

COLUMBUS STATE

COMMUNITY COLLEGE

COLUMBUS STATE COMMUNITY COLLEGE

Board of Trustees Committee of the Whole

Pete Grimes Board Room

12:00 Noon

November 13, 2014

MINUTES

Present: Richard D. Rosen, Chair
Lynne A. Bowman, Board
Jami S. Dewolf, Board
Valoria C. Hoover, Board
Anne Lopez-Walton, Board
Poe A. Timmons, Board
Kirt A. Walker, Board
Dr. David T. Harrison, President
Kimberly Hall, Chief of Staff
Dr. Jack Cooley, Senior Vice President
Terri Gehr, Senior Vice President and
Chief Financial Officer
Allen Kraus, Vice President
Carol Thomas, Vice President
Dr. Diane Walleser, Vice President
Jackie DeGenova, In-House Counsel
Kevin James, Ex Officio, Faculty
Douglas Rellick, Ex Officio, Staff

Absent: Michael E. Flowers, Vice-Chair, Dianne A. Radigan, Board, and Matthew Schultz, Ex Officio, Student

(1) CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees, Committee of the Whole, was held on Thursday, November 12, 2014, in the Pete Grimes Board Room of Franklin Hall at Columbus State Community College. The meeting was called to order by Chair Richard D. Rosen at 12:12 p.m.

(2) ROLL CALL

Present: Richard D. Rosen, Chair
Lynne A. Bowman
Jami S. Dewolf
Valoria C. Hoover
Anne Lopez-Walton
Poe A. Timmons
Kirt A. Walker

DAVID T. HARRISON Ph.D. PRESIDENT

(3) **CERTIFICATION OF COMPLIANCE**

President Harrison advised that the record should show that notice of this meeting has been given in accordance with the provision of Section 121.22(F) of the Ohio Revised Code.

(4) **APPROVAL OF MINUTES**

Member Hoover moved, Member Lopez-Walton seconded, that the minutes of the regular meeting of the Board of Trustees, Committee of the Whole held on Thursday, September 18, 2014, be approved as presented.

A vote was taken which resulted in:

AYES: Members Rosen, Bowman, Dewolf, Hoover,
Lopez-Walton, Timmons, Walker

NAYS: None

(5) **TOBACCO FREE COLLEGE**

Ms. Kim Hall and Dr. Mabel Freeman presented the draft Tobacco Free College policy and shared an outline of the Tobacco Free College Engagement Plan. This plan outlines the Advisory Committee's proposal for moving forward from November 2014 – July 1, 2015.

a. Adopt New Policy No. 13-13, Tobacco Free College

Ms. Hall explained that the Tobacco Free College policy was built conceptually around the following key areas: Definitions; Environment; Treatment and Support; and Enforcement and Conflict Management.

The proposed policy has an effective date of July 1, 2015, at which time the use of all tobacco products will be prohibited on our College campuses and College-owned property including parking lots, garages, and all outside areas. This also includes personal cars in our parking lots.

Ms. Hall highlighted that, under the Enforcement and Conflict Management section of the Policy, the proposal from the Committee is not to impose fines but address violators according to their status in relationship to the College. Student enforcement will be addressed through the appropriate Student Code of Conduct procedures; visitors will

be addressed by the Police Department; and faculty and staff would be addressed in the same manner as with any other College policy violation.

The College will provide resources to support supervisors, students, faculty, and staff with methods to address individuals in a respectful manner if they are seen smoking in prohibited smoking areas.

b. Tobacco Free College Engagement Plan – Dr. Mabel Freeman

Dr. Freeman explained that all of the categories in the Engagement Plan are consistent, respectful and simple. There should be no question that we want to highlight the risks and dangers of tobacco usage for users and non-users to lead to a healthier life style for everyone.

This will be a continuous process of informing our various constituents that we are a tobacco free campus. It is our responsibility to inform new students, new staff, visitors, etc., of the Policy until we have a tobacco free environment for everyone.

The key message will be around health and wellness, not only for the user but those exposed to second-hand smoke. The College wants to clean up our own environment, and we also have a responsibility to ensure that students, faculty, and staff are not going to areas immediately surrounding the College and creating issues for our business and community neighbors. This will also be part of the campaign.

The marketing kick-off plan will begin January 12, 2015.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(6) CHAPTER 3 PERSONNEL POLICIES

Ms. Hall explained that this set of Policies is a continuation of the audit that the Human Resources Department is conducting of Chapter Three of the College's Policy and Procedure Manual. This Chapter should be fully by March 2015. Other Policies that will come forward for Board will be the Drug Free Workplace Policy along with other Policies around our salary system.

Ms. Hall reviewed the following Policy actions: Revise Current Policy No. 3-05, Vacation Leave; Revise Current Policy No. 3-10, Sick Leave; and, Revise Current Policy No. 3-37, Leave Donation Program. The Personal Business Leave, Policy No. 3-12 and related Procedure No. 3-12(D) is a proposal to rescind the Policy due to the fact that we now have winter closure days, instead of the Personal Business days. There are some

bargaining agreements that maintain Personal Business Leave hours, but those are separate and distinct from the broader College Policy.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(7) **ACADEMIC PARTNERSHIP WITH OHIO UNIVERSITY AT DUBLIN**

Dr. Harrison explained that Ohio University is building a campus in the City of Dublin at which the Ohio University Heritage College of Medicine is already operating. Ohio University 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 Ohio University Dublin Extension Campus.

The Columbus State/Ohio University 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 Regional Learning Center, 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 request is not to exceed \$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.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(8) **PRELIMINARY YEAR-END FINANCIAL STATEMENTS AS OF, AND FOR THE TWELVE MONTHS ENDED JUNE 30, 2014**

Ms. Terri Gehr explained that discussion of the Preliminary Year-End Financials was discussed at the Committee of the Whole in July (see attached). A July Board meeting was not held, so Ms. Gehr gave a review of the discussions held at the Committee of the Whole in July.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(9) **ALLOCATED FY14 NET INCOME**

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 provide \$4.06 million that can be allocated for strategic purposes.

The "Recommended Allocation of Additional FY14 Net Income" chart indicated five Strategic Objectives, the Strategic Purpose and the Amount for each Strategic Objective. (See attached).

Ms. Gehr stated there were two parts to the Recommendation on the Board Action for the Board to approve: the balance of the Net Income be allocated as represented and also the One-time Compensation that was set aside, \$1.7 million, that the President has the authority to transfer any available balances in that account for strategic purposes.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(10) **TRANSFER AVAILABLE STRATEGIC RESERVE ACCOUNT BALANCES**

Ms. Gehr explained that part of this Board Action was represented with the Preliminary Year-End Board Action that was discussed at the July Committee of the Whole meeting. Because we had a similar recommendation we put these into their own Board Action, "Transfer Available Strategic Reserve Account Balances".

These are initiatives that the Board had authorized previously that have an available balance to do more strategic work. From the *Voluntary Separation Incentive Plan Balance, Transfer to Student Success and Innovation Fund*, there is a balance of \$1.1 million which can be used for reallocation.

The President recommends repurposing the remaining balance in this 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
- Professional Development
- Career Advising and Placement

The second, *Delaware Campus Operations Balance, Transfer to Strategic Growth Initiatives*. The campus needed less than three years to become self-sustaining, and a balance of \$1,098,432 remains in this 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 Dublin Extension Campus.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(11) **FINANCIAL STATEMENTS AS OF, AND FOR THE FOUR MONTHS ENDED, OCTOBER 31, 2014**

Ms. Terri Gehr reviewed the Financial Statements ending October 31, 2014. This Financial Statement represents the enrollment and tuition through Autumn Semester and the first-third of registration for Spring Semester. We know we were below budgeted estimates in Summer Term and Autumn Semester and we are monitoring our expenses to align to the revenue. See attached Financial Statements and Exhibits for details.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(12) **PERSONNEL INFORMATION ITEMS**

The Personnel Information Items are presented to the Board for informational purposes only.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(13) EXECUTIVE SESSION

Chair Rosen moved, Member Bowman seconded, that the Committee adjourn to Executive Session at 1:20 p.m. to consider the discuss collective bargaining issues.


A vote was taken which resulted in:

AYES: Members Rosen, Bowman, Dewolf, Hoover,
Lopez-Walton, Timmons, Walker

NAYS: None

The regular meeting of the Committee reconvened at 1:30 p.m.

There being no further items to come before the Committee, the meeting was adjourned at 1:32 p.m.



David T. Harrison, Ph.D.
Secretary, Board of Trustees