

COLUMBUS STATE

COMMUNITY COLLEGE



COPY TO ALL BOARD MEMBERS

Douglas Relick, Ex Officio Staff Member

Kevin James, Ex Officio Faculty Member

Matthew Schultz, Ex Officio Student Member

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

AGENDA

Thursday, November 13, 2014
12:00 p.m.
Pete Grimes Board Room, Franklin Hall

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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) Tobacco Free College	1
(a) Adopt New Policy No. 13-13, Tobacco Free College	
(b) Review Tobacco Free College Engagement Plan	
(6) Chapter 3 Personnel Policies	9
(a) Revise Current Policy No. 3-05, Vacation Leave	
(b) Revise Current Policy No. 3-10, Sick Leave	
(c) Revise Current Policy No. 3-37, Leave Donation Program	
(d) Rescind Current Policy No. 3-12, Personal Business Leave	
(7) Academic Partnership with Ohio University at Dublin	16
(8) Preliminary Year-End Financial Statements as of, and for the Twelve Months Ended June 30, 2014	18

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

(9)	Allocate FY14 Net Income	33
(10)	Transfer Available Strategic Reserve Account Balances	35
(11)	Financial Statements as of, and for the Four Months ended October 31, 2014.....	37
(12)	Personnel Information Items (Information Only)	50
(13)	Executive Session (<i>if necessary</i>)	



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Adopt new Policy No. 13-13, Tobacco Free College

BACKGROUND INFORMATION:

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. In January 2014, the Columbus State Board of Trustees directed President Harrison to present in July 2014 recommendations for the establishment of a Tobacco Free College. President Harrison commissioned a Steering Committee and Advisory Committee that included a cross-section of members from all areas of the College. At the July meeting of the Board of Trustees, the Advisory Committee presented its Summary of Findings and Recommendations.

During the period July – October 2014, the Steering Committee and Advisory Committee members collaborated to develop the attached Tobacco Free College Policy No. 13-13 and Tobacco Free College Engagement Plan. The Advisory Committee distributed to all students and employees a draft of the Tobacco Free College Policy for review and comment prior to submission to the Board of Trustees.

The Tobacco Free College Policy provides that, effective July 1, 2015, the use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned or leased properties including parking lots, garages and all outside areas. The Policy expresses Columbus State's commitment to promoting a healthy lifestyle and workplace environment, and to supporting administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products. The primary emphasis of this approach is to focus on the elimination of tobacco use on all College property with cessation left as a choice for the individual.

Under the Policy, the College will not impose fines or other explicit penalties as means of primary enforcement. Rather, the Policy specifies that peer-to-peer support, supervisory oversight and voluntary compliance should be relied upon to lead to behavioral changes over time. Tobacco users who repeatedly violate the policy will be addressed through a continuum of enforcement methods.

The attached Tobacco Free College Engagement Plan identifies: (1) key audiences and messaging goals; (2) implementation strategies and tactics; (3) an action timeline with responsible units; and (4) preliminary budget estimates. The foundational principle of the Engagement Plan is that College efforts in the areas of communications, treatment and support, enforcement, and policy management should be consistent, respectful and simple.

RECOMMENDATION:

That the Board of Trustees adopt new Policy No. 13-13, Tobacco Free College, effective July 1, 2015.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

TOBACCO FREE COLLEGE
Policy No. 13-13
Page 1 of 2

Effective July 1, 2015

(A) PURPOSE

Columbus State has adopted a tobacco free policy that supports a healthy environment for all who are on the grounds of any of our district locations. The primary emphasis of this approach will be a focus on the elimination of tobacco use on all College property with cessation left as a choice for the individual.

Effective *July 1, 2015*, the use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned properties including parking lots, garages and all outside areas. The 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.

The tobacco free policy is to be communicated and continually reinforced to all members and guests of the College community in a simple and respectful manner. This tobacco free approach is not intended to drive tobacco use from on campus to our off campus neighbors. The consideration and cooperation of tobacco users and non-tobacco users alike are needed to fully implement this policy.

(B) DEFINITIONS

Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., cloves bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). It also includes any product intended to mimic tobacco products, containing tobacco flavoring or deliver nicotine other than for the purpose of cessation.

(C) ENVIROMENT

- (1) All Columbus State Community College facilities, buildings, grounds, leased space and vehicles are tobacco free.
- (2) The use of tobacco products is not allowed on central campus sidewalks that are on College-owned property and that are not adjacent to public thoroughfares. Additionally, the use of tobacco products is not allowed on sidewalks that are adjacent to access drives, loading docks, parking structures, parking lots or along driveways.

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POLICY AND PROCEDURES MANUAL

TOBACCO FREE COLLEGE
Policy No. 13-13
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Effective July 1, 2015

- (3) All parking structures and surface lots are 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.

(D) TREATMENT AND SUPPORT

- (1) The College will provide students and employees smoking cessation and tobacco reduction support on-site and provide information concerning existing programs in the community.
- (2) The College will provide education and resources pertaining to medication used for both nicotine replacement and pharmacological supports.

(F) ENFORCEMENT AND CONFLICT MANAGEMENT

- (1) Peer-to-peer support, supervisory oversight and voluntary compliance will be relied upon to lead to behavioral changes over time. Tobacco users who refuse to stop the activity or repeat offenders of the policy will be addressed through processes adapted for visitors, students, faculty and staff. Sanctions will be limited to cases of repeated or blatant violations. The College will not impose fines or other explicit penalties as means of primary enforcement.
 - (a) Faculty and Staff: Enforcement will be addressed in the same manner as with any other College policy violation.
 - (b) Students: Enforcement will be addressed through the appropriate Student Code of Conduct procedures.
 - (c) Visitors: Enforcement will be addressed by the Police Department.
 - (d) The enforcement continuum will progress from education to warnings and finally to applicable sanctions.
- (2) The College will provide resources to support supervisors, students, faculty and staff with methods to address individuals in a respectful manner.

The President may establish procedures to administer this policy.

Tobacco Free College Steering Committee Recommendations

Tobacco Free College Engagement Plan

BACKGROUND

The Ohio Board of Regents and the U.S. Department of Health and Human Services have advocated for tobacco free campuses, and in January 2014, the Columbus State Community College Board of Trustees expressed its commitment to establishing Columbus State as a tobacco free College in 2015. This Engagement Plan outlines a framework for Columbus State's overall approach to implementing a tobacco free policy.

While the proposed effective date of the Tobacco Free Policy is July 1, 2015, planning began in February 2014; and we are now moving toward the implementation phase. A Tobacco Free Campus Steering Committee has begun coordinating tobacco cessation efforts that focus on five core areas: communications; treatment and support; enforcement and conflict management; environment; and policy management and evaluation.

KEY AUDIENCES

Columbus State students and employees

Alumni

Donors

Central Ohio community

Campus Visitors

- Prospective students and their parents
- Contractors
- Vendors
- Prospective faculty and staff
- Conference guests

Media

Community neighborhoods adjacent to Columbus State property

FOUNDATIONAL PRINCIPLE

College efforts in the areas of communications, treatment and support, enforcement, and policy management should be consistent, respectful and simple.

GOALS

- Raise awareness among faculty, staff, students, visitors and other key audiences of the College's new tobacco free initiative
- Clearly articulate the parameters of the policy and the expectations for adherence
- Highlight health risks and dangers of tobacco use, including secondhand smoke
- Position Columbus State as a college that is committed to promoting a healthy lifestyle and workplace environment

KEY MESSAGES

Health and Wellness

- The health and wellness of students, faculty and staff is an ongoing priority for Columbus State.
- The use of tobacco is one of the leading preventable health risks worldwide, and avoiding tobacco is one of the most important actions students, faculty, and staff can take for their overall health and wellness.
- Second-hand smoke also is known to be a substantial health risk and responsible for illnesses and disease.

Policy Background

- The College adopted a smoke free policy in 2006 prohibiting smoking inside – and within 20 feet – of all buildings.
- To support the health and well-being of all students, faculty, and staff, the Board of Trustees will consider adopting a Tobacco Free Policy which prohibits the use of all tobacco-related products on College property.
- The proposed effective date of the Tobacco Free Policy is July 1, 2015.

Environment

- Because many students will encounter tobacco free workplace environments in their future career, studying at a tobacco free college will assist them in their professional development.
- The Ohio Board of Regents and the U.S. Department of Health and Human Services are advocating for tobacco-free campuses.
- Cigarette butts commonly litter campus grounds; and the removal of cigarette butt receptacles may cause more litter initially. The adoption of a tobacco free policy will lead eventually to a cleaner and more attractive campus environment.
- Adoption of a tobacco free policy furthers the goal of positioning Columbus State as a healthy place to learn and work.

Locations

- The tobacco free policy applies to all College-owned, leased or managed property, including the Columbus campus, the Delaware campus, the Regional Learning Centers (RLCs), parking lots and garages, College-owned vehicles, and personal vehicles parked on College property.

Support and Enforcement

- Courteous and supportive treatment should be given to colleagues, peers, students, and guests who appear to be in violation of the policy and/or in need of support with cessation.

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- Enforcement of the Tobacco Free College Policy will occur as with any other policy – supervisors will use existing and supplemental tools to encourage compliance with the plan.
- Peer-to-peer support, supervisory oversight and voluntary compliance should be relied upon to lead to behavioral changes over time.
- The College will not impose fines or other explicit penalties as means of primary enforcement.
- The enforcement continuum will progress from education to warnings and finally to applicable sanctions.

STRATEGIES AND TACTICS

Tobacco Free Columbus State Website

- *Overview*: Statement of the policy and its rationale; effective start date; campus and community resources for education and support; policy enforcement information.
- *Frequently Asked Questions (FAQs)*: Brief listing of the top questions asked by the College community, with answers posted as new questions are posed. Includes a contact email for questions.
- *Resources*: Health department links for smoking cessation; on-campus resources for education and support; and links to publications that can be of assistance to those seeking a healthier lifestyle.
- *Publications*: Printable posters and flyers, an overview publication about the new policy, and templates for adding policy language to college publications, vendor contracts, visitor guides, invitations, etc. in preparation for the implementation of the policy.
- *Feedback channel*: An email account will be established to collect questions and address concerns from the College community.

Executive messaging

- Disseminate a communication to students, faculty and staff, as well as to community stakeholders and the public upon approval of the Tobacco Free College Policy by the Columbus State Board of Trustees.
- Evaluate the need for periodic executive messaging throughout the implementation period.

Marketing campaign

- Integrate tobacco free policy information into a variety of media:
 - Campus signage and banners
 - Media releases and kits
 - “Encouragement” cards
 - Social media
 - Give-away items (collateral material)
 - Internal publications and newsletters
 - Direct mail (student prospects, vendors, visitors to events and conferences)
- Kick off the campaign after approval of the Tobacco Free Policy.

Ongoing education, support and enforcement

- Utilize phased combinations of media to further inform the College community about the implementation of the policy.
- Components of the ongoing campaign would include:
 - Talking points for leadership outreach in the community
 - Supervisor toolkit describing the role of leadership in education, support and enforcement of the new policy
 - Permanent signage indicating on both campuses and the Regional Learning Centers that these locations are tobacco free
 - Inclusion of tobacco free campus policy information in all College publications, handbooks, vendor contracts, visitor guides, special event websites, etc.
 - Expansion of resource pages on the website as information becomes available
 - Make available all health department links for smoking cessation, on-campus resources for education and support, and links to publications that can be of assistance to those seeking a healthier lifestyle

Evaluation and Monitoring

- Be prepared to increase signage in a particular area, modify cessation resources or make adjustments to messaging methods.
- Conduct follow-up surveys to gain insight on any needed adjustments, e.g., cessation resources and signage.
- Track progress toward a fully tobacco free College, e.g., use of cessation resources, website hits, areas seeing an increase or decrease in tobacco-related trash, number of warnings given to violators.
- Evaluate effect on community neighbors by creating a channel for their feedback.
- Establish a Response Team concept to quickly address issues that may arise in order to prevent any possible escalation.

ACTION TIMELINE AND RESPONSIBLE UNITS

November 2014

- Consideration and adoption of proposed Tobacco Free College Policy by Columbus State Board of Trustees
- Upon adoption, develop core messages and FAQs (Marketing & Communications)
- Audit all College publications to make appropriate revisions (Legal, Marketing & Communications, Student Life)
- Determine policy applicability at RLCs (Police Department, Legal, RLC Coordinators)

December 2014

- Hire Project Manager (Institutional Effectiveness, Human Resources)
- Develop plan to track progress (Steering Committee, Project Manager)
- Solidify 2015 launch tactics and strategies (Marketing & Communications, Project Manager)

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January – April 2015

- Roll-out communications initiatives/media releases/social media plan to faculty, staff, students, alumni, donors, and community (Marketing & Communications)
- Launch Tobacco Free Columbus State website (Marketing & Communications)
- Develop and launch a micro-site for promoting cessation programs and related special events to faculty, staff, and students (Marketing & Communications, HR Wellness, Student Life)
- Communicate policy to current contractors and vendors, and develop language to include in all vendor contracts. (Marketing & Communications, Procurement, Legal)
- Contract for sign placement (Marketing & Communications, Facilities, Procurement)

May – June 2015

- Production of signage for buildings, parking lots, and elevators for Columbus and Delaware campuses (Marketing & Communications, Facilities)
- Develop and deliver training for Police Department staff (Police Department)
- Develop a communication mechanism for notifying supervisors of staff non-compliance and notifying the Office of Student Conduct of student non-compliance (Police Department, Human Resources, Student Life)
- Develop and deliver training for supervisors, faculty, and staff (Human Resources)
- Begin installation of new signage and removal of cigarette butt containers (Facilities)
- Design and produce downloadable version of “encouragement” cards with tips for discussing tobacco use on campus and promotion of cessation resources (Marketing & Communications, Police Department)

July 1, 2015

- Broad announcements to College stakeholders and community partners that the College is now tobacco free (Marketing & Communications)

August 2015 - September 2015

- Tobacco Free Steering Committee and Project Manager meetings to assess progress, challenges and opportunities for improvement

BUDGET ESTIMATES

Marketing and Communications Costs	\$5,750
Project Manager (salary + benefits for 6 months)	\$43,225
Production & installation of signage for buildings, elevators and parking lots (Columbus and Delaware campuses)	\$47,250
Contingency Funds (10% of total non-salary costs)	\$5,300
TOTAL	\$101,525



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Revise Current Policy No. 3-05, Vacation Leave
Revise Current Policy No. 3-10, Sick Leave
Revise Current Policy No. 3-37, Leave Donation Program
Rescind Current Policy No. 3-12, Personal Business Leave and related Procedure No. 3-12(D)

BACKGROUND INFORMATION:

During the 2014-2015 academic year, the Human Resources Department is auditing the personnel policies contained within Chapter 3 of the College Policy and Procedure Manual in order to ensure legal compliance and alignment with best practice. The attached proposed revisions to the College's policies on vacation leave, sick leave and donated leave provide clarifying language, reflect current accrual rates and define terms of eligibility.

The proposal to rescind Policy No. 3-12, Personal Business Leave, and related Procedure No. 3-12 (D), necessarily follows the Board of Trustees' action on March 28, 2013 to establish Winter Closure Days in lieu of personal business leave for full-time staff and administrators. The rescission of Policy No. 3-12 and Procedure No. 3-12(D) does not impact terms related to personal business leave that may be contained in any of collective bargaining agreements that are presently in effect.

RECOMMENDATION:

That the Board of Trustees revise current Policy No. 3-05, Vacation Leave; Policy No. 3-10, Sick Leave; and Policy No. 3-37, Donated Leave, effective November 20, 2014. That the Board of Trustees rescind current Policy No. 3-12, Personal Business Leave and related Procedure No. 3-12 (D), effective November 20, 2014.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

VACATION LEAVE
Policy No. 3-05
Page 1 of 2

Effective February 1, 2012

- (A) It is the policy of the College to provide employees with the opportunity to have some time away from work in order to ensure their physical and mental well-being. This vacation time is accrued PER PAY PERIOD ~~monthly~~ from the date of hire, based upon length of service, except where specified below.
- (B) Length of vacation for the President shall be determined by the Board of Trustees. The length of vacation for ~~classifications in the administrative and~~ PROFESSIONAL STAFF ~~executive pay bands~~ are set by the President.
- (C) Length of vacation for all other full-time staff shall be in accordance with the following schedule:
 - (1) Employees from hire DATE through five years of employment are eligible for ten (10) days per year.
 - (2) Employees with six through ten years of employment are eligible for fifteen (15) days per year.
 - (3) Employees with eleven through twenty-four years of employment are ELIGIBLE FOR twenty (20) days per year.
 - (4) Employees with twenty-five years of employment or more are eligible for twenty-five (25) days per year.
- (D) ~~TENURED Faculty members, ANNUALLY CONTRACTED FACULTY, adjuncts, and PART-TIME EMPLOYEES~~ ~~annually contracted faculty~~ do not accrue vacation.
- (E) The adoption of this policy will not reduce the length of vacation or vacation time already accrued of persons employed by the College at the time of adoption of this policy.
- (F) Staff employed on a semester basis do not accrue vacation.
- (G) Pursuant to OHIO REVISED CODE SECTION 9.44, employees who were previously employed by the state or any political subdivision of the state, currently earning vacation credits, are entitled to have their prior service with any of these employers counted as service with the College for the purpose of computing the employee's vacation accrual rate, EXCEPT THOSE RETIRED FROM THE STATE AS SET FORTH IN OHIO REVISED CODE SECTION 9.44.

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VACATION
Policy No. 3-05
Page 2 of 2

Effective February 1, 2012

- (H) Full-time employees (as defined in Policy No. 3-01 and Procedure No. 3-01(F) (2) (A) AND (B)) who work less than a 100 percent schedule will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked. ~~Part-time employees (as defined in Policy No. 3-01(C)) do not earn vacation.~~
- (I) Employees may accrue unused vacation up to a maximum of sixty (60) days or the vacation hours accrued in the last three years, whichever is less.
- (J) Pay in lieu of vacation: Employees who have completed three (3) years of service may request pay in lieu of vacation. Employees must first take two (2) weeks/ eighty (80) hours of vacation in a calendar year prior to submitting such a request. Employees may receive payment once per calendar year for up to forty (40) hours of their accumulated balances by submitting a written request for such payment to their supervisor. Such payment shall be issued with the next regular payroll following submission of the employee's request.
- (K) Unused accrued vacation will be paid to employees on separation of employment or retirement at their current rate of pay.
- (L) No vacation time SHALL ~~can~~ be taken on the employee's last day of employment.
- (M) The President MAY ~~will~~ establish procedures for administering this policy.

Last Effective Date: August 1, 2007; August 21, 2000
Approved by BOT: January 26, 2012

COLUMBUS STATE COMMUNITY COLLEGE
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SICK LEAVE
Policy No. 3-10
Page 1 of 2

Effective February 1, 2012

- (A) The college recognizes that employees may need to take sick leave. Paid sick leave will MAY be used only for personal illness, HEALTHCARE APPOINTMENTS (INCLUDING MEDICAL, DENTAL, VISION, AND OR MENTAL HEALTH), adoption, injury, pregnancy, exposure to a contagious disease which could be communicated to others, or for bereavement, illness, or injury to a member of the employee's immediate family, other persons residing in the home of the employee, or a domestic partner.

[See also: benefits available under THE College's Family and Medical Leave Policy 3-36.]

- (B) Full-time employees who work a 100 percent schedule are credited with time for sick leave at a rate of 10.0 hours per calendar month of completed service. Other full-time employees working reduced work schedules shall have their time for sick leave credited and deducted at a rate in proportion to their appointment.
- (C) Full-time faculty will be credited at a rate of fifteen (15) days per academic year (autumn and spring semesters). FULL-TIME FACULTY MAY ACCRUE SICK LEAVE without limit. Annually contracted faculty (ACF's) will accrue at a rate of twelve (12) sick days per academic year (autumn and spring semesters). No sick leave is accrued during summer semester. ~~Time for sick leave may be accumulated without limit. ACF's do not carry over or cash out sick leave from one academic year to another.~~
- (D) Adjunct instructors are credited with time for sick leave at a rate equal to the total number of contact hours for that semester ~~times MULTIPLIED BY 1.0, WITH A MAXIMUM ACCRUAL OF 10.~~ Adjunct instructors MAY ~~do not accumulate CARRY OVER~~ sick leave credit.
- (D) ~~If an employee is absent from work due to a work-related injury and receives lost-time compensation from the Bureau of Workers Compensation, that employee is not eligible to utilize sick leave or receive pay from the college for that absence or any subsequent related absence for which he/she receives lost-time compensation.~~

~~(Such leave shall be counted as Family and Medical Leave under Policy No. 3-36.)~~

- (E) Sick leave accumulated by an employee while previously employed by another public agency is transferable in accordance with the provisions of the Ohio Revised Code CHAPTER 124 and related regulations. The leave is coded as transferred sick leave.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SICK LEAVE
Policy No. 3-10
Page 2 of 2

Effective February 1, 2012

- (F) College employees who at the time of their disability or service retirement have ten or more years of service with the college or any agency of the state or any of its political subdivisions may convert only their accrued but unused time for sick leave with Columbus State Community College to monetary compensation. Sick leave balances transferred from another public agency employer shall not be paid out upon separation. ~~to employees hired after December 1, 2008.~~

Unless otherwise addressed by the terms of an applicable collective bargaining agreement, employees WHO participate in a state retirement system or an alternative retirement program AND who retire from the College after the effective date ~~December 1, 2008~~, may convert one-fourth of their accumulated sick leave earned as an employee of the College to a maximum of forty-five (45) days to a cash payment at the time of retirement. The conversion rate will be based upon the employee's rate of compensation at the time of retirement. Converting sick leave to a cash payment will reduce the employee's sick leave balance to zero (0), regardless of the number of hours accumulated from employment by the college or another employer.

(G) **Bereavement Leave**

Full-time employees may use up to five (5) paid sick leave days for the death of an immediate family member, other persons residing in the home of the employee, or a domestic partner. To use sick leave for the death, illness, or injury of a domestic partner, a completed and notarized Affidavit of Domestic Partnership form must be on file with the Human Resources Department.

Immediate family for the purpose of this policy includes: parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner.

- (H) The President MAY will establish procedures to administer this policy.

Last Effective Dates: December 1, 2008; June 1, 2004
Approved by the Board of Trustees: January 26, 2012; November 20, 2008

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE DONATION PROGRAM
Policy No. 3-37
Page 1 of 1

Effective June 15, 2001

- (A) Full-time employees of the College may voluntarily donate any TYPE ~~form~~ of accrued paid leave to fellow-full-time COLLEGE employees who are in critical need of leave due to a catastrophic illness/injury of the employee or his/her immediate family.
- (B) Immediate family for the purposes of this program is defined as children, spouse, parents, and domestic partner, OR SOMEONE WITH WHOM THE EMPLOYEE HAS AN *IN LOCO PARENTIS* RELATIONSHIP.
- (C) A catastrophic illness/injury is one that is life threatening or requires an extensive period of recovery.
- (D) Once leave is donated, it shall not be returned.
- (E) Donated leave is paid at the rate of pay of the employee for whom the leave is donated ~~no matter which employee donates the leave.~~
- (F) Once an employee qualifies for another leave benefit such as Long-Term Disability (LTD), ~~Workers Compensation~~, or Disability Retirement with one of the retirement systems (School Employees Retirement System or State Teachers Retirement System), the employee may no longer receive or use donated leave.
- (G) The College shall ensure that the program is strictly voluntary. ~~and that e~~Employees MAY ~~do not~~ solicit the donation of leave from any individual employee.
- (H) The College shall respect the right of privacy of the employee and shall not solicit LEAVE DONATIONS on behalf of any employee without permission of the employee or his/her immediate family.
- (I) The President MAY ~~will~~ establish procedures for administering this policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PERSONAL BUSINESS LEAVE
Policy No. 3-12
Page 1 of 1

Effective January 1, 2004

RESCIND

- (A) ~~The college recognizes that employees must occasionally be absent from work in order to take care of personal business.~~
- (B) ~~Personal business leave is defined as an absence of any employee to transact personal business or for a religious observance that cannot be accomplished at times other than normal working hours. Personal business leave should be requested and approved in advance through the employee's immediate supervisor. [An employee may elect to use personal business leave in order to be compensated during an approved leave period, such as Family and Medical Leave absence, after the employee's sick leave has been exhausted, if sick leave is appropriate (Policy No. 3-10), military leave (Policy No. 3-14), leave of absence (Policy No. 3-13).]~~
- (C) ~~Four (4) days of personal business days shall be credited to each full-time employee in a calendar year. This allocation shall be prorated for full-time employees whose schedule is at least 50 percent but is less than 100 percent. The college will buy back up to two (2) days of unused personal business leave at the employee's regular rate of pay. There shall be no carry-over of unused personal business leave from one year to another.~~
- (D) ~~The President will establish procedures for administering this policy.~~



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Strengthen Academic Partnership with Ohio University by Relocating the Dublin Regional Learning Center – Release of Funds

BACKGROUND INFORMATION:

Columbus State Community College (Columbus State) has had a presence in the City of Dublin since 1979. Ohio University (OU) is building a campus in the City of Dublin at which the Ohio University Heritage College of Medicine is already operating. OU has welcomed Columbus State to explore an expansion and enhancement of their academic partnership by creating new allied health and other academic pathways for Columbus State students at the OU Dublin Extension Campus.

The partnership is consistent with the priorities of both institutions. Columbus State's master plan principle is to pursue strategic partnerships to advance the College's strategic goals of student success, workforce development and civic engagement. This principle specifically guides the College's decision-making to seek like-minded partners in making choices about the types and locations of facilities. Ohio University is committed to developing a campus that will serve as the home for a number of innovative interdisciplinary programs offered in collaboration with multiple institutional partners and that will facilitate unique pathways to degrees for students.

Academic Partnership. The Columbus State/OU partnership at Dublin offers both partners an opportunity to collaborate in new and varied ways. In addition to degrees that can be completed at Columbus State's current Dublin RLC, including the Associate of Arts (AA) and Associate of Science (AS) degrees, Columbus State also will offer programs and degrees that allow students to complete Associate of Applied Science (AAS) degrees with a special emphasis on the health professions, computer science, and business. Ohio University will offer selected degree programs that may stand as key pieces of programmatic pathways students may pursue to advanced degrees.

The partners are committed to exploring collaboration that will focus efforts on allied health, hospitality, and sport and exercise science programs that could be launched within 2-3 years of the partnership's official launch. Other programs of study are likely to emerge as the two institutions identify areas of need in Central Ohio that lend themselves to collaboration.

By re-locating Columbus State's Dublin Regional Learning Center to OU's Dublin Extension Campus, the partnership offers the following academic and shared services opportunities:

- Students will be able to complete certificates and two-year transfer and technical degrees on site.

- Students will be able to complete selected four year degrees through a “2+2” model, where Columbus State offers the first two years of the bachelor’s degree and OU offers junior and senior year coursework. In some cases, these four year degrees will be based on a cohort system whereby students enter a combined Columbus State-Ohio University program that minimizes time to degree through a highly structured program schedule. In others, they may incorporate OU coursework synchronously delivered from another OU campus or asynchronously through online means. Also, students will be able to complete certificates and two year transfer and technical degrees on site.
- Because of the unique approach the two institutions will take with various businesses and industries, a number of programs may include an enhanced experiential component to permit both students and employers to develop pre-employment experiences and familiarity.

Partnerships and Shared Space. In addition to strengthening the two institutions’ academic partnership, Columbus State’s presence at the OU Dublin Extension Campus will create many opportunities for shared services and other partnerships, possibly including access to each institutions’ teaching spaces, shared information technology and audio visual services, shared staffing and ancillary services such as security and parking; campus signage; and reception services.

Guiding Principles. Columbus State will be Ohio University’s primary 2-year institutional partner offering classes at the OU Dublin Extension Campus. As primary academic partners (“the partners”) at this campus, Columbus State and Ohio University will collaborate to create academic pathways in a wide variety of academic programs.

In the context of four year degrees, Columbus State will offer the general education and other courses necessary for the first two years of BA and BS degrees Ohio University will provide upper level general education courses and any lower level general education courses needed for OU that lack a Columbus State equivalent or that may be needed to meet capacity or programmatic needs. Both institutions will provide educational offerings that complement rather than compete with each other and share resources in course delivery. This same principle applies should OU make space available at its Dublin campus to other 4-year institutions of higher education

The partners will:

- strive to create same-site 2+2 academic pathways for students, recognizing that many place-bound adult learners need this option to complete their certificates and degrees;
- explore collaborations in clinical and simulation activities to benefit their students;
- explore connections with area secondary schools to create opportunities for high school students to become familiar with opportunities and access appropriate programs and activities focused on the pursuit of health care careers;
- explore opportunities for inter-disciplinary/inter-professional education; and
- remain flexible, understanding that the scope of work and timeframes associated with this partnership require accommodation and adaptability.

RECOMMENDATION:

That the Board of Trustees authorizes the release of up to \$3.1 million from the Strategic Growth fund to relocate the Dublin Regional Learning Center to Ohio University’s Dublin Extension Campus to advance the academic and shared services objectives outlined in this board action.



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.

RECOMMENDATION:

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

COLUMBUS STATE
COMMUNITY COLLEGE

TO: Dr. David T. Harrison, President *Jenni Meyer*
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

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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.

Term	Budgeted Credit Hours	FY 14 Credit Hours	Actual Increase/ Decrease	Actual FY 13 FTEs	FY 14 FTEs	% Variance
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).

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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.

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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.

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

EXHIBIT A

<u>Assets</u>	<u>June 30, 2014</u>	<u>June 30, 2013</u>	<u>Liabilities and Fund Balance</u>	<u>June 30, 2014</u>	<u>June 30, 2013</u>
<u>Current Funds</u>			<u>Current Funds</u>		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 3,255,753	\$ 2,731,683	Accounts payable	\$ 23,534,149	\$ 11,055,153
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)	122,240,928	107,353,935	Deferred income	22,554,055	25,170,834
Accounts receivable, net of allowance for doubtful accounts	22,104,253	26,592,066	Student tuition	1,072,536	1,516,019
Interest receivable	-	-	Due to auxiliary funds	-	-
Prepaid expense	562,602	554,107	Due to restricted funds	20,412,235	13,218,905
Net Investment in Golf Course	13,637,954	232,522	Due to plant funds	-	-
Due from agency funds	1,124,732	1,375,596	Due to agency funds	70,035,516	59,827,380
Due from auxiliary funds	-	-	Fund balances (Exhibit C):	25,427,510	24,437,670
Total educational & general	\$ 163,136,142	\$ 145,375,950	Allocated	55,453,126	54,315,050
Auxiliary enterprise			Unallocated	153,135,142	145,375,950
Cash	\$ 3,826,674	\$ 3,504,964	Total fund balances	\$ 180,586,646	\$ 179,752,620
Investments	8,294,751	7,133,320	Total educational & general	\$ 178,227,045	\$ 160,956,547
Accounts receivable	58,365	970,356	Auxiliary enterprise		
Inventories, at cost as defined (note 2)	2,315,225	2,975,404	Accounts payable	\$ 75,004	\$ 773,573
Other Assets	78,253	474,938	Due to educational & general fund	1,124,733	1,375,596
Due from general fund	-	-	Due to Plant Fund	1,475,070	1,512,719
Due from grant funds	516,604	516,605	Fund balances (Exhibit D):		
Total auxiliary enterprise	15,090,903	15,580,537	Allocated	12,416,091	350,000
Total unrestricted	\$ 178,227,045	\$ 160,956,547	Unallocated	12,416,091	11,083,899
Total current funds	\$ 178,227,045	\$ 160,956,547	Total fund balances	24,832,182	12,433,899
	[A]	[B]	Total auxiliary enterprise	15,090,903	15,580,537
			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 Balances</u>	June 30, 2014	June 30, 2013
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	778,160	3,252,717
Capital improvement fund	778,160	3,252,717	Restricted	778,160	3,252,717
Total unexpended	778,160	3,252,717	Total unexpended	1,556,320	6,505,434
Cash from Bond Proceeds	-	-	Investment in plant	-	-
Deposit with trustees/escrow	-	7,889,657	Interest payable	-	-
Due from general fund	20,412,236	13,218,905	Capital lease payable	-	-
Land	25,518,235	29,618,235	Accounts payable	-	88,558
Improvements other than buildings	12,117,274	12,117,274	Bonds payable	9,895,000	18,005,000
Buildings	158,566,919	151,340,040	Deferred Gift Annuity	-	-
Movable equipment, furniture	-	-	Net investment in plant	172,959,136	184,045,558
and library books	39,874,953	36,100,513			
Construction-in-progress	5,025,582	4,204,395	Total investment in plant	182,954,136	188,250,558
Other Assets	2,982,870	1,277,274	Total plant funds	183,742,296	189,591,741
Less: accumulated depreciation	(81,533,973)	(74,597,259)			
Total investment in plant	182,954,135	183,199,024	<u>Agency funds</u>		
Total plant funds	183,742,296	189,591,741	Cash	-	-
			Due from agencies	13,837,954	303,311
			Due from general fund	-	-
			Total agency funds	13,837,954	303,311
				(A)	(E)
				13,837,954	303,311
				(C)	(D)
				13,837,954	303,311
				(G)	(H)
				13,837,954	303,311
				(I)	(J)
				13,837,954	303,311
				(K)	(L)
				13,837,954	303,311
				(M)	(N)
				13,837,954	303,311
				(O)	(P)
				13,837,954	303,311
				(Q)	(R)
				13,837,954	303,311
				(S)	(T)
				13,837,954	303,311
				(U)	(V)
				13,837,954	303,311
				(W)	(X)
				13,837,954	303,311
				(Y)	(Z)
				13,837,954	303,311

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

EXHIBIT B
COLUMBIUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPANION
FOR THE TWELVE MONTHS ENDED JUNE 30, 2014
With Comparative Figures as June 30, 2013

	FY 14		FY 13		FY 12		FY 11		FY 10		FY 09		FY 08	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
	as approved January 2014	(Actuals & Encumbrances)	as approved January 2013	(Actuals & Encumbrances)	as approved January 2012	(Actuals & Encumbrances)	as approved January 2011	(Actuals & Encumbrances)	as approved January 2010	(Actuals & Encumbrances)	as approved January 2009	(Actuals & Encumbrances)	as approved January 2008	(Actuals & Encumbrances)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenues														
Administrative														
Subsidy	60,429,175	60,429,174	60,394,059	60,264,296	60,264,296	60,264,296	60,264,296	60,264,296	60,264,296	60,264,296	60,264,296	60,264,296	60,264,296	60,264,296
Student Support Services	60,429,175	60,429,175	60,394,059	60,357,475	60,357,475	60,357,475	60,357,475	60,357,475	60,357,475	60,357,475	60,357,475	60,357,475	60,357,475	60,357,475
Student														
Tuition	74,975,504	74,924,125	74,156,221	76,524,050	76,524,050	76,524,050	76,524,050	76,524,050	76,524,050	76,524,050	76,524,050	76,524,050	76,524,050	76,524,050
Fees	4,169,067	4,134,065	4,973,724	4,316,243	4,316,243	4,316,243	4,316,243	4,316,243	4,316,243	4,316,243	4,316,243	4,316,243	4,316,243	4,316,243
Special courses	941,535	1,275,752	1,395,524	1,272,508	1,272,508	1,272,508	1,272,508	1,272,508	1,272,508	1,272,508	1,272,508	1,272,508	1,272,508	1,272,508
Other	20,106,257	22,249,015	20,859,412	22,512,824	22,512,824	22,512,824	22,512,824	22,512,824	22,512,824	22,512,824	22,512,824	22,512,824	22,512,824	22,512,824
Continuing Sources														
Net	100,000	168,523	600,000	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050
Other	100,000	168,523	600,000	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050	220,050
Partnership Revenue														
Miscellaneous	250,000	220,064	400,000	245,125	245,125	245,125	245,125	245,125	245,125	245,125	245,125	245,125	245,125	245,125
Total revenues	400,000	388,127	600,000	370,250	370,250	370,250	370,250	370,250	370,250	370,250	370,250	370,250	370,250	370,250
Operating Expenses														
Educational & general (Instructional)	75,000,000	71,015,065	78,095,837	77,508,639	77,508,639	77,508,639	77,508,639	77,508,639	77,508,639	77,508,639	77,508,639	77,508,639	77,508,639	77,508,639
Library	1,672,175	1,759,557	2,154,804	1,877,143	1,877,143	1,877,143	1,877,143	1,877,143	1,877,143	1,877,143	1,877,143	1,877,143	1,877,143	1,877,143
General	10,300,659	10,443,671	12,071,036	10,362,002	10,362,002	10,362,002	10,362,002	10,362,002	10,362,002	10,362,002	10,362,002	10,362,002	10,362,002	10,362,002
Information Technology	12,716,775	13,204,774	12,457,043	11,845,471	11,845,471	11,845,471	11,845,471	11,845,471	11,845,471	11,845,471	11,845,471	11,845,471	11,845,471	11,845,471
Student Services	14,304,025	12,565,781	14,359,365	13,426,474	13,426,474	13,426,474	13,426,474	13,426,474	13,426,474	13,426,474	13,426,474	13,426,474	13,426,474	13,426,474
Operation and maintenance of plant	12,547,450	12,911,443	14,577,304	12,706,850	12,706,850	12,706,850	12,706,850	12,706,850	12,706,850	12,706,850	12,706,850	12,706,850	12,706,850	12,706,850
Administration	9,160,540	8,572,355	9,547,089	9,244,277	9,244,277	9,244,277	9,244,277	9,244,277	9,244,277	9,244,277	9,244,277	9,244,277	9,244,277	9,244,277
Transfer for cost service	1,268,905	1,355,926	1,480,505	1,450,505	1,450,505	1,450,505	1,450,505	1,450,505	1,450,505	1,450,505	1,450,505	1,450,505	1,450,505	1,450,505
Total expenditures	139,000,625	133,554,076	144,513,684	133,756,127	133,756,127	133,756,127	133,756,127	133,756,127	133,756,127	133,756,127	133,756,127	133,756,127	133,756,127	133,756,127
Noninstructional Expenses														
Transfer for equipment and replacement	2,000,000	2,000,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Transfer for One-Time Compensation	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Transfer for Capital Improvements	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000
Transfer for Scholarships	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200	1,291,504,200
Total expenditures and transfers	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504	4,801,504
Operational Revenue														
Net Operating revenues	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Budget Turbine Subsidies	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Reserve Operation revenues	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Investment Income														
Net Operating revenues	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Reserve expenditures from Exhibit C	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Net Revenues/Expenditures	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000

* Projected year-end for FY-14 includes adjustments for capitalized vs. expensed amounts, transfers for FY-13 allocations, depreciation, principal portion of debt service and other budget adjustments in addition to Exhibit C reserve expenditures.
 ** All numbers in this column except those that are double-underlined represent FY-13 Proposed Year End as they appeared in the Primary Year End Financial Statements for the Period Ending June 30, 2013.
 The numbers double-underlined represent the actual adjustments and accruals for FY-13 and the resulting double-underlined general fund balance.

EXHIBIT C

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

	Balance at June 30, 2013	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at June 30, 2014
Unrestricted	\$ 7,337,891	\$ -	\$ 1,650,000	(750,000)	\$ -	\$ 8,457,891
Allocated	170,516	-	-	-	-	170,516
Capital Improvements & Land Acquisition	1,153,122	-	-	-	(95,628)	1,057,494
Carpet/Furniture Reupholstering	6,117	-	-	25,000	(6,116)	25,001
Space Efficiency Upgrades	10,668,666	-	-	750,000	(8,096,918)	9,322,768
Project Planning	1,172,279	-	-	-	-	1,172,279
Union Hall Renovation	263,490	-	-	-	-	263,490
Site Development Delaware Campus	31,808	-	-	-	-	31,808
Bookstore/DX Modifications	53,376	-	-	54,827	(12,165)	96,038
Facilities Infrastructure Improvements	6,709,123	-	2,000,000	-	(1,792,766)	6,916,357
145-149 Cleveland Avenue Purchase	333,068	-	-	-	-	333,068
Student Support Services	33,104	-	-	-	-	33,104
Capital Equipment	20,756,987	-	-	-	-	20,756,987
Target 2002	1,393,352	-	-	242,470	(470,875)	1,164,947
Collective Bargaining	221,079	-	-	-	(50,710)	170,369
Budget/Tuition Stabilization	2,112,430	-	-	-	(730,344)	1,382,086
Accumulated Lab Fees	6,176,668	-	-	-	(20,195)	6,156,473
Broadbanding	1,213,509	-	-	1,100,000	-	2,313,509
Think Again Scholarship	1,312,295	-	-	-	(241,260)	1,071,035
Student Success and Innovation	311,266	-	-	-	-	311,266
Technology Initiatives	1,391,921	-	-	(25,000)	(284,111)	1,082,810
Human Capacity Development/Wellness	2,359,132	-	-	-	(109,201)	2,249,931
Campus Safety Initiatives	1,098,432	-	-	-	-	1,098,432
Energy Efficiency/Sustainability Initiatives	1,241,018	-	-	-	-	1,241,018
Delaware Campus Operations	36,636	-	-	-	-	36,636
Health Care Self-Insurance Escrow	152,500	-	-	-	-	152,500
Health Care HSA Incentive	1,265,876	-	-	(1,100,000)	(146,804)	115,072
Self-Insured Workers Compensation Benefits	78,665	-	1,700,000	-	(40,436)	1,738,229
Voluntary Separation Incentive Plan	332,361	-	-	-	(60,308)	272,053
One-Time Compensation	12,089	-	-	-	(9,577)	2,512
Partnerships for Student Success	69,505,633	-	7,400,000	297,297	(7,167,515)	70,035,616
PERFORMS	21,711,050	4,246,243	(7,400,000)	(297,297)	7,167,515	25,427,510
Unallocated	91,216,833	4,246,243	-	-	-	95,463,125
Total General Fund	\$ 91,216,833	\$ 4,246,243	\$ 7,400,000	\$ (7,400,000)	\$ (7,167,515)	\$ 95,463,125

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

	FY 14		FY 13		FY 12		FY 11	
	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 12 Projected Year End	FY 11 Projected Year End
							FY 12 Projected Year End	FY 11 Projected Year End
							Projected % of Budget	Projected % of Budget
Subtotal Revenues	\$ 14,895,421	\$ 14,594,572	98.05%	\$ 14,076,045	\$ 14,595,385	105.05%	\$ 14,594,572	\$ 14,825,555
Bookstore	-	-	-	566,975	656,785	115.84%	-	566,785
Child Development Center	427,000	392,597	92.18%	590,452	582,348	98.63%	592,949	592,949
Food Services	-	-	-	496,180	297,971	60.05%	-	297,971
Entrepreneur	-	-	-	15,729,632	15,342,469	103.90%	14,593,559	15,342,469
Total Revenues	15,312,421	14,987,169	97.88%	15,729,632	15,342,469	103.90%	14,593,559	15,342,469
Cost of Goods Sold								
Bookstore	11,614,327	11,111,762	95.67%	10,922,012	11,594,026	109.81%	11,111,762	11,594,026
Child Development Center	-	-	-	31,258	58,408	186.86%	-	58,408
Food Services	96,000	53,665	55.89%	181,257	142,843	78.80%	53,665	142,843
Gross Margin	3,602,094	3,875,407	107.58%	4,614,096	4,147,192	89.88%	3,875,407	4,147,192
Operating Expenses								
Bookstore	1,993,133	1,760,298	88.32%	1,993,244	1,836,435	92.13%	1,760,298	1,836,435
Child Development Center	-	-	-	795,761	824,321	103.59%	-	824,321
Food Services	217,015	132,520	61.05%	252,317	193,265	76.57%	132,520	193,265
Entrepreneur	-	-	-	545,912	427,793	80.19%	-	427,793
Auxiliary Administration	1,007,792	550,597	54.63%	506,209	492,559	97.30%	550,597	492,559
Total Expenses	3,217,945	2,443,415	75.93%	4,103,443	3,771,362	91.96%	2,443,415	3,852,303
Auxiliary Net Operating Income/(Loss)	394,149	1,379,495	349.96%	510,653	372,939	0.00%	1,379,495	214,899
Net Income/(Loss)								
Bookstore	1,277,956	1,722,932	134.82%	1,159,790	965,904	83.37%	1,722,932	965,904
CDC	-	-	-	(228,786)	(167,305)	73.23%	-	(167,305)
Food Services	123,965	207,191	167.11%	166,966	235,219	140.96%	207,191	235,219
Entrepreneur	-	-	-	(81,010)	(199,220)	-244.69%	-	(199,220)
Auxiliary Administration	(1,007,792)	(550,597)	54.63%	(506,209)	(492,559)	97.30%	(550,597)	(492,559)
Net Auxiliary Income/(Loss)	394,149	1,379,495	349.96%	510,653	372,939	0.00%	1,379,495	214,899
Auxiliary Fund Balance at June 30, 2013		11,095,595			10,988,804			
Non-operating Revenues/Expenses		-			57,287		(50,000)	
Transfers		-			-			
Auxiliary Fund Balance at June 30, 2014	(A) \$ 12,416,051	(B) \$ 12,416,051	(C) \$ 11,418,699	(D) \$ 11,418,699	(E) \$ 11,418,699	(F) \$ 11,418,699	(G) \$ 11,418,699	(H) \$ 11,418,699

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	\$ 7,233,868	10,289,677	8,599,796	5,793,773	5,252,662	7,900,502	(1)
Cash Receipts	15,470,692	6,679,500	6,421,360	6,556,376	12,259,302	7,315,860	(2)
Cash Disbursements	(11,418,756)	(11,595,367)	(10,256,732)	(10,242,061)	(11,507,592)	(12,246,101)	(3)
Financial Aid	16,993,665	217,006	(1,990,651)	(245,406)	6,397,130	220,933	(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	5,793,773	5,252,662	7,900,502	3,181,244	(7)

	Forecasted July 2014	Forecasted August 2014	Forecasted September 2014	Forecasted October 2014	Forecasted October 2014	Forecasted November 2014	
Beginning Cash	\$ 3,181,244	5,196,244	5,246,244	5,045,244	5,086,244	5,346,244	(8)
Cash Receipts	6,500,000	17,500,000	6,500,000	6,000,000	6,000,000	7,500,000	(9)
Cash Disbursements	(12,500,000)	(12,500,000)	(12,500,000)	(13,000,000)	(13,000,000)	(10,000,000)	(10)
Financial Aid	5,000	15,050,000	300,000	1,040,000	(1,340,000)	1,505,000	(11)
Outflow for investments	-	(20,000,000)	-	-	-	-	(12)
Inflow from investments	3,000,000	-	5,500,000	5,000,000	8,500,000	1,000,000	(13)
Ending Cash	\$ 5,196,244	5,246,244	5,046,244	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		\$ 17,907	(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)
		\$ 17,472	(11)
	[A]	[B]	(12)
		[C]	

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	6,298,284	(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>	(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	\$ 688,676	688,676	9.48%
Equities	3,883,951	4,366,604	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 A

**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)
Contributors for Tests 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	(326,450)	32,715	-	(293,735)	325,635	(8)
Investment income-subtotal	770,691	195,292	-	965,973	657,869	(10)
Total revenues	1,329,039	7,851,145	139,026	9,319,210	1,406,508	(11)
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	103,415	(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	(18,205)	(77,522)	95,728	-	-	(19)
Fund balance at beginning of period	1,221,241	1,641,592	3,691,298	6,554,131	5,334,025	(20)
Fund balance at end of period	\$ 2,409,752	\$ 1,669,983	\$ 3,926,052	\$ 8,025,787	\$ 5,639,624	(21)
	[A]	[B]	[C]	[D]	[E]	(22)

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

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity ^a	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	16,001,478	15,001,478	0.20%	1
CSCC Operating Fund 1	35,089,884	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	8,880,938	8,890,601	0.83%	930
	<u>\$ 131,270,046</u>	<u>\$ 131,303,738</u>		

^a Weighted

Portfolio Composition	Type	% of Total
	STAR Ohio	36.82%
	Agencies	62.98%
	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.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Allocate FY14 Net Income

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.

In July at its Committee of the Whole meeting, the Board reviewed the Preliminary Year-End Financial Statements for the period ending June 30, 2014. The Preliminary Year-End Financial Statements included allocations for strategic purposes that included:

- \$1.7 million One-Time Compensation
- \$1.85 million Capital Improvements
- \$1.85 million Scholarships

Net operating revenues of \$2.2 million remained unallocated, with the understanding that the President would wait until Autumn before making recommendations regarding these funds as additional information would be available that would inform a recommendation.

Since that time, the financial statements have been audited and were submitted in mid-October by the College's auditors to the State of Ohio's Office of Budget and Management. While the audited financial statements will be presented to the Board of Trustees at its January 2015 Board meeting, the audited results reflect additional general fund net operating funds of \$1.8 million. This \$1.8 million plus the \$2.2 million that remained unallocated as of June 30, 2014 provides \$4.06 million that can be allocated for strategic purposes. The President's recommendation for these allocations is outlined in Attachment A.

RECOMMENDATION:

That the strategic reserve allocation proposed in Attachment A be authorized as presented.

That the President has authority to transfer any available balances in the One-Time Compensation account for strategic purposes.

RECOMMENDED ALLOCATION OF ADDITIONAL FY14 NET INCOME

Strategic Objective	Strategic Purpose	Amount
Student Success and Innovation	To provide funds for tutoring and faculty professional development.	\$ 701,000
Technology Initiatives	<p><i>Instructional Technologies.</i> To maintain Smart Classroom technologies to facilitate faculty teaching and student learning.</p> <p><i>Student Service and Business Process Enhancement.</i> To meet increasing needs for integrated technology-based solutions for both student services and business services, processes will continue to be modernized and supported by various technologies.</p>	\$ 500,000 \$1,500,000
Strategic Growth	<i>2+2 Academic Pathways.</i> To relocate the College's current Dublin Regional Learning Center to the Ohio University Dublin Extension Campus, thereby enhancing the academic partnership between Columbus State and OU through the creation of new allied health and other academic pathways for Columbus State students at the OU Dublin Extension Campus. Coupled with existing resources in the Strategic Growth reserve account, these funds will support start-up capital costs for equipment, furnishings, and related costs required to accommodate Columbus State's programs at OU's Dublin campus.	\$ 810,000
Workforce Development	To enhance the College's ability to offer various workforce development initiatives using modern online technologies.	\$ 500,000
Tobacco Free Campus Implementation	To provide for one-time costs associated with implementation of a tobacco-free campus policy.	\$ 50,000



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Transfer Available Strategic Reserve Account Balances

BACKGROUND INFORMATION:

Voluntary Separation Incentive Plan Balance Transfer to Student Success and Innovation Fund. 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 per employee. A balance of \$1.1 million is available for reallocation.

The President recommends repurposing the remaining 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 provide for the posting of free orientation and preparation materials, among other items.
- *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.* Columbus State's faculty and program staff have important relationships that support the Columbus State/business intersection, and the College seeks to be more systematic in its approach to this work. The additional funds will give the College the opportunity to significantly enhance its position as the region's leading workforce development asset. In order to accomplish this, the College needs a sophisticated career planning, placement, and internship process that is deeply connected internally to our academic programs and externally 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.

Delaware Campus Operations Balance Transfer to Strategic Growth Initiatives. While the State of Ohio generously funded the \$25 million development of the first phase of the Delaware campus, start-up funds for operations were not provided by the State of Ohio. For that reason, and because State subsidy is paid in arrears, funds were necessary to support the Campus operations until it became financially self-sufficient. The Board of Trustees allocated \$2.5 million from FY08 net income and \$3.0 million from FY09 net income, for a total of \$5.5 million, to provide for start-up monies for the first three (3) years pursuant to a business plan adopted by the Board in September 2009. The Campus needed less than three years to become self-sustaining, and a balance of \$1,098,432 remains in the Delaware Campus Operations account.

The President recommends transferring the remaining balance in the Delaware Campus Operations account to the Strategic Growth account to provide capital start-up funds for the relocation of the Dublin Regional Learning Center to Ohio University's (OU) Dublin Extension Campus. Start-up capital needs are budgeted in an amount not to exceed \$3.1 million. Relocating to OU's Dublin Extension Campus will enhance the academic partnership between Columbus State and OU by creating new allied health and other academic pathways for Columbus State students at the OU Dublin Extension Campus.

RECOMMENDATION:

That the available balances in the Voluntary Separation Incentive Plan account be transferred to the Student Success and Innovation Fund for the strategic purposes outlined in this board action.

That the available balance in the Delaware Campus Operations account be transferred to the Strategic Growth account to provide start-up costs related to the relocation of the Dublin Regional Learning Center to Ohio University's Dublin Extension Campus.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of, and for the four months ended, October 31, 2014.

BACKGROUND INFORMATION:

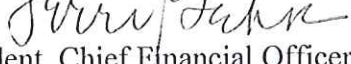
Columbus State Community College policy requires that monthly the President provide each Board of Trustees member a copy of the college's financial statements.

RECOMMENDATION:

That the financial statements as of and for the four months ended, October 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: November 6, 2014
SUBJECT: Financial Statements as of October 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 October 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 3.0% below budgeted credit hours.

Based on enrollment for Summer and Autumn, related tuition revenues are projected to fall short of budget by approximately \$1.4 million. The lower tuition revenue is offset by a reduction in expenditures by \$1.4 million, which includes \$500,000 reduction in bad debt expense based on final FY14 audit results and estimated savings from budgeted positions that have not yet been filled. If the enrollment trend of Summer and Autumn continues through Spring and Summer of 2015, FY15 tuition revenue is projected at this time to be more than \$2.6 million below the budget as authorized in May. Contingency spending measures are in place to yield a balanced budget in the event enrollment reflects last year's trend. A revised budget will be presented to the Board in January.

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	51,764	-1.9%	8,446	7,502	-11.2%
Autumn 2014	219,505	212,241	-3.3%	15,022	14,149	-5.8%
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 October, expenditures are only 1.3% higher than the same period last year, due to pay increases authorized for full-time and part-time employees as well as the timing of other expenditures.

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

The Bookstore revenues through October are approximately \$200,000 or 3.3% lower than the same period last year due to lower enrollment and numerous textbook affordability initiatives. Cost of goods sold as a percent of revenue is higher due to textbook adoption updates which are costlier than used books. Expenditures are lower compared to the same period last year, largely because payroll expenses are lower due to budgeted positions that have not yet been filled and reduced debt service expense. While Food Service revenue is down compared to last year due to the cafeteria's closure for a majority of the summer while roof repairs were made, it was re-opened for the start of the Autumn semester.

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

To-date disbursements of \$372 leave a balance of \$19,628 at October 31 in this Fund.

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

Foundation contributions through October are \$122,280, compared to \$262,874 through October of last year, with the decrease attributed to two large contributions in July 2013 as well as a greater amount donated to several scholarships through October last year. Management and General expenses are slightly higher than the same point last year due to increased advertising and sponsorships.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 36.7% 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 OCTOBER 31, 2014
With Comparative Figures at October 31, 2013

EXHIBIT A

<u>Assets</u>	<u>October 31, 2014</u>	<u>October 31, 2013</u>	<u>Liabilities and Fund Balance</u>	<u>October 31, 2014</u>	<u>October 31, 2013</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	\$ 6,710,930	\$ 8,224,166	Accounts payable	\$ 12,427,760	\$ 10,173,668
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	121,864,308	111,551,463	Student tuition	27,979,496	31,206,087
Interest receivable	22,060,896	27,027,398	Lab fees and credit bank	-	-
Prepaid expense	-	-	Due to auxiliary funds	-	-
Net Investment in Golf Course	313,026	374,868	Due to restricted funds	-	-
Due from agency funds	1,054,720	787,500	Due to plant funds	23,531,006	17,959,816
Due from auxiliary funds	1,043,981	1,936,770	Due to agency funds	-	-
Total educational & general	\$ 153,047,860	\$ 149,902,165	Fund balances (Exhibit C):		
Auxiliary enterprise			Allocated	66,669,168	69,018,379
Cash	\$ 996,335	\$ 4,285,171	Unallocated	22,115,528	21,082,769
Investments	8,289,735	7,158,696	Total fund balances	88,784,695	90,101,148
Accounts receivable	3,925,015	1,126,018	Total educational & general	\$ 153,047,860	\$ 149,902,165
Inventories, at cost as defined (note 2)	1,903,028	2,913,715	Auxiliary enterprise		
Other Assets	78,253	78,253	Accounts payable	\$ 151,689	\$ 682,765
Due from general fund	-	-	Due to educational & general fund	1,043,981	1,936,661
Due from grant funds	516,604	516,604	Due to Plant Fund	1,475,070	1,475,070
Total auxiliary enterprise	15,708,970	16,078,457	Fund balances (Exhibit D):		
Total unrestricted	\$ 168,756,830	\$ 165,980,622	Allocated		
Total current funds	\$ 168,756,830	\$ 165,980,622	Unallocated	13,038,230	-
	[A]	[B]	Total fund balances	13,038,230	11,983,961
			Total auxiliary enterprise	15,708,970	11,983,961
			Total unrestricted	\$ 168,756,830	\$ 165,980,622
			Total current funds	\$ 168,756,830	\$ 165,980,622
				[C]	[D]

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE
EXHIBIT A
BALANCE SHEET AT OCTOBER 31, 2014
(Continued)
With Comparative Figures at October 31, 2013

	<u>October 31,</u> 2014	<u>October 31,</u> 2013	<u>Liabilities and Fund Balance</u>
<u>Assets</u>			
<u>Plant funds</u>			
Unexpended			(1)
State appropriations receivable	-	-	(2)
Capital Improvement Fund	825,513	3,384,195	(3)
Total unexpended	<u>825,513</u>	<u>3,384,195</u>	(4)
Cash from Bond Proceeds	-	-	(5)
Deposit with trustees/Escrow	-	-	(6)
Due from general fund	23,531,006	17,959,816	(7)
Land	25,518,235	25,518,235	(8)
Improvements other than buildings	12,433,778	12,117,274	(9)
Buildings	158,589,637	158,566,919	(10)
Movable equipment, furniture and library books	40,102,409	39,759,409	(11)
Construction-in-progress	8,627,333	5,025,582	(12)
Other Assets	2,835,824	2,982,870	(13)
Less: accumulated depreciation	(88,798,557)	(81,586,411)	(14)
Total investment in plant	<u>182,839,665</u>	<u>180,343,694</u>	(15)
Total plant funds	<u>\$ 183,665,178</u>	<u>\$ 183,727,889</u>	(16)
<u>Agency funds</u>			(17)
Cash	-	-	(18)
Due from agencies	1,054,720	244,605	(19)
Due from general fund	-	542,895	(20)
Total agency funds	<u>\$ 1,054,720</u>	<u>\$ 787,500</u>	(21)
	[A]	[B]	(22)
	<u>\$ 1,054,719</u>	<u>\$ 787,500</u>	(23)
	[C]	[D]	(24)
	<u>\$ 1,054,719</u>	<u>\$ 787,500</u>	

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

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE FOUR MONTHS ENDED OCTOBER 31, 2014
With Comparative Figures at October 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	Projected % of Budget	FY 14 Projected Year End	Projected % of Budget	FY 14 Projected Year End**	Projected % of Budget
Revenues												
Appropriations												
Subsidy												
Student Support Services	\$ 60,373,649	\$ 20,223,780	33.50%	\$ 60,429,175	\$ 20,019,064	33.13%	\$ 60,373,649	100.00%	\$ 60,429,175	100.00%	\$ 60,429,175	100.00%
	60,373,649	20,223,780	33.50%	60,429,175	20,019,064	33.13%	60,373,649	100.00%	60,429,175	100.00%	60,429,175	100.00%
Student												
Tuition	74,399,986	21,967,690	29.53%	74,975,901	22,963,194	30.63%	72,999,986	98.12%	74,839,126	99.82%	74,839,126	99.82%
Fees	4,167,231	2,068,448	49.64%	4,189,057	2,123,515	50.69%	4,167,231	100.00%	4,134,085	98.69%	4,134,085	98.69%
Special courses	1,045,530	375,467	35.91%	941,389	444,627	47.23%	1,045,530	100.00%	1,275,793	135.52%	1,275,793	135.52%
	79,612,747	24,411,605	30.66%	80,106,357	25,531,336	31.87%	78,212,747	98.24%	80,245,004	100.18%	80,245,004	100.18%
Contracted Services												
Net	100,000	23,415	23.41%	100,000	7,543	7.54%	100,000	100.00%	180,000	180.00%	180,000	180.00%
	100,000	23,415	23.41%	100,000	7,543	7.54%	100,000	100.00%	180,000	180.00%	180,000	180.00%
Other												
Partnership Revenue	292,144	78,102	26.73%	250,000	76,868	30.75%	292,144	100.00%	292,144	116.86%	292,144	116.86%
Miscellaneous	100,000	28,643	28.64%	153,000	35,100	23.94%	100,000	100.00%	252,703	165.17%	252,703	165.17%
	392,144	106,745	27.22%	403,000	111,968	27.78%	392,144	100.00%	544,847	135.20%	544,847	135.20%
Total revenues	140,478,540	44,765,545	31.87%	141,038,532	45,669,911	32.38%	139,078,540	99.00%	141,457,855	100.30%	141,457,855	100.30%
Operating Expenditures												
Educational & general (Instructional)	75,003,981	23,962,295	31.95%	75,323,034	23,465,266	31.15%	74,532,309	99.37%	71,824,258	95.35%	71,824,258	95.35%
Library	1,788,548	660,663	37.36%	1,672,175	666,876	39.88%	1,758,984	99.46%	1,761,506	103.34%	1,761,506	103.34%
General	10,240,044	3,038,243	29.67%	10,520,659	3,382,397	32.15%	9,970,877	97.37%	10,610,815	102.76%	10,610,815	102.76%
Information Technology	13,327,683	5,229,208	39.24%	12,716,775	5,152,135	40.51%	13,270,255	99.57%	11,334,198	89.13%	11,334,198	89.13%
Student Services	14,739,593	4,598,939	31.20%	14,304,039	4,579,162	32.01%	14,664,621	99.49%	13,658,862	95.49%	13,658,862	95.49%
Operation and maintenance of plant	13,527,863	4,413,540	32.63%	13,947,490	4,220,274	30.26%	13,507,904	99.85%	12,992,715	93.15%	12,992,715	93.15%
Administration	9,194,054	3,211,426	34.93%	9,160,548	3,069,328	33.51%	8,696,806	94.59%	8,413,660	91.85%	8,413,660	91.85%
Transfer for debt service	1,376,385	456,795	33.33%	1,388,906	462,959	33.33%	1,376,385	100.00%	1,368,906	100.00%	1,368,906	100.00%
Total expenditures	139,178,141	45,573,109	32.74%	139,033,626	44,998,406	32.37%	137,778,141	99.99%	132,184,920	95.07%	132,184,920	95.07%
Non-operating & Encumbered												
Transfer for equipment and replacement	1,000,000	See Exhibit C		2,000,000	See Exhibit C		1,000,000	100.00%	2,000,000	100.00%	2,000,000	100.00%
Transfer for One-Time Compensation	-	-	-	-	-	-	-	N/A	1,700,000	0.00%	1,700,000	0.00%
Transfer for Capital Improvements	-	-	-	-	-	-	-	N/A	1,850,000	0.00%	1,850,000	0.00%
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	1,850,000	0.00%	1,850,000	0.00%
Total expenditures and transfers	140,178,141	45,573,109	32.51%	141,033,626	44,998,406	31.91%	138,778,141	99.00%	139,584,920	99.97%	139,584,920	99.97%
Operational revenues	300,399	(807,564)	N/A	4,906	671,505	N/A	300,399	100.00%	1,872,933	381.7638%	1,872,933	381.7638%
Reserve Funding												
Transfer-in Delaware Campus	-	-	-	-	-	-	-	0.00%	-	-	-	-
Budget Tuition Stabilization	-	-	-	-	-	-	-	0.00%	-	-	-	-
Reserve Operation revenues	-	-	-	-	-	-	-	-	-	-	-	-
Net Operating revenues	\$ 300,399	\$ 140,705		\$ 4,906	\$ 157,477		\$ 300,399		\$ 2,219,775		\$ 346,842	
	300,399	(666,858)		4,906	828,982		300,399		2,219,775		346,842	
Reserve expenditures from Exhibit C												
Net Revenues/(Expenditures)	\$ -	\$ 3,755,946		\$ -	\$ 2,511,924		\$ 3,450,601		\$ 1,541,959		\$ 1,541,959	
	-	(4,222,804)		-	(1,662,942)		(3,150,202)		678,176		678,176	

* 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 and have been updated to reflect expected results.

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

EXHIBIT C

	Balance at June 30, 2014	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at October 31, 2014	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 8,437,891	\$ -	-	(195,000)	-	\$ 8,242,891	(1)
Carpet/Furniture Reupholstering	147,656	-	-	-	-	147,656	(2)
Space Efficiency Upgrades	1,036,018	-	-	45,000	(31,194)	1,049,824	(3)
Project Planning	25,001	-	-	-	(3,498)	21,503	(4)
Union Hall Renovation	8,003,605	-	-	-	(1,304,886)	6,698,719	(5)
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279	(6)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(7)
Facilities Infrastructure Improvements	81,808	-	-	150,000	-	231,808	(8)
Student Support Services	96,038	-	-	-	-	96,038	(9)
Massage Therapy Space	24,400	-	-	-	(21,571)	2,829	(10)
Capital Equipment	6,783,143	-	1,000,000	-	(212,513)	7,570,630	(11)
Target 2002	333,088	-	-	-	-	333,088	(12)
Collective Bargaining	33,104	-	-	-	-	33,104	(13)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(14)
Accumulated Lab Fees	1,093,474	-	-	-	-	1,009,534	(15)
Broadbanding	161,349	-	-	-	(83,940)	160,901	(16)
Think Again Scholarship	3,232,086	-	-	-	(421,609)	2,810,477	(17)
Student Success and Innovation	6,148,791	-	-	-	(55,939)	6,092,852	(18)
Strategic Growth Initiatives	1,213,509	-	-	-	-	1,213,509	(19)
Technology Initiatives	1,041,435	-	-	-	(72,186)	969,248	(20)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(21)
Campus Safety Initiatives	1,058,901	-	-	-	(6,562)	1,052,339	(22)
Energy Efficiency/Sustainability Initiatives	2,248,958	-	-	-	(16,739)	2,232,219	(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	1,119,072	-	-	-	(5,073)	1,114,000	(28)
One-Time Compensation	1,738,229	-	-	-	(1,496,801)	241,428	(29)
Partnerships for Student Success	282,437	-	-	-	(21,971)	260,466	(30)
PERFORMS	2,512	-	-	-	(1,014)	1,499	(31)
Unallocated	69,425,113	-	1,000,000	-	(3,755,946)	66,669,168	(32)
	23,241,786	(3,882,204)	(1,000,000)	-	3,755,946	22,115,528	(33)
Total General Fund	\$ 92,666,899	\$ (3,882,204)	\$ -	\$ -	\$ -	\$ 88,784,695	(34)
	[A]	[B]	[C]	[D]	[E]	[F]	

*In previous monthly statements the proposed transfer from the Voluntary Separation Incentive Plan to the Student Success and Innovation Fund was prematurely reflected as if it had been authorized as proposed. The Board will be asked to vote on this measure at its November meeting.

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

EXHIBIT E

	Actual May 2014	Actual June 2014	Actual July 2014	Actual August 2014	Actual September 2014	Actual October 2014	
Beginning Cash	\$ 5,252,662	7,900,502	3,191,244	6,974,462	9,748,032	5,392,035	(1)
Cash Receipts	12,258,302	7,315,860	7,732,235	17,149,030	6,770,741	6,139,705	(2)
Cash Disbursements	(11,507,592)	(12,246,101)	(12,821,024)	(12,683,227)	(12,747,258)	(12,483,508)	(3)
Financial Aid	6,397,130	220,983	(1,127,993)	14,307,767	1,620,520	671,105	(4)
Outflow for investments	(8,000,000)	-	-	(16,000,000)	-	-	(5)
Inflow from investments	3,500,000	-	10,000,000	-	-	3,500,000	(6)
Ending Cash	\$ 7,900,502	3,191,244	6,974,462	9,748,032	5,392,035	6,219,337	(7)

	Forecasted November 2014	Forecasted December 2014	Forecasted January 2015	Forecasted February 2015	Forecasted March 2015	Forecasted April 2015	
Beginning Cash	\$ 6,219,337	5,629,337	5,884,337	5,534,337	5,334,337	5,584,337	(8)
Cash Receipts	5,250,000	6,750,000	14,250,000	5,250,000	5,250,000	5,250,000	(9)
Cash Disbursements	(13,000,000)	(10,000,000)	(13,000,000)	(13,000,000)	(12,500,000)	(12,500,000)	(10)
Financial Aid	(4,840,000)	1,505,000	20,400,000	(22,950,000)	-	-	(11)
Outflow for investments	-	-	(22,000,000)	-	-	-	(12)
Inflow from investments	12,000,000	2,000,000	-	30,500,000	7,500,000	7,000,000	(13)
Ending Cash	\$ 5,629,337	5,884,337	5,534,337	5,334,337	5,584,337	5,334,337	(14)

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

EXHIBIT F

Cash at Beginning of Period		\$ 17,472		(1)
				(2)
<u>Receipts:</u>				(3)
				(4)
Deposit	2,528	2,528		(5)
				(6)
				(7)
<u>Disbursements:</u>				(8)
Oberer's Flowers	372			(9)
		372		(10)
		\$ 19,628		(11)
	[A]	[B]	[C]	(12)

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 OCTOBER 31, 2014
With Comparative Figures at October 31, 2013

<u>Assets</u>	<u>October 31,</u> <u>2014</u>	<u>October 31,</u> <u>2013</u>	
Cash	\$ 950,419	\$ 195,354	(1)
Investments at market value (see note)	7,195,675	6,698,967	(2)
Pledges Receivable	6,743,686	124,460	(3)
Accounts Receivable	3,392	-	(4)
Total Assets	<u>\$ 14,893,172</u>	<u>\$ 7,018,781</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(6)
Pledge Payable	-	-	(7)
Trade Payables	-	-	(8)
Total Liabilities	<u>-</u>	<u>-</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	3,932,622	3,698,272	(10)
Temporarily Restricted	8,553,855	1,743,501	(11)
Unrestricted	2,406,695	1,577,008	(12)
			(13)
Total fund balance	<u>14,893,172</u>	<u>7,018,781</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 14,893,172</u>	<u>\$ 7,018,781</u>	(16)
	[A]	[B]	(17)
			(18)

Note: Investments

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

	<u>Cost</u>	<u>Market</u>	<u>Percent of</u> <u>Portfolio</u>
Cash	\$ 330,471	330,471	4.59%
Equities	3,996,123	4,376,627	60.82%
Fixed Income	127,359	147,225	2.05%
Mutual Funds	<u>2,279,720</u>	<u>2,341,352</u>	<u>32.54%</u>
Total Investments	<u>\$ 6,733,673</u>	<u>\$ 7,195,675</u>	<u>100.00%</u>

EXHIBIT H

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

	October 31, 2014			October 31, 2013	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds
Revenue					
Contributions - Scholarships and Programs	\$ 11,160	\$ 19,797	\$ 6,439	\$ 37,396	\$ 151,473
Contributions for Taste the Future	74,884	-	-	74,884	89,575
Contributions for Columbus State	-	10,000	-	10,000	21,826
Corporate Gift	-	-	-	-	-
Administration Fee Income	-	-	-	-	-
Interest Income	155	-	-	155	29
Investment Income					
Realized	56,777	12,572	-	69,349	109,872
Unrealized	(103,389)	(25,052)	-	(128,441)	299,317
Investment income-subtotal	(46,612)	(12,480)	-	(59,092)	409,189
Total revenues	39,557	17,317	6,439	63,343	672,092
Expenditures					
Scholarships and Projects	-	83,319	-	83,319	121,801
Contributions to Columbus State	-	45,000	-	45,000	21,826
Corporate Gift	-	-	-	-	-
Administrative Fee Expense	-	-	-	-	-
Management and general	65,297	-	-	65,297	63,815
Total expenditures	65,297	128,319	-	193,616	207,442
Excess (deficit) of revenues over expenditures	(25,710)	(111,002)	6,439	(130,273)	464,650
Transfers	(7,178)	7,173	5	-	-
Fund balance at beginning of period	2,439,583	8,657,684	3,926,178	15,023,445	6,554,131
Fund balance at end of period	\$ 2,406,695	\$ 8,553,855	\$ 3,932,622	\$ 14,893,172	\$ 7,018,781
	[A]	[B]	[C]	[D]	[F]

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

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 28,675,455	\$ 28,675,455	0.05%	1
STAR Ohio/Plant	825,513	825,513	0.05%	1
STAR Ohio/Auxiliary	3,386,332	3,386,332	0.05%	1
STAR Plus	15,011,582	15,011,582	0.20%	1
CSCC Operating Fund 1	35,150,100	35,083,387	0.56%	457.2
CSCC Operating Fund 2	34,114,214	34,193,716	0.89%	830
Auxiliary Services	4,893,880	4,903,404	0.77%	652
Plant Fund	8,886,315	8,900,168	0.85%	826
	<u>\$ 130,943,391</u>	<u>\$ 130,979,557</u>		

* Weighted

Portfolio Composition	Type	% of Total
	STAR Ohio	36.57%
	Agencies	56.74% *
	Municipal Bonds	4.24%
	Treasury Notes	2.28%
	Cash & Equivalents	0.17%
		100.00%

* 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>
Brittany Barrett (171)	Advisor	Advising Services	09/02/14	\$44,034
Anessa Becton-Howard (50072)	Advisor	Advising Services	11/03/14	\$45,594
Turea Calloway (50592)	Office Associate	Business & Engineering Technology	09/01/14	\$44,678
Robert Crane (50020)	Specialist	Business & Campus Services	10/01/14	\$33,467
Brian Dixon (50504)	Advisor	Disability Services	09/08/14	\$45,594
Donald Fisher (50906)	System Administrator	Communication Technology & PC Services	10/01/14	\$59,900
Ryan Fissel (50730)	Representative	Telephone Information Center	09/02/14	\$33,134
Ruventia Hill (50062)	Advisor	Financial Aid	09/16/14	\$44,034
Teddi Lewis-Hotopp (231)	Director I	Academic Affairs	10/01/14	\$90,000
Korie Jenkins (50441)	Program Coordinator	Health & Human Services	09/02/14	\$48,375
Anthony Key (50510)	Groundskeeper I	Facilities Management	10/16/14	\$25,771
Terrence Lawrence (383)	Program Coordinator	Intercollegiate Athletics	09/02/14	\$48,375
Richard Liddil Jr. (50889)	System Administrator	Communication Technology & PC Services	10/01/14	\$61,000
Sean Mayhugh (50012)	Accountant II	Business & Campus Services	10/01/14	\$54,038

Lauren Merante (50073)	Advisor	Financial Aid	09/16/14	\$45,594
Brianne Miller (50285)	Librarian	Library	10/01/14	\$45,587
Gary Piggrem (50261)	Chairperson	Psychology	09/02/14	\$71,953
Julie Raadschelders (104)	Chairperson	Social Sciences	10/01/14	\$71,953
Sarah Rainwater (249)	Advisor	Advising Services	09/02/14	\$44,034
Daniel Rice (50385)	Groundskeeper I	Facilities Management	08/25/14	\$25,771
Victoria Seger (916)	Program Coordinator	Center for Workforce Development	09/23/14	\$56,160
Molly Sheils (50799)	Coordinator	Disability Services	09/22/14	\$53,196
Sarah Skeen (92)	System Specialist	Human Resources	10/16/14	\$37,849
Roland Smith (50023)	Accountant I	Business & Campus Services	11/03/14	\$37,856
Patricia Walker (50558)	Office Associate	Enrollment Services	09/02/14	\$28,652
Peggy Williams (50641)	Instructor	Veterinary Imaging & Surgical Technology	08/16/14	\$44,224

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following resignations/voluntary cash separation incentives/reductions in force/terminations/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Sabrina Ayers (50581)	Office Associate	Student Engagement and Leadership	10/03/14
Amy Brubaker (50187)	Associate Professor	Business Programs	08/31/14
Trever Thomas (50066)	Advisor	Admissions	09/03/14