

When the Social and Behavioral Science Department divided into the separate Psychology and Social Sciences departments in 2009, Judy was the lone Professor within the Psychology Department. She has served as a formal mentor to six colleagues, has served on the Psychology Department Portfolio Review Committee and as the outside representative for portfolio reviews in both the Humanities and Developmental Education departments.

In summary, Judy Gentry has been an inspirational teacher to both her students and colleagues. She established herself as a leader in the Social and Behavioral Sciences and later the Psychology Department, both in the classroom and within her profession. She is well deserving of Emeritus Professor status for her dedication to Columbus State Community College and her devotion to student success.

Emeritus Status: James (Bill) Warner

In his long career here at Columbus State, James (Bill) Warner has been an exemplary automotive instructor in both our Ford ASSET and Automotive Technology programs. Through his time at the college he developed a passion for assessment and did yeoman's work providing guidance to our full-time and adjunct faculty in this essential work throughout his career. As a result of his continued dedication and commitment to the program and the college he ascended through the faculty ranks culminating in being awarded the status of full professor, the only faculty member to achieve this distinction in the history of our program.

Bill continues to be an exemplary instructor and employee. He continues to serve the department and the college after his retirement from full-time employment as an adjunct faculty member.

Emeritus Status: John (Dave) Stewart

Dave was hired in 1977 as an adjunct faculty member and became a full-time faculty person in 1996 in the Law Enforcement Program (now the Criminal Justice Program). His background as a Vietnam Veteran and retired Sergeant from the Columbus Police Department made him perfect for a full-time faculty position. He has taught almost every course in the program to being at one point the Police Academy Commander. Dave was an excellent instructor rising through the ranks to Assistant Professor. He prepared very thoroughly for each class, and his student evaluations were always very high in preparation and teaching. His personality brought calmness, stability and joy to the entire Justice & Safety department, and he was well liked by all students, faculty and staff.

Emeritus Status: Nina Reese

Nina served the college with distinction for many years, and she continues to be an unwavering champion of Columbus State. A staunch student advocate, Nina combined compassion and unmatched knowledge of the college to expertly serve countless thousands of students during her tenure. Nina's vision and dedication to students was instrumental in building the Telephone Information Center into a nationally recognized model for college call centers.

Emeritus Status: Brian Seeger

Brian served the College with distinction for over 26 years and was instrumental in championing many significant initiatives during his tenure. Columbus State is fortunate to have benefited from Brian's leadership, and it is safe to say the college would not be where it is today without his vision and passion for service.

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COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Revise Current Policy No. 3-36, Family and Medical Leave
Revise Current Policy No. 3-43, Non-Discrimination/Anti-Harassment
Revise Current Policy No. 3-44, Sexual Misconduct

BACKGROUND INFORMATION:

Recent developments at the federal level necessitate amendments to the College's policies against discrimination, harassment and sexual misconduct. Specifically, the reauthorization of the Violence Against Women Act (VAWA); the April 2014 "Dear Colleague" Letter from the U.S. Department of Education Office of Civil Rights; clarifications of Clery Act obligations; and directives that emerged from the White House "Not Alone" Task Force required an examination of the College's current policies for compliance. The proposed amendments align the College's policies with the present state of the law in this area, and also include updated references to departments and units within the College.

The College's recent transition to a new Third-Party Administrator for Family and Medical Leave (FML) presented an opportunity to review the College's policy and identify opportunities for improvement. The proposed amendments include military leave entitlements; clarify eligible leave types; define a "serious health condition;" and expressly state FML notice requirements.

RECOMMENDATION:

That the Board of Trustees revise current Policy No. 3-36, Family and Medical Leave; Policy No. 3-43, Non-Discrimination/Anti-Harassment; and Policy No. 3-44 Sexual Misconduct, effective September 25, 2014.

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POLICY AND PROCEDURES MANUAL**

FAMILY AND MEDICAL LEAVE
Policy 3-36
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Effective August 21, 2000

- (A) The college supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. In accordance with federal law, Family and Medical Leave (FML) is a benefit available to eligible faculty and staff members. The Family and Medical Leave Act assures that, if leave is taken in accordance with these policies and procedures, eligible faculty and staff can take twelve weeks of leave during a given twelve-month period and, with limited exceptions described below, be entitled to reinstatement to the same or an equivalent position at the conclusion of this leave. Employees without twelve weeks of accumulated paid leave available to them (sick, vacation, personal) may take FML as unpaid leave with the same reinstatement assurance.
- (B) An employee who has been employed by the college for AT LEAST one year and has worked for 1,250 hours during the twelve months preceding the start of Family and Medical Leave is eligible for FML. AN ELIGIBLE part-time employee is eligible ENTITLED TO for FML on a prorated basis.
- ~~(C) If you are absent for the following reasons, the absence will be considered as FML:~~
- ~~(1) Birth of and care for a child during the first year following birth.~~
 - ~~(2) Care for a child during the first year following adoption or foster care placement.~~
 - ~~(3) Care for an immediate family member who has a serious health condition.~~
 - ~~(4) When an eligible employee is unable to work because of a serious health condition.~~
- (C) EMPLOYEES SEEKING TO USE FML ARE REQUIRED TO PROVIDE AT LEAST A 30-DAY ADVANCE NOTICE OF THE NEED TO TAKE THE LEAVE WHEN THE NEED IS FORESEEABLE AND SUCH NOTICE IS POSSIBLE. WHEN THE NEED FOR LEAVE IS NOT FORESEEABLE, THE EMPLOYEE MUST PROVIDE NOTICE AS SOON AS POSSIBLE UNDER THE FACTS AND CIRCUMSTANCE OF THE PARTICULAR CASE.

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- (D) IF YOU ARE ABSENT FOR THE FOLLOWING REASONS, THE ABSENCE MAY QUALIFY AS FML:
- (1) BIRTH OF AND CARE FOR A CHILD DURING THE FIRST YEAR FOLLOWING BIRTH.
 - (2) CARE FOR THE EMPLOYEE'S CHILD AFTER PLACEMENT FOR ADOPTION OR FOSTER CARE.
 - (3) A SERIOUS HEALTH CONDITION THAT MAKES THE EMPLOYEE UNABLE TO PERFORM HIS OR HER JOB. THIS INCLUDES INCAPACITY DUE TO PREGNANCY AND PRENATAL MEDICAL CARE.
- UNDER FML, A "SERIOUS HEALTH CONDITION" IS DEFINED AS AN ILLNESS, INJURY, IMPAIRMENT OR PHYSICAL OR MENTAL CONDITION THAT INVOLVES:
- (A) INPATIENT CARE IN A HOSPITAL, HOSPICE OR RESIDENTIAL CARE FACILITY; OR
 - (B) CONTINUING TREATMENT BY A HEALTH CARE PROVIDER.
- (4) TO CARE FOR THE EMPLOYEE'S IMMEDIATE FAMILY MEMBER WHO HAS A SERIOUS HEALTH CONDITION.
- (5) MILITARY FAMILY LEAVE ENTITLEMENTS
- (A) FOR QUALIFYING EXIGENCIES ARISING OUT OF THE ACTIVE DUTY OR CALL TO ACTIVE DUTY OF AN EMPLOYEE'S SPOUSE, SON, DAUGHTER OR PARENT; OR
 - (B) TWENTY-SIX WORKWEEKS OF LEAVE DURING A SINGLE 12-MONTH PERIOD TO CARE FOR A COVERED SERVICE MEMBER WITH A SERIOUS INJURY OR ILLNESS.

(D E) The College PRESIDENT will establish procedures to administer this policy.

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NON-DISCRIMINATION/ANTI-HARASSMENT
Policy 3-43
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Effective November 15, 2012

(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to maintaining a workplace, academic environment, and athletic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against employees, faculty members, vendors, customers, students or other persons participating in a college program or activity.

Employees and students are expected to assist in the college's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, faculty members or AND employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to end such behavior.

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.

Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, should SHALL report the conduct to a person outlined in Section (E) of this policy. IF HUMAN RESOURCES DETERMINES THAT THE CONDUCT ALLEGED TO BE CREATING AN INTIMIDATING OR HOSTILE ENVIRONMENT IS NOT BASED ON A PROTECTED CLASS, THE REPORT MAY BE REFERRED FOR REMEDIATION ACCORDING TO THE RELEVANT POLICY.

IN FURTHERANCE OF THESE EXPECTATIONS, EMPLOYEES MUST PARTICIPATE IN REQUIRED TRAINING.

(B) EEO/TITLE IX DEFINITIONS OF DISCRIMINATION/HARASSMENT

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

Discrimination - when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class.

Discrimination may occur in several forms, such as:

- (1) Disparate treatment - when an individual is treated differently from a person who is similarly situated because of membership in a protected class.

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NON-DISCRIMINATION/ANTI-HARASSMENT

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- (2) Disparate impact - when a college policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.

Harassment - physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment. The harassment must be based on a protected class and interfere with an employee's terms and conditions of employment or a student's academic or athletic achievement.

Hostile environment - occurs when the conduct at issue is so severe or pervasive that it creates an intimidating, abusive or offensive environment regarding employment, academic or athletic decisions for a person in a protected class. A SINGLE INSTANCE OF DISCRIMINATION MAY BE SUFFICIENT TO CREATE A HOSTILE WORK ENVIRONMENT.

(C) EEO/TITLE IX DISCRIMINATION/HARASSMENT INDICATORS AND EXAMPLES

- (1) Discrimination or harassment may occur without DIRECT employment, academic or economic injury to the victim.
- (2) The harasser's conduct must be unlawful, unwelcome, pervasive or severe AND BASED ON A PROTECTED CLASS.
- (3) The victim does not have to be the person harassed but could be a third party or anyone aware of, or affected by the offensive conduct.
- (4) Examples of discrimination/harassment include, but are not limited to the following:
 - (a) Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, academic or athletic environment when that person belongs to a protected class;
 - (b) Verbal behaviors or comments, slurs, jokes, recordings, VIDEOS, music and personal references or use of negative terms used to identify someone in a protected class;
 - (c) Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written

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material, email, posters, graffiti, cartoons, other electronically transmitted messages or postings on USE OF social media which are directed at someone because of a protected class;

- (d) Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work, academic or athletic environment because of BASED ON a protected class.

(D) CONSEQUENCES OF DISCRIMINATION/HARASSMENT

- (1) Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.
- (2) Students - any student found to be in violation of this policy will be referred to the student conduct office for resolution in accordance with the Student Code of Conduct Policy 7-10.

(E) REPORTING RESPONSIBILITIES

- (1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to complain or report the behavior/action as soon as it is known BUT NO LATER THAN or within 180 days of the occurrence so that the college may administer this policy.
- (2) In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
 - (a) the Equal Employment Opportunity (EEO) Title IX Coordinator;
 - (b) A DEPUTY TITLE IX COORDINATOR/COMPLIANCE OFFICER;
 - (c) a supervisor, director, dean, chairperson, or other administrator;
 - (d) an employee of Human Resources; or
 - (e) an employee of the Public Safety COLUMBUS STATE POLICE Department.
- (3) In cases of an alleged violation of Title IX DISCRIMINATION/HARASSMENT WHEN or if the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college athletic event, the complaint may be made to any of the following:

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- (a) the Equal Employment Opportunity (EEO) Title IX Coordinator;
 - (b) A DEPUTY TITLE IX COORDINATOR/COMPLIANCE OFFICER;
 - (c) THE DEAN OF STUDENT LIFE;
 - (d) a dean, chairperson, or other academic administrator;
 - (e) the college's athletic manager or a coach;
 - (f) the Student Conduct Director or the Student Conduct Program Coordinator; OR
 - (g) an employee of the ~~Public Safety~~ COLUMBUS STATE POLICE Department.
- (4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must IMMEDIATELY ~~take immediate appropriate action to~~ report the behavior to the EEO/Title IX Coordinator OR A DEPUTY TITLE IX COORDINATOR/COMPLIANCE OFFICER. Failure to do so shall result in disciplinary action, up to and including termination of employment.

(F) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the constitutional protection of academic freedom in the classroom.
- (2) This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(G) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information ~~about the investigation~~ IN ORDER TO INVESTIGATE, PREVENT OR ADDRESS THE EFFECTS OF THE DISCRIMINATION/HARASSMENT, RESOLVE THE COMPLAINT or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(H) RETALIATION

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College policy and federal, state and local law STRICTLY prohibits retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should promptly be directed to the EEO/Title IX Coordinator.

(I) REPORTING

Complaints made in good faith will not be held against an employee or student in any way.

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

- (J)** The President shall establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.

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SEXUAL HARASSMENT/MISCONDUCT POLICY
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(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to maintaining a workplace and academic environment where everyone is treated with dignity and respect. The college ~~PROHIBITS~~ ~~does not tolerate sexual harassment,~~ sexual misconduct IN ANY FORM, WHICH INCLUDES SEXUAL HARASSMENT AND SEXUAL VIOLENCE or other inappropriate behavior that is of a sexual nature, or based on sex, and directed towards, by or against employees, students, vendors, customers or persons participating in a college program or activity. Employees and students are expected to maintain a productive work, academic and athletic environment that is free of sexual harassment and sexual misconduct. ~~and to assist in the college's efforts to prevent such behavior from occurring.~~ IN FURTHERANCE OF THESE EXPECTATIONS, EMPLOYEES MUST PARTICIPATE IN REQUIRED TRAINING.

Administrators, supervisors, faculty members or employees who have been designated to act on behalf of the college are specifically responsible for identifying and, with GUIDANCE FROM THE HUMAN RESOURCES EQUITY AND COMPLIANCE UNIT, authority, taking proper action to end such behavior that occurs in the workplace, on Columbus State Community College Property, in a classroom or at any event or athletic venue that is hosted or sponsored by the college.

(B) DEFINITIONS OF SEXUAL HARASSMENT

SEXUAL MISCONDUCT – ANY UNWELCOME BEHAVIOR OF A SEXUAL NATURE THAT IS COMMITTED WITHOUT CONSENT. SEXUAL MISCONDUCT CAN OCCUR BETWEEN PERSONS OF THE SAME OR DIFFERENT SEX.

NON-CONSENSUAL SEXUAL CONTACT- ANY INTENTIONAL SEXUAL TOUCHING AND ANY OTHER INTENTIONAL BODILY CONTACT IN A SEXUAL MANNER, HOWEVER SLIGHT, WITH ANY OBJECT, BY A MAN OR A WOMAN UPON ANOTHER PERSON THAT IS WITHOUT CONSENT.

NON-CONSENSUAL SEXUAL CONTACT IS A FELONY IN THE STATE OF OHIO, DEFINED IN TITLE 29 OF THE OHIO REVISED CODE. THE COLLEGE'S POLICE DEPARTMENT SHALL REPORT THE CRIME TO THE COLUMBUS OR LOCAL POLICE DEPARTMENT IN ACCORDANCE WITH THE CLERY ACT.

CONSENT- A FREELY AND AFFIRMATIVELY COMMUNICATED WILLINGNESS TO PARTICIPATE IN SEXUAL ACTIVITY, EXPRESSED BY CLEAR, UNAMBIGUOUS WORDS OR ACTIONS. IT IS THE RESPONSIBILITY OF THE INITIATOR OF THE SEXUAL ACTIVITY TO ENSURE THAT HE OR SHE HAS THE OTHER PERSON'S

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CONSENT TO ENGAGE IN SEXUAL ACTIVITY, THROUGHOUT THE ENTIRE SEXUAL ACTIVITY BY ALL PARTIES INVOLVED. AT ANY TIME, A PARTICIPANT CAN COMMUNICATE THAT HE OR SHE NO LONGER CONSENTS TO CONTINUING THE ACTIVITY. CONSENT MAY NEVER BE OBTAINED THROUGH THE USE OF FORCE, COERCION, OR INTIMIDATION OR IF THE VICTIM IS MENTALLY OR PHYSICALLY INCAPACITATED, INCLUDING THROUGH THE USE OF DRUGS OR ALCOHOL

CONSENT CANNOT BE ASSUMED BASED ON THE EXISTENCE OF A PREVIOUS DATING OR SEXUAL RELATIONSHIP. THE INITIATOR'S USE OF ALCOHOL OR DRUGS DOES NOT DIMINISH HIS/HER RESPONSIBILITY TO OBTAIN CONSENT.

FORCE- THE USE OF PHYSICAL VIOLENCE, THREAT OF PHYSICAL VIOLENCE AND/OR IMPOSING ON SOMEONE PHYSICALLY TO GAIN SEXUAL ACCESS.

COERCION- UNREASONABLE, INTIMIDATING OR FORCIBLE PRESSURE FOR SEXUAL ACTIVITY.

SEXUAL ASSAULT- INCLUDES NON-CONSENSUAL VAGINAL PENETRATION BY A PENIS, OBJECT, TONGUE OR FINGER; ANAL PENETRATION BY A PENIS, OBJECT, TONGUE, OR FINGER; AND ORAL COPULATION (MOUTH TO GENITAL CONTACT), NO MATTER HOW SLIGHT THE PENETRATION OR CONTACT.

SEXUAL EXPLOITATION - OCCURS WHEN SOMEONE TAKES NON-CONSENSUAL OR ABUSIVE SEXUAL ADVANTAGE OF ANOTHER FOR HIS/HER OWN ADVANTAGE OR BENEFIT, OR TO THE BENEFIT OR ADVANTAGE OF ANYONE OTHER THAN THE PERSON BEING EXPLOITED.

STALKING- ENGAGING IN A COURSE OF CONDUCT DIRECTED AT A SPECIFIC PERSON THAT WOULD CAUSE A REASONABLE PERSON TO FEAR FOR HIS OR HER SAFETY OR THE SAFETY OF OTHERS OR SUFFER SUBSTANTIAL EMOTIONAL DISTRESS.

DOMESTIC VIOLENCE/INTIMATE PARTNER VIOLENCE/DATING VIOLENCE- VIOLENCE COMMITTED BY A PERSON WHO IS OR HAS BEEN IN A SOCIAL RELATIONSHIP OF A ROMANTIC OR INTIMATE NATURE WITH THE VICTIM; AND WHERE THE EXISTENCE OF SUCH A RELATIONSHIP SHALL BE DETERMINED BASED ON A CONSIDERATION OF THE LENGTH OF THE RELATIONSHIP, THE TYPE OF RELATIONSHIP AND/OR THE FREQUENCY OF INTERACTION BETWEEN THE PERSONS INVOLVED IN THE RELATIONSHIP.

SEXUAL HARASSMENT - CONDUCT OF A SEXUAL NATURE BASED ON A

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PERSON'S SEXUAL ORIENTATION, GENDER OR GENDER IDENTITY AND EXPRESSION THAT PREVENTS OR IMPAIRS THE FULL REALIZATION OF OCCUPATIONAL, EDUCATIONAL OR ATHLETIC OPPORTUNITIES OR BENEFITS. SEXUAL HARASSMENT OCCURS WHEN THIS CONDUCT EXPLICITLY OR IMPLICITLY AFFECTS OR INTERFERES WITH A PERSON'S ABILITY TO PURSUE THE TERMS AND CONDITIONS OF EMPLOYMENT, ACADEMIC OR ATHLETIC ATTAINMENT.

Forms of sexual harassment include:

- (1) Quid Pro Quo (a.k.a – “this for that”) - is the abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implied promise of employment, academic success, preferential treatment, the threat of reprisal or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, athletic or economic injury to the victim.
- (2) Hostile Work Environment - includes any unwelcome, and severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work, academic or athletic environment, even if it leads to no tangible or economic consequences. A SINGLE INSTANCE OF HARASSMENT MAY BE SUFFICIENT TO CREATE A HOSTILE WORK ENVIRONMENT.

(C) INDICATORS AND EXAMPLES OF SEXUAL HARASSMENT MISCONDUCT

- (1) The harasser's conduct must be unwelcome, non-consensual and severe or pervasive.
- (2) Sexual harassment MISCONDUCT can occur in a variety of circumstances, including but not limited to the following:
 - (a) The victim AND THE PERSON ENGAGING IN MISCONDUCT does DO not have to be of the opposite sex. ~~The victim and/or the harasser may be a woman or a man.~~
 - (b) The harasser- PERSON ENGAGING IN THE MISCONDUCT can be any full or part-time faculty, staff, administrator, employee, student or non-employee conducting business at the college.
 - (c) The victim does not have to be the person harassed—DIRECTLY EXPERIENCING THE MISCONDUCT, but could be a third party or

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anyone aware of, or affected by, the MISCONDUCT.

- (3) Examples of sexual harassment MISCONDUCT include, but are not limited to, the following:
- (a) ~~sexual advances or requests or demands for sexual favors;~~ unwanted physical contact of any kind including touching, hugging or kissing;
 - (b) verbal harassment, such as slurs, propositions, lewd comments, recordings, music, jokes and offensive personal references of a sexual nature;
 - (c) non-verbal harassment, such as obscene hand or finger gestures, explicit drawings, pictures, posters, and cartoons or sexually suggestive written or electronically transmitted messages, and postings on social media;
 - (d) conduct of a sexual nature that is demeaning, bullying, insulting, or intimidating;
 - (e) SEXUAL ASSAULT, INCLUDING UNWANTED PENETRATION OF AN ORIFICE (ANAL, VAGINAL, ORAL) WITH THE PENIS, MOUTH, FINGER OR OBJECTS;
 - (f) PROSTITUTING ANOTHER PERSON;
 - (g) USING ELECTRONIC DEVICES OR TECHNOLOGY (E.G., CELL PHONE, CAMERA, EMAIL, INTERNET SITES OR SOCIAL NETWORKS) TO RECORD OR TRANSMIT NUDITY OR SEXUAL ACTS WITHOUT A PERSON'S KNOWLEDGE AND/OR PERMISSION;
 - (h) INTENTIONALLY OBSERVING NUDITY OR SEXUAL ACTS OF ANOTHER PERSON WITHOUT THE PERSON'S KNOWLEDGE OR PERMISSION (VOYEURISM);
 - (i) THREATENING TO SEXUALLY HARM SOMEONE;
 - (j) INITIATING SEXUAL ACTIVITY WITH A PERSON WHO IS INCAPACITATED AND UNABLE TO PROVIDE CONSENT; OR
 - (k) INDUCING INCAPACITATION FOR THE PURPOSE OF SEXUAL EXPLOITATION.

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(D) DEFINITIONS AND EXAMPLES OF SEXUAL MISCONDUCT

Sexual Misconduct—an attempt to intimidate, bully, coerces or forces an unwilling person into a sexual relationship without his/her consent.

Non-consensual sexual contact and/or intercourse are felony crimes in the State of Ohio. These crimes and the possible penalties are defined in Title 29 of the Ohio Revised Code. The college's Public Safety department shall report the crime to the Columbus or local police department, in accordance with the Clery Act.

Consent—clear, knowing and voluntary acceptance. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by spoken words as long as those words or actions create mutually understandable clear permission. Consent is not necessarily given if one of the participants is under the influence of drugs or alcohol.

Force—the use of physical violence and/or imposing on someone physically to gain sexual access.

Non-consensual sexual contact—any intentional sexual touching, however slight, with any object, by a man or a woman upon another person that is without consent and/or by force.

Coercion—unreasonable, intimidating or forcible pressure for sexual activity.

Sexual contact—includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; and any intentional bodily contact in a sexual manner.

Intercourse—includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual exploitation—occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.

Examples of sexual misconduct include, but are not limited to:

- sexual battery;

- sexual assault;

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- rape;
- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- knowingly transmitting a sexually transmitted disease or HIV to someone;
- exposing one's genitals or sexually based stalking.

(D) PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The college recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the college, create the potential for the abuse of authority, or create the inability to remain impartial. Consensual sexual relationships may also create a third-party perception that a subordinate is receiving preferential treatment.

(1) Consensual sexual relationship misconduct among employees:

Consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise professionally advise, counsel, or employees over whom they have direct impact on the employee's terms and conditions of employment is strictly prohibited.

(2) Consensual sexual relationship misconduct with students:

- (a) The college strictly prohibits consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, coached or supervised by the faculty member, or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success.
- (b) The college strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, coach or

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supervise or over whom they have a direct impact on the student or student employee's academic enrollment or success.

- (c) The college strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

(E) CONSEQUENCES OF ~~SEXUAL HARASSMENT~~ OR SEXUAL MISCONDUCT

- (1) For Employees - violations of this policy will result in disciplinary action, up to and including termination of employment.
- (2) For Students - the student conduct hearing process will be initiated by the student conduct office to determine how a violation of this policy is to be resolved per the Student Code of Conduct Policy 7-10. Sanctions for violating this policy may range from a warning to expulsion. ~~from the college.~~

(F) CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

- (1) Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify his/her administrator, dean or chairperson, the human resources department and/or the equal employment opportunity (EEO) Title IX Coordinator OR DEPUTY TITLE IX COORDINATOR/COMPLIANCE OFFICER about the relationship as soon as it is known that it may violate this policy.
 - (a) The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible.
 - (b) An employee who does not notify his/her administrator, supervisor, dean or chairperson that he/she is involved in a consensual sexual relationship in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.
 - (c) If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.

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- (d) When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this policy, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

(G) REPORTING RESPONSIBILITIES FOR SEXUAL HARASSMENT/SEXUAL MISCONDUCT

- (1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to ~~complain or~~ report the behavior/action as soon as it is known ~~or within~~ BUT NO LATER THAN 180 days of the occurrence so that the college may administer this policy.
- (2) In cases of alleged sexual harassment-MISCONDUCT where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
 - (a) the Equal Employment Opportunity (EEO)/Title IX Coordinator;
 - (b) A DEPUTY TITLE IX COORDINATOR/COMPLIANCE OFFICER;
 - (c) a supervisor, director, chairperson, dean or other administrator;
 - (d) an employee of Human Resources; or
 - (e) an employee of the ~~Public Safety~~ COLUMBUS STATE POLICE Department.
- ~~(3) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the EEO/Title IX Coordinator. Failure to do so shall result in disciplinary action, up to and including termination of employment.~~
- (3) In cases of an alleged violation of Title IX, or if ALLEGED SEXUAL MISCONDUCT WHERE the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college athletic event, the complaint may be made to any of the following:
 - (a) the Equal Employment Opportunity (EEO)/Title IX Coordinator;

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- (b) A DEPUTY TITLE IX COORDINATOR/COMPLIANCE OFFICER;
 - (c) THE DEAN OF STUDENT LIFE;
 - (d) a dean, chairperson, or other academic administrator;
 - (e) the college's athletic manager or a coach;
 - (f) the Student Conduct Director or the Student Conduct Program Coordinator; or
 - (g) an employee of the ~~Public Safety~~ COLUMBUS STATE POLICE Department.
- (4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the EEO/Title IX Coordinator OR A DEPUTY TITLE IX COORDINATOR. Failure to do so shall result in disciplinary action, up to and including termination of employment.

(H) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The College is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the constitutional protection of academic freedom in the classroom.
- (2) This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(I) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual harassment/misconduct will be treated as confidential except to the extent it is necessary to disclose information about the ~~investigation~~ investigation in order to investigate THE ALLEGATION, TAKE STEPS TO STOP, PREVENT OR ADDRESS THE MISCONDUCT, RESOLVE THE COMPLAINT or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(J) RETALIATION

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College policy and federal, state and local law STRICTLY prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual harassment or misconduct. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the EEO/Title IX Coordinator.

(K) REPORTING

- (1) Any employee who knowingly or maliciously makes a false or frivolous allegation of sexual harassment/misconduct will be subject to college's disciplinary policy and procedures.
 - (2) Any student who knowingly or maliciously makes a false or frivolous allegation of sexual harassment or misconduct will be subject to the process outlined by the Student Code of Conduct Policy 7-10.
- (L)** The President shall establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Revise Current Policy No. 5-03, Sabbatical Leave

BACKGROUND INFORMATION:

An ad hoc committee of faculty and academic administrators developed the proposed revisions to Policy No. 5-03 to address the need to harmonize the Policy with the semester calendar, establish procedural definitions, and ensure consistency with the current CSCC-CSEA bargaining agreement. The Human Resources Support Committee of the Policy Council reviewed the provisions applicable to staff and administrators and developed similar proposed revisions to the years of service eligibility requirements and procedural definitions.

RECOMMENDATION:

That the Board of Trustees revise current Policy No. 5-03, Sabbatical Leave, effective September 25, 2014.

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SABBATICAL LEAVE
Policy No. 5-03
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Effective February 1, 2012

In keeping with Columbus State Community College's goal of encouraging lifelong learning, the college has developed a sabbatical leave policy for FULL-TIME faculty, full-time staff, and FULL-TIME administrators. This policy is intended to give employees the opportunity to pursue professional development and growth while improving the quality of education and services provided to students. Section ~~(A)~~(B) of the policy applies to faculty members. Section ~~(B)~~ (C) of the policy applies to staff and administrators.

(A) FACULTY DEFINITIONS

- (1) SABBATICAL – A PAID PERIOD OF ABSENCE FROM ORDINARY WORK DUTIES FOR THE PURPOSE OF PROFESSIONAL DEVELOPMENT.
- (2) SEMESTER SABBATICAL – ANY SUCH LEAVE FOR A MINIMUM OF ONE SEMESTER.
- (3) NONSTANDARD PROFESSIONAL DEVELOPMENT SABBATICAL – ANY SUCH LEAVE LASTING LONGER THAN TWO WEEKS WHERE THE APPROVAL PROCESS NEEDS TO BE SHORTENED TO ACCOMMODATE THE OPPORTUNITY. A PROFESSIONAL DEVELOPMENT OPPORTUNITY LASTING LESS THAN TWO WEEKS IN LENGTH WILL BE CONSIDERED AS A TRAINING OR CONFERENCE REQUEST.

~~(A)~~(B) FACULTY

- (1) ELIGIBILITY: Traditional Academic Semester Sabbatical

Sabbatical leave may be granted to tenured full-time faculty who have completed a minimum of ~~seven~~ SIX (6) years of full-time FACULTY STATUS WITH service to the college. FACULTY MAY APPLY FOR subsequent sabbaticals AFTER AN ADDITIONAL FIVE FULL YEARS FOR FACULTY WHO HAVE A MINIMUM OF SIX YEARS OF ADDITIONAL SERVICE TIME ~~may be granted after a minimum of six (6) years of additional service~~ after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and in Procedure No. 5-03 (A)(B). Faculty in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.

- (2) GENERAL GUIDELINES: ~~Non-traditional~~ STANDARD PROFESSIONAL DEVELOPMENT Sabbaticals, FOR FACULTY, are governed by the CSCC-CSEA Collective Bargaining Agreement.

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Sabbatical leave will generally be granted for a period of one semester for faculty. Special circumstances and opportunities, however, may merit the granting of an extended sabbatical not to exceed two (2) CONSECUTIVE semesters.

Each faculty member granted sabbatical leave shall receive compensation during his/her leave as follows:

- (a) First semester of leave: one hundred percent (100%) of salary and benefits.
- (b) Second semester of leave: ~~seventy-five percent (75%)~~ ONE HUNDRED PERCENT (100%) of salary and benefits.

Monies received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval. Policy No. 13-05 (Copyright & Royalty) AND ARTICLE 9 OF THE CSCC-CSEA COLLECTIVE BARGAINING AGREEMENT (INTELLECTUAL PROPERTY) will apply to any income earned during the sabbatical related to the creation of original works of authorship. Compensation from the college will be adjusted so that total compensation monies will not exceed one hundred percent (100%) of full salary.

(3) RESPONSIBILITIES

It is critical that the quality and continuity of instruction be maintained during a faculty member's sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a positive experience for all concerned.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure program continuity as needed during the faculty member's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and to give retirement credit for service during the sabbatical period.

Upon approval of a requested sabbatical, the faculty member agrees to:

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- (a) Provide assistance to his/her department chairperson in making arrangements for instructional/administrative coverage of the faculty member's job responsibilities; and
 - (b) Complete and/or conduct all appropriate sabbatical-related products--reports, instructional materials, department/division/college presentations, etc.--by the date(s) provided in the sabbatical application.
- (4) CONDITIONS
- (a) All candidates for sabbatical must meet all deadlines and requirements as set forth in Procedure No. 5-03 (A)(B).
 - (b) Faculty members granted sabbatical leave must take the leave the semester(S) and year for which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college in light of department/division priorities.
 - (c) Pre-agreed-upon products of the sabbatical experience--written reports, department/division/college presentations, instructional materials, etc.--must be completed by the date agreed to on the employee's sabbatical application.
 - (d) The number of sabbatical leaves granted each year will be determined annually by the President as approved by the Board of Trustees.
- (5) CONTINUATION OF SERVICE

Full-time faculty members receiving sabbatical leave are required to return to Columbus State Community College for a period of one ~~contract~~ ACADEMIC year following the sabbatical leave. Failure to do so shall require that the faculty member reimburse the college for salary paid to the employee, as well as fringe benefits paid on the employee's behalf.

~~(B)~~(C) STAFF AND ADMINISTRATORS

(1) ELIGIBILITY

Sabbatical leave may be granted to full-time staff/administrators who have completed a minimum of ~~seven~~ SIX (6) years of full-time service to the college.

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STAFF/ADMINISTRATORS MAY APPLY FOR ~~S~~subsequent sabbaticals AFTER AN ADDITIONAL FIVE (5) FULL YEARS FOR STAFF/ADMINISTRATORS WHO HAVE ~~may be granted after~~ a minimum of six (6) years of additional service TIME after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and Procedure No. 5-03 (A) (C). Staff/administrators in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.

(2) GENERAL GUIDELINES

Sabbatical leave will be granted in flexible time periods not to exceed four (4) months within a one-year period. Each staff/administrator granted sabbatical leave shall receive one hundred percent (100%) of salary and benefits during his/her leave for up to four (4) months (EQUIVALENT TO 1 SEMESTER). Special circumstances may merit the granting of an extended sabbatical as approved by the vice-president of the area:

- (a) Up to four (4) months: one hundred percent (100%) salary and benefits.
- (b) UP TO AN ADDITIONAL FOUR (4) MONTHS: ONE HUNDRED PERCENT (100%) SALARY AND BENEFIT.

Money MONIES received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval.

Policy No. 13-05 (Copyright & Royalty) will apply to any income earned during the sabbatical related to the creation of original works of authorship.

Compensation from the college will be adjusted so that total compensation money will not exceed one hundred percent (100%) of full salary plus benefits.

~~(B) — SPECIAL CIRCUMSTANCES~~

(3) RESPONSIBILITIES

It is critical that the quality and continuity of ~~instruction and services available~~ FOR ~~to students~~ CONTINUED EFFICIENT OPERATION ~~at~~-OF the college be

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maintained during a staff/administrator sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a smooth transition of duties.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure work continuity as needed during the staff/administrator's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and retirement credit for service during the sabbatical period.

Upon approval of a requested sabbatical, the staff/administrator agrees to:

- (a) Provide assistance to his/her administrator in making arrangements for coverage of the job responsibilities; and
- (b) Complete and/or conduct all appropriate sabbatical-related reports, materials, presentations, etc., by the date provided in the sabbatical application.

(4) CONDITIONS

- (a) All candidates for sabbatical leave must meet all deadlines and requirements as set forth in Procedure No. 5-03 (A) ~~(B)~~(C).
- (b) Staff/administrators granted sabbatical leave must take the leave during the year in which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college when department priorities intervene.
- (c) Pre-agreed-upon sabbatical reports, presentations, or materials must be completed by the date agreed to on the employee's sabbatical application.
- (d) The total number of sabbatical leaves granted each year to staff/administrators will be determined annually by the President as approved by the Board of Trustees.

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(5) CONTINUATION OF SERVICE

Full-time staff/administrators receiving sabbatical leave are required to return to Columbus State Community College for a period of one full year (365 DAYS) following RETURN FROM the sabbatical leave. Failure to do so shall require that the full-time staff/administrator reimburse the college for one hundred percent (100%) of the salary paid to the employee during the sabbatical, as well as benefits paid on the employee's behalf during that period.

~~(C)~~(D) The President will establish procedures to administer this policy.

Last Effective Date: April 15, 1998
Approved by BOT: January 26, 2012



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of, and for the two months ended, August 31, 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.

RECOMMENDATION:

That the financial statements as of and for the two months ended, August 31, 2014, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

TO: Dr. David T. Harrison, President
FROM: Theresa J. Gehr, Senior Vice President, Chief Financial Officer and Treasurer
DATE: September 11, 2014
SUBJECT: Financial Statements as of August 31, 2014



Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended August 31, 2014.

1. General Fund (Exhibit B)

FY15 Budget Priorities

Priorities for the FY15 Budget included enhancing strategic enrollment recruitment and management; improving retention through a redesigned academic advising program, orientation, and student success projects; establishing a student placement center; retaining annual contracted faculty; maintaining and upgrading our technology infrastructure; maintaining sufficient funds for professional development; and compensation adjustments.

Revenues

For budget planning purposes, FY15 credit hours were budgeted at 3% lower than FY14 and State subsidy assumed a projection provided by the Ohio Board of Regents in the spring, based on the new performance-based state funding formula. Year-to-date through Autumn term's 15th day (census day), credit hours are 2.4% below budgeted credit hours.

While we have not yet adjusted projected year end estimates on Exhibit B for revenues or expenditures, credit hours for Summer and Autumn terms combined are below budgeted credit hours. If the trend continues, tuition revenue for FY15 is projected at this time to be \$2.0 million below budgeted tuition revenue. Because various expense items are being finalized at this time, including Autumn term adjunct expenses and pay raise allocations, we have not yet adjusted projected year-end estimates on Exhibit B for either revenues or expenses. As various expense items are finalized (e.g., adjuncts, pay raise allocations), we will adjust expenses accordingly.

FY 15 Term	Budgeted Credit Hours	FY 15 Credit Hours*	Budget to Actual Increase/ Decrease	Actual FY 14 FTEs	FY 15 FTEs*	% Variance
Summer 2014**	52,754	52,061	-1.3%	8,446	7,545	-10.7%
Autumn 2014	219,505	213,720	-2.6%	15,022	14,248	-5.2%
Spring 2015	207,974					
Summer 2015	61,115					

* FY15 preliminary student credit hours and FTEs

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

BUSINESS & ADMINISTRATIVE SERVICES

Expenses

Through August, expenditures are approximately 5.7% higher than the same period last year, due to increased planned IT maintenance and software agreements processed in August versus later months in FY14, and as well as the timing of other expenditures.

As a reminder, FY15 is the first fiscal year during which GASB 68, a new accounting requirement, will be implemented. It requires all employers to include in their financial statements their share of State of Ohio pension fund liabilities and expenses. Various aspects of this new requirement are still being determined, including details regarding required accounting entries, disclosures, methodology for calculating liabilities and expenses, and potential impact on annual fiscal accountability scores and credit ratings. Initial projections indicate the College's liabilities could exceed \$200 million. When we get more clarity on these variables, we will begin reporting the projected expense impact in our financial statements.

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

The Bookstore revenues in August are approximately \$580,000 lower than the same period last year due to the overall timing of Autumn semester including the holiday weekend, but sales for early September are trending higher in FY15 compared to FY14. Expenditures are lower compared to the same period last year, due mainly to reduced salary costs from vacancies and reduced debt service expense. While Food Service revenue is down compared to last year, roof replacement was completed in August and the cafeteria re-opened for the start of the semester.

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

To-date disbursements of \$128 leave a balance of \$19,872 at August 31 in this Fund.

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

Foundation contributions through August are \$118,544, compared to \$203,530 through August of last year. Contributions and pledges to date are \$23,660 compared to over \$116,000 last year due to two large contributions in July 2013. Management and General expenses are trending higher than the same point last year due to having additional staff support over last year at this same time, and increased advertising and sponsorships.

Taste the Future raised \$165,000 in sponsorships and ticket sales, exceeding last year's revenue of \$138,000 by 20%. Expenses increased only by \$1,100 resulting in a net of \$108,876, an increase in net proceeds of 31%.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 39.7% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT AUGUST 31, 2014
With Comparative Figures at August 31, 2013

EXHIBIT A

<u>Assets</u>	<u>August 31, 2014</u>	<u>August 31, 2013</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2014</u>	<u>August 31, 2013</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	\$ 10,281,483	\$ 13,203,431	Accounts payable	\$ 12,992,043	\$ 13,808,019
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))	128,254,419	119,440,708	Deferred income	31,336,719	32,302,558
Accounts receivable, net of allowance for doubtful accounts	11,218,025	15,808,872	Student tuition	324,904	1,082,350
Interest receivable	-	-	Lab fees and credit bank	-	-
Prepaid expense	417,348	434,604	Due to auxiliary funds	-	-
Net Investment in Golf Course	2,414,661	795,387	Due to restricted funds	23,277,560	10,773,942
Due from agency funds	1,089,593	1,842,420	Due to plant funds	-	-
Due from auxiliary funds	-	-	Due to agency funds	-	-
Total educational & general	\$ 153,675,529	\$ 151,525,422	Fund balances (Exhibit C):		
			Allocated	68,466,712	65,906,360
			Unallocated	17,277,591	27,652,194
			Total fund balances	85,744,303	93,558,554
			Total educational & general	\$ 153,675,529	\$ 151,525,422
<u>Auxiliary enterprise</u>			<u>Auxiliary enterprise</u>		
Cash	\$ 1,994,529	\$ 2,409,576	Accounts payable	\$ 288,508	\$ 1,163,780
Investments	8,279,382	7,140,442	Due to educational & general fund	1,089,593	1,842,420
Accounts receivable	3,483,084	3,636,471	Due to Plant Fund	1,475,070	1,512,719
Inventories, at cost as defined (note 2)	1,795,677	2,888,334	Fund balances (Exhibit D):		
Other Assets	78,253	390,354	Allocated	-	-
Due from general fund	-	-	Unallocated	13,294,358	12,510,510
Due from grant funds	516,604	554,252	Total fund balances	13,294,358	12,510,510
Total auxiliary enterprise	16,147,529	17,029,429	Total auxiliary enterprise	16,147,529	17,029,429
Total unrestricted	\$ 169,823,058	\$ 168,554,851	Total unrestricted	\$ 169,823,058	\$ 168,554,851
Total current funds	\$ 169,823,058	\$ 168,554,851	Total current funds	\$ 169,823,058	\$ 168,554,851
	[A]	[B]		[C]	[D]

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT AUGUST 31, 2014
With Comparative Figures at August 31, 2013

EXHIBIT A
(Continued)

<u>Assets</u>	<u>August 31, 2014</u>	<u>August 31, 2013</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2014</u>	<u>August 31, 2013</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	\$ 825,452	\$ 3,252,876
Capital Improvement Fund	825,452	3,252,876	Restricted	-	-
Total unexpended	<u>825,452</u>	<u>3,252,876</u>	Total unexpended	<u>825,452</u>	<u>3,252,876</u>
Cash from Bond Proceeds	-	-	Investment in plant:		
Deposit with trustees/Escrow	-	7,859,660	Interest payable	-	-
Due from general fund	23,277,560	10,773,942	Capital lease payable	-	-
Land	25,518,235	29,618,235	Accounts payable	18,374	111,614
Improvements other than buildings	12,433,778	12,117,274	Bonds payable	9,995,000	19,005,000
Buildings	158,589,637	158,490,766	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	40,102,409	39,883,852	Net investment in plant	172,639,319	171,270,810
Construction-in-progress	8,627,333	5,025,582			
Other Assets	2,902,298	1,215,372	Total investment in plant	<u>182,652,693</u>	<u>190,387,424</u>
Less: accumulated depreciation	(88,798,557)	(74,597,259)	Total plant funds	<u>\$ 183,478,145</u>	<u>\$ 193,640,300</u>
Total investment in plant	<u>182,652,693</u>	<u>190,387,424</u>			
Total plant funds	<u>\$ 183,478,145</u>	<u>\$ 193,640,300</u>	<u>Agency funds</u>		
			Deposits held in custody for others	-	\$ 795,387
<u>Agency funds</u>			Due to educational and general fund	2,414,661	-
Cash	-	-			
Due from agencies	2,414,661	255,486	Total agency funds	<u>\$ 2,414,661</u>	<u>\$ 795,387</u>
Due from general fund	-	539,901		[C]	[D]
Total agency funds	<u>2,414,661</u>	<u>795,387</u>			
	[A]	[B]			

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

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE TWO MONTHS ENDED AUGUST 31, 2014
With Comparative Figures at August 31, 2013

	FY 15		FY 14		FY 15 Projected Year End		FY 14 Projected Year End**		
	Budget as approved May 2014	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2014	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 15 Projected Year End	FY 14 Projected Year End	Projected % of Budget
Revenues									
Appropriations									
Subsidy	\$ 60,373,649	\$ 10,111,890	16.75%	\$ 60,429,175	\$ 10,009,532	16.56%	\$ 60,373,649	\$ 60,429,175	100.00%
Student Support Services	60,373,649	10,111,890	16.75%	60,429,175	10,009,532	16.56%	60,373,649	60,484,002	100.09%
Student									
Tuition	74,999,996	7,065,585	9.50%	74,975,901	7,804,461	10.41%	74,999,986	74,839,126	99.82%
Fees	4,167,231	1,420,122	34.08%	4,189,057	1,419,479	33.89%	4,167,231	4,134,085	98.69%
Special courses	1,045,530	220,486	21.09%	941,399	223,379	23.73%	1,045,530	1,275,793	135.52%
	79,612,747	8,706,193	10.94%	80,106,357	9,447,319	11.79%	79,612,747	80,249,004	100.18%
Contracted Services									
Net	100,000	4,206	4.21%	100,000	(1,729)	-1.73%	100,000	180,000	180.00%
	100,000	4,206	4.21%	100,000	(1,729)	-1.73%	100,000	180,000	180.00%
Other									
Partnership Revenue	292,144	2,450	0.84%	250,000	1,925	0.77%	292,144	292,144	100.00%
Miscellaneous	100,000	10,965	10.97%	153,000	27,023	17.66%	100,000	252,703	165.17%
	392,144	13,415	3.42%	403,000	28,948	7.18%	392,144	544,847	135.20%
Total revenues	140,478,540	18,835,704	13.41%	141,038,532	19,484,070	13.81%	140,478,540	141,457,853	100.30%
Operating Expenditures									
Educational & general (Instructional)	75,003,961	11,572,405	15.43%	75,323,034	11,067,051	14.59%	75,003,961	71,824,258	95.35%
Library	1,788,548	365,841	20.69%	1,672,175	330,779	19.78%	1,788,548	1,761,506	103.34%
General	10,240,044	1,659,979	16.21%	10,520,659	1,485,975	14.12%	10,240,044	10,810,915	102.76%
Information Technology	13,927,683	3,438,250	26.25%	12,716,775	2,993,583	23.54%	13,927,683	11,334,198	89.13%
Student Services	14,759,583	2,153,885	14.61%	14,304,039	2,440,085	17.05%	14,739,583	13,658,862	95.49%
Operation and maintenance of plant	13,527,863	2,079,206	15.37%	13,947,490	1,939,738	13.91%	13,527,863	12,982,715	93.15%
Administration	9,194,054	1,630,494	17.73%	9,160,548	1,457,283	15.91%	9,194,054	8,413,660	91.65%
Transfer for debt service	1,376,385	223,398	16.27%	1,389,906	231,484	16.67%	1,376,385	1,388,906	100.00%
Total expenditures	139,178,141	23,189,457	16.68%	139,033,626	21,845,879	15.78%	139,178,141	132,184,920	95.07%
Non-operating & Encumbered									
Transfer for equipment and replacement	1,000,000	-	-	2,000,000	-	-	1,000,000	2,000,000	100.00%
Transfer for One-Time Compensation	-	-	-	-	-	-	-	1,700,000	0.00%
Transfer for Capital Improvements	-	-	-	-	-	-	-	1,850,000	0.00%
Transfer for Scholarships	-	-	-	-	-	-	-	1,850,000	0.00%
Total expenditures and transfers	140,178,141	23,189,457	16.54%	141,033,626	21,845,879	15.56%	140,178,141	139,584,920	98.97%
Operational revenues	300,399	(4,353,753)	N/A	4,906	(2,481,909)	N/A	300,399	1,872,953	38176.58%
Reserve Funding									
Transfer-in Delaware Campus	-	-	-	-	-	-	-	-	-
Budget Tuition Stabilization	-	-	-	-	-	-	-	-	-
Reserve Operation revenues	-	-	-	-	-	-	-	-	-
Net Operating revenues	300,399	19,370	6.45%	4,906	46,722	11.76%	300,399	346,842	115.46%
Net Revenues/(Expenditures)	\$ 300,399	\$ (4,334,383)	-	\$ 4,906	\$ (2,415,187)	-	\$ 300,399	\$ 2,219,175	739.00%
Reserve expenditures from Exhibit C	-	1,960,625	-	-	715,432	-	6,000,000	1,541,599	25.69%
Net Revenues/(Expenditures)	\$ 300,399	\$ (6,295,008)	-	\$ 4,906	\$ (3,130,619)	-	\$ (5,399,601)	\$ 678,176	-12.31%

* Expenditures from reserves (Exhibit C) for strategic purposes as outlined in the FY 15 budget priorities are still being developed at this time. Amount includes projections for depreciation, state capital allocation, one-time compensation, scholarships, and Student Success and Innovation approved/funded projects.

EXHIBIT C

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE TWO MONTHS ENDED AUGUST 31, 2014

	Balance at June 30, 2014	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at August 31, 2014
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 8,437,891	\$ -	-	-	\$ -	8,437,891 (1)
Carpet/Furniture Reupholstering	147,656	-	-	-	-	147,656 (2)
Space Efficiency Upgrades	1,036,018	-	-	-	(18,156)	1,017,862 (3)
Project Planning	25,001	-	-	-	(528)	24,473 (4)
Union Hall Renovation	8,003,605	-	-	-	(371,238)	7,632,367 (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)
Student Support Services	96,038	-	-	-	-	96,038 (9)
Massage Therapy Space	24,400	-	-	-	(6,886)	17,514 (10)
Capital Equipment	6,783,143	-	1,000,000	-	(65,188)	7,717,955 (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	1,120,098	-	-	-	(69,500)	1,050,598 (15)
Broadbanding	161,349	-	-	-	-	161,349 (16)
Think Again Scholarship	3,207,886	-	-	-	(404,571)	2,803,315 (17)
Student Success and Innovation	7,248,791	-	-	-	(40,715)	7,208,076 (18)
Strategic Growth Initiatives	1,213,509	-	-	-	-	1,213,509 (19)
Technology Initiatives	1,041,435	-	-	-	-	1,041,435 (20)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266 (21)
Campus Safety Initiatives	1,058,901	-	-	-	-	1,058,901 (22)
Energy Efficiency/Sustainability Initiatives	2,248,958	-	-	-	(7,933)	2,241,025 (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	19,072	-	-	-	(5,073)	14,000 (28)
One-Time Compensation	1,738,229	-	-	-	(967,021)	771,208 (29)
Partnerships for Student Success	282,437	-	-	-	(3,818)	278,620 (30)
PERFORMS	2,512	-	-	-	-	2,512 (31)
	69,427,338	-	1,000,000	-	(1,960,625)	68,466,712 (32)
	22,071,374	(5,754,409)	(1,000,000)	-	1,960,625	17,277,591 (33)
	\$ 91,498,712	\$ (5,754,409)	\$ -	\$ -	\$ -	\$ 85,744,303 (34)
Unallocated						
Total General Fund			[C]	[D]	[E]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TWO MONTHS ENDED AUGUST 31, 2014
With Comparative Figures at August 31, 2013**

EXHIBIT D

	FY 15		FY 14		FY 15 Projected Year End		FY 14 Projected Year End	
	Budget as approved May 2014	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2014	Actual to Date	% of Budget Expended to Date	Projected Year End	Projected % of Budget
Auxiliary								
Sales/Revenues								
Bookstore	\$ 13,951,100	\$ 5,067,469	36.32%	\$ 14,885,421	\$ 5,647,339	37.94%	\$ 14,594,972	98.05%
Food Services	345,000	44,378	12.86%	427,000	69,408	16.25%	393,597	92.18%
Total Revenues	14,296,100	5,111,847	35.76%	15,312,421	5,716,747	37.33%	14,988,569	97.89%
Cost of Goods Sold								
Bookstore	10,821,014	3,883,399	35.89%	11,614,327	4,193,175	36.10%	11,111,782	95.67%
Food Service	40,000	7,561	18.90%	86,000	5,825	0.00%	53,886	62.66%
Gross Margin	3,435,086	1,220,987	35.54%	3,612,094	1,517,747	42.02%	3,822,901	105.84%
Operating Expenses								
Bookstore	1,949,089	245,910	12.62%	1,993,138	282,724	14.18%	1,760,298	88.32%
Food Services	217,420	22,394	10.30%	217,015	22,842	10.53%	132,520	61.06%
Auxiliary Administration	1,019,628	78,918	7.74%	1,007,792	70,035	6.95%	550,587	54.63%
Total Expenses	3,186,137	347,222	10.90%	3,217,945	375,601	11.67%	2,443,405	75.93%
Auxiliary Net Operating Income/(Loss)	248,949	873,665	350.94%	394,149	1,142,146	0.00%	1,379,496	349.99%
Net Income/(Loss)								
Bookstore	1,180,997	938,160	79.44%	1,277,956	1,171,440	91.67%	1,722,892	134.82%
Food Services	87,580	14,423	16.47%	123,985	40,741	32.86%	207,191	167.11%
Auxiliary Administration	(1,019,628)	(78,918)	7.74%	(1,007,792)	(70,035)	6.95%	(550,587)	54.63%
Net Auxiliary Income/(Loss)	248,949	873,665	350.94%	394,149	1,142,146	289.78%	1,379,496	349.99%
Auxiliary Fund Balance at June 30, 2014	(50,000)	12,420,693			11,377,860		(50,000)	
Non-operating Revenues/Expenditures								
Transfers								
Auxiliary Fund Balance at August 31, 2014	[A]	\$ 13,294,358	[B]	[C]	\$ 12,520,006	[D]	[E]	[F]
							[G]	[H]
							[I]	[J]

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF AUGUST 31, 2014

	Actual March 2014	Actual April 2014	Actual May 2014	Actual June 2014	Actual July 2014	Actual August 2014	
Beginning Cash	\$ 8,599,796	5,783,773	5,252,662	7,900,502	3,191,244	6,974,462	(1)
Cash Receipts	6,421,360	6,956,376	12,258,302	7,315,860	7,732,235	17,149,030	(2)
Cash Disbursements	(10,256,732)	(10,242,081)	(11,507,592)	(12,246,101)	(12,821,024)	(12,683,227)	(3)
Financial Aid	(1,980,651)	(245,406)	6,397,130	220,983	(1,127,993)	14,307,767	(4)
Outflow for investments	-	-	(8,000,000)	-	-	(16,000,000)	(5)
Inflow from investments	3,000,000	3,000,000	3,500,000	-	10,000,000	-	(6)
Ending Cash	\$ 5,783,773	5,252,662	7,900,502	3,191,244	6,974,462	9,748,032	(7)

	Forecasted September 2014	Forecasted October 2014	Forecasted November 2014	Forecasted December 2014	Forecasted January 2015	Forecasted February 2015	
Beginning Cash	\$ 9,748,032	5,298,032	5,088,032	5,098,032	5,353,032	5,003,032	(8)
Cash Receipts	5,750,000	5,250,000	5,250,000	6,750,000	14,250,000	5,750,000	(9)
Cash Disbursements	(12,500,000)	(13,000,000)	(13,000,000)	(10,000,000)	(13,000,000)	(13,000,000)	(10)
Financial Aid	300,000	1,040,000	(1,240,000)	1,505,000	40,400,000	(22,950,000)	(11)
Outflow for investments	-	-	-	-	(42,000,000)	-	(12)
Inflow from investments	2,000,000	6,500,000	9,000,000	2,000,000	-	30,500,000	(13)
Ending Cash	\$ 5,298,032	5,088,032	5,098,032	5,353,032	5,003,032	5,303,032	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE TWO MONTHS ENDED AUGUST 31, 2014

EXHIBIT F

Cash at Beginning of Period		\$ <u>17,472</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	2,528	2,528	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	128		(9)
		<u>128</u>	(10)
		\$ <u>19,872</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 AUGUST 31, 2014
With Comparative Figures at August 31, 2013

<u>Assets</u>	<u>August 31, 2014</u>	<u>August 31, 2013</u>	
Cash	\$ 941,321	\$ 150,789	(1)
Investments at market value (see note)	7,291,088	6,335,151	(2)
Pledges Receivable	6,732,866	222,850	(3)
Accounts Receivable	6,308	-	(4)
Total Assets	<u>\$ 14,971,583</u>	<u>\$ 6,708,790</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ 2,100	(6)
Pledge Payable	6,902,662	-	(7)
Trade Payables	10,000	-	(8)
Total Liabilities	<u>6,912,662</u>	<u>2,100</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	3,930,611	3,695,259	(10)
Temporarily Restricted	1,638,397	1,653,455	(11)
Unrestricted	2,489,913	1,357,976	(12)
			(13)
			(14)
Total fund balance	<u>8,058,921</u>	<u>6,706,690</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 14,971,583</u>	<u>\$ 6,708,790</u>	(17)
	[A]	[B]	(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	\$ 266,298	266,298	3.65%
Equities	3,994,093	4,478,870	61.43%
Fixed Income	177,459	199,677	2.74%
Mutual Funds	<u>2,267,115</u>	<u>2,346,243</u>	<u>32.18%</u>
Total Investments	<u>\$ 6,704,965</u>	<u>\$ 7,291,088</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FOR THE TWO MONTHS ENDED AUGUST 31, 2014
 With Comparative Figures at August 31, 2013

	August 31, 2014			August 31, 2013	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds
Revenue					
Contributions - Scholarships and Programs	\$ 5,432	\$ 13,800	\$ 4,428	\$ 23,660	\$ 116,280 (1)
Contributions for Taste the Future	84,884	-	-	84,884	66,750 (2)
Contributions for Columbus State	-	10,000	-	10,000	20,500 (3)
Corporate Gift	-	-	-	-	- (4)
Administration Fee Income	-	-	-	-	- (5)
Interest Income	78	-	-	78	15 (6)
Investment Income					
Realized	29,345	5,951	-	35,296	45,668 (8)
Unrealized	(3,542)	(789)	-	(4,331)	(3,241) (9)
Investment income-subtotal	25,803	5,162	-	30,965	42,427 (10)
Total revenues	116,197	28,962	4,428	149,587	245,972 (11)
Expenditures					
Scholarships and Projects	-	71,457	-	71,457	100,130 (12)
Contributions to Columbus State	-	10,000	-	10,000	20,500 (13)
Corporate Gift	-	-	-	-	- (14)
Administrative Fee Expense	-	-	-	-	- (15)
Management and general	27,973	-	-	27,973	15,718 (16)
Total expenditures	27,973	81,457	-	109,430	136,348 (17)
Excess (deficit) of revenues over expenditures	88,224	(52,495)	4,428	40,157	109,624 (18)
Transfers	(1,000)	995	5	-	- (19)
Fund balance at beginning of period	2,402,689	1,689,897	3,926,178	8,018,764	6,597,066 (20)
Fund balance at end of period	2,489,913 [A]	1,638,397 [B]	3,930,611 [C]	8,058,921 [D]	6,706,690 [F] (21)
	\$	\$	\$	\$	\$ (22)

COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF AUGUST 31, 2014

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 35,172,975	\$ 35,172,975	0.03%	1
STAR Ohio/Plant	825,452	825,452	0.03%	1
STAR Ohio/Auxiliary	3,386,081	3,386,081	0.03%	1
STAR Plus	15,006,570	15,006,570	0.20%	1
CSCC Operating Fund 1	35,101,846	35,041,128	0.53%	478.8
CSCC Operating Fund 2	34,089,894	34,138,639	0.88%	869
Auxiliary Services	4,888,377	4,893,393	0.75%	545
Plant Fund	8,887,024	8,895,108	0.85%	887
	<u>\$ 137,358,219</u>	<u>\$ 137,359,345</u>		

* Weighted

Portfolio Composition	Type	% of Total
	STAR Ohio	39.60%
	Agencies	54.54% *
	Municipal Bonds	3.39%
	Treasury Notes	2.35%
	Cash & Equivalents	0.12%
		<u>100.00%</u>

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

2) Inventories

Bookstore inventories at year-end are stated at actual cost. At or near year-end a complete physical inventory is taken and adjustments, if any, are recorded.

3) Plant Funds

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in case of gifts. Depreciation of physical plant and equipment is recorded.

4) Long-term debt

Outstanding long-term debt consists of bonds payable in annual installments varying from \$800,000 to \$920,000 with interest at rates varying from 1.65% to 4.25%, the final installment being due in 2023, collateralized by a gross pledge basis, of the general receipts of the college, which include the full of every type and character of receipts, excepting only those specifically excluded which are primarily those that are appropriated from the State of Ohio.

Debt service for this long-term debt is paid from an annual allocation in the College's Operating fund, the Auxiliary Services fund, and from the State's Capital Component Program.

5) Interfund Accounts

All interfund borrowings have been made from current funds and amounts are due currently without interest.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Personnel Information Items

BACKGROUND INFORMATION:

In accordance with a Board of Trustees resolution approved and adopted at their regular meeting held on October 18, 1978, the President has the authority to make staff appointments to positions which have already been approved by the Board and included in the current budget and to accept faculty and staff resignations.

FOR INFORMATION ONLY

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following persons have been **appointed**.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SALARY</u>
Ian Andrews (50706)	Instructor	Automotive & Applied Technology	08/16/14	\$41,065
Jason Apt (50259)	Specialist	College Recreation & Wellness	08/01/14	\$37,877
Jeevan Baretto (50423)	Instructor	Biological & Physical	08/25/14	\$41,065
Nichole Brandt (50625)	Instructor	Psychology	08/25/14	\$44,224
Brian Butte (50289)	Designer (Graphic)	Business & Campus Services	08/16/14	\$38,708
Kimberly Connell (106)	Assistant Director	Dual Enrollment	08/16/14	\$68,888
Kimberly Eckhart (341)	Financial Analyst	Business & Administrative	08/11/14	\$68,000
Richard Hatcher (50745)	Assistant Director	Human Resources	08/11/14	\$70,000
Tiffany Haynes (893)	Specialist	Early Childhood Development	08/16/14	\$33,134
Dustin Iacovone (50679)	Specialist	College Recreation & Wellness	08/01/14	\$35,173
Marcus Jackson (50038)	Assistant Director	Financial Aid	08/01/14	\$67,537
Allen Kraus (50919)	Vice President	Marketing & Communications	08/18/14	\$130,000
Jennifer Long (50815)	Specialist	College Recreation & Wellness	08/01/14	\$33,134
Lynn McNish (711)	Specialist	Advising Services	08/01/14	\$34,466

Kelly Mooney (50451)	Instructor	Veterinary Imaging & Surgical Technology	08/16/14	\$39,486
Karen Payne (50588)	Office Associate	Arts & Sciences	08/01/14	\$34,299
Tina Pickering (50803)	Specialist	Records & Registration	07/16/14	\$33,134
Tara Rohr (50432)	Instructor	Nursing	08/18/14	\$44,224
Dawn Skedell (219)	Specialist	College Recreation & Wellness	08/01/14	\$39,291
Danielle Smith (50013)	Specialist	College Recreation & Wellness	08/01/14	\$33,134
Michelle Spencer (50596)	Office Associate	English	08/16/14	\$28,652
Jacqueline Stewart (608)	Director	Dual Enrollment	08/01/14	\$71,953
Dorsey Stocksdales (50879)	Technician	Information Technology	08/01/14	\$40,060
Brent Waler (276)	Police Officer	Police Department	07/16/14	\$42,696
Diane Wallerer (280)	Vice President	Enrollment Management & Student Services	08/18/14	\$150,000
Peggy Williams (50641)	Instructor	Veterinary Imaging & Surgical Technology	08/16/14	\$44,224
Daren Wright (81)	Coordinator	Financial Aid	07/16/14	\$57,435

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Amy Burns	Business Partner	Human Resources	09/05/14
Jill Cadotte	Instructor	Business Programs	08/11/14
Doreece Dandridge	Coordinator	Financial Aid	07/09/14
James DeMonte	Instructor	English	08/15/14
Donald Ehret	Professor	Communications	08/15/14
Arthur Hayes	Instructor	Mathematics	08/09/14
Chris Lasher	Office Associate	English	07/31/14
Karsten Look	Associate Professor	Psychology	08/01/14
Susan Norris-Berry	Administrator	Off-Campus Programs	08/15/14
Lori Peters	Interpreter	Disability Services	08/22/14
Robert Ream	System Administrator	Communication Technology & PC Services	07/25/14
Joshua Slaven	Programmer Analyst	Data Center	07/25/14
John Stewart	Associate Professor	Justice & Safety	08/08/14
Brian Wills	System Specialist	Records & Registration	08/20/14