

COLUMBUS STATE

COMMUNITY COLLEGE

COPY TO ALL BOARD MEMBERS

Douglas Rellick, Ex Officio Staff Member

Kevin James, Ex Officio Faculty Member

Matthew Schultz, Ex Officio Student Member



BOARD OF TRUSTEES COMMITTEE OF THE WHOLE

Thursday, July 16, 2015
12:00 p.m.
Pete Grimes Board Room, Franklin Hall

AGENDA

Page

- (1) Call to Order
- (2) Roll Call
- (3) Certification of Conformity with Section 12.22(F) of the Ohio Revised Code
- (4) College's Mission and Vision Statements
- (5) Opening Remarks from Chair Flowers
- (6) Approval of Minutes
- (7) Adopt new Policy 5-19, Promotion and Tenure, and rescind current Policy 5-02, Faculty Tenure, effective January 24, 20131
- (8) Preliminary Year-End Financial Statements for the Period Ending June 30, 20156
- (9) Personnel Information Items (Information Only)20
- (10) Discussion of Current Issues
- (11) Executive Session (*if needed*)

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DAVID T. HARRISON Ph.D. PRESIDENT



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Adopt new Policy 5-19, Promotion and Tenure, and rescind current Policy 5-02, Faculty Tenure, effective January 24, 2013

BACKGROUND INFORMATION:

The Academic Council has harmonized two policies and three procedures into one policy and one procedure in order to address organizational changes in the promotion and tenure process. Tenure and first promotion were once separate processes with varying portfolio requirements and timelines. Over time, the processes merged, and the revisions reflect the updated approach, our semester calendar and address issues that have arisen during implementation.

RECOMMENDATION:

That the Board of Trustees adopts new Policy 5-19, Promotion and Tenure, and rescinds current Policy 5-02, Faculty Tenure, effective August 31, 2015.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PROMOTION AND TENURE
Policy 5-19
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Effective Autumn Semester 2015

New Policy

- (A) The purpose of promotion and tenure is to ensure academic excellence, reward service and contributions, and retain the College's most valued faculty. Tenure assures faculty members continued employment with dismissal only for just cause or a reduction in the number of faculty required to deliver the College's academic programs.
- (B) The College employs a four-tier faculty ranking system of Instructor, Assistant Professor, Associate Professor, and Professor. Tenure is conferred with the candidate's first promotion, usually to the rank of Assistant Professor, although this may differ based on initial placement in rank upon hiring.
- (C) At time of hire, faculty are assigned the rank of Instructor. Under unusual circumstances, a faculty member may be appointed outside the rank of Instructor with the approval of the President and in accordance with Section 38.03 of the Collective Bargaining Agreement between the College and CSEA and in accordance with Procedure 5-19 (D).
- (D) Tenure is granted after the completion of an appropriate evaluation of each faculty member's work, as defined in Procedure 5-19 (D), and upon the recommendation of the President to the Board of Trustees.
- (E) Full-time faculty members will be considered for a first promotion and tenure after seven semesters of qualifying full-time service as defined below:
 - (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service, and contributions.
 - (2) Faculty members who resign and later return to Columbus State Community College shall receive no years of past service credit toward tenure eligibility.
 - (3) No more than one year of service credit will be granted for employment during any one fiscal year.
 - (4) Faculty who are granted tenure and the first promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
 - (5) All persons granted tenure before the acceptance of this policy shall continue to be tenured according to the rights and privileges of this policy.
- (F) A faculty member may petition the dean of the division for a one-time delay of one year in application for tenure due to circumstances in the third or fourth year of full-time employment. Such circumstances must have a demonstrable negative impact on the

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faculty member's ability to perform duties required for tenure or to complete the portfolio for tenure. The petition must be submitted in writing to the Dean no later than October 1 of the fourth year.

- (G) A candidate not awarded tenure and the first promotion may elect to seek due process of a complaint through the appeal process provided for in this policy. Such action precludes the faculty member from availability of other forms of due process provided by College policy.
- (H) A faculty member who is not awarded tenure will be terminated at the completion of the academic year in which tenure and the first promotion were considered.
- (I) Tenure will be terminated in the following situations:
 - (1) A tenured person has submitted his/her resignation.
 - (2) If a tenured faculty member has been placed on layoff due to a reduction in faculty, he or she will retain tenure if recalled for employment within two years of the layoff. If a tenured faculty member is recalled at any time and voluntarily refuses recall, tenure will be terminated at that time. If a tenured faculty member is not recalled within the two-year period, tenure will be terminated at the end of the second year. If a tenured faculty member is laid off, it is his or her responsibility to notify the Human Resources Department in writing of any changes in address and/or telephone number.
 - (3) For just cause, which shall include but is not limited to, the following:
 - (a) Serious violations of important College policies such as harassment, sexual harassment, sexual misconduct, academic misconduct, and conflict of interest.
 - (b) Any behavior that presents imminent serious threat to the health, welfare, or safety of College employees, students or others in the campus community or to College property.
 - (c) Serious insubordination (i.e., willful disregard of direction by supervisor except as permitted by law).
 - (d) Unlawful possession or distribution of illicit drugs or controlled substances on campus.
 - (e) Illegally bringing or bearing firearms or other lethal weapons/devices on campus.

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- (f) Intentional falsification of College records.
 - (g) Serious misuse or misappropriation of College equipment, materials, funds, or other resources.
 - (h) Job abandonment (i.e., no call-no show for 3 consecutive, scheduled workdays).
 - (i) Conviction of a felony that negatively impacts either the College or the ability of the faculty member to perform his or her responsibilities.
- (J) Full-time faculty members will be considered for second and third promotions any time after seven semesters of qualifying full-time service in rank as defined below:
- (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service, and contributions.
 - (2) No more than one year of service credit will be granted for employment during any one fiscal year.
 - (3) Faculty who are granted promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
 - (4) All persons granted promotions before the acceptance of this policy shall continue in that rank according to the rights and privileges of this policy.
- (K) A candidate not awarded a promotion may elect to seek due process of a complaint through the appeals process provided for in this policy. Such action precludes the faculty member from availability of other forms of due process provided by College policy.
- (L) After a faculty member has received tenure and the first promotion, further promotion in rank is not a condition of employment.
- (M) Unsuccessful candidates for promotion in any given year may reapply for promotion during any succeeding year without prejudice or negative inference from the previous denial.
- (N) All proceedings and decisions related to promotion and tenure process shall be held in confidence and made available only to those persons involved in process.

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- (O) The President will adopt and implement procedures for the following:
 - (1) Initial placement in rank.
 - (2) The presentation of a faculty member's work for the promotion and tenure process.
 - (3) The evaluation of a faculty member's work by peers and administrators.
 - (4) The timeline for submissions and evaluations.
 - (5) The composition and tasks of Promotion and Tenure Review Committees.
 - (6) The composition and tasks of the Promotion and Tenure Appeals Committee.

- (P) If for any reason the President determines that there is an issue with the implementation of this policy and related procedures, the President, in consultation with the Senior Vice-President for Academic Affairs and CSEA, may take whatever steps are deemed appropriate to ensure the proper functioning and integrity of the procedures. Such issue might include, but are not limited to, paid or unpaid leaves of absence (due to illness, military duty, jury duty, maternity leave, etc.) or catastrophic events (fire, flood, death in the family, etc.). A request for special consideration should be made in a timely manner, and documentation of the situation (if available) should be provided.

New Policy

Note: Replacing Current Policy 5-02, Faculty Tenure and related Procedures 5-02 (E), (F), and 3-01 (B)



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Preliminary Year-End Financial Statements for the period ending June 30, 2015

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 Preliminary Year-End Financial Statements for the period ending June 30, 2015 be accepted as presented.

That the Board authorizes the President to adjust the amounts of the strategic allocations commensurate with the audited FY15 financial statements.

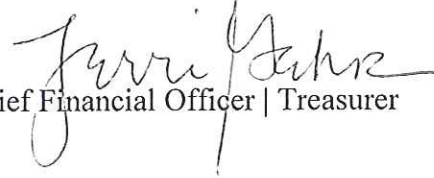
COLUMBUS STATE

COMMUNITY COLLEGE

July 10, 2015

TO: Dr. David T. Harrison, President

FROM: Theresa J. Gehr, Senior Vice President | Chief Financial Officer | Treasurer



SUBJECT: Financial Statements as of June 30, 2015

Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended June 30, 2015.

1. General Fund (Exhibit B)

Revenues

Projected year-end operating revenue is within \$162,000 or 0.12% of the FY15 Revised Budget.

Spring's better-than-budgeted enrollment offset Summer's lower-than-budgeted enrollment by all but \$289,000 in tuition revenue. As a reminder, 54% of Summer 2015 term's tuition revenue is accounted for in FY15, and the balance is in FY16.

Term	Budgeted	Credit	Budget to	Actual	FY 14	FY 15	%
	Credit Hours	Hours	Actual Variance	FTEs	FTEs	Variance	
Summer 2014**	52,754	51,764	-1.9%	8,446	7,502	-11.2%	
Autumn 2014	219,505	212,013	-3.4%	15,022	14,134	-5.9%	
Spring 2015	207,974	198,581	-4.5%	14,186	13,239	-6.7%	
Summer 2015*	61,115	48,207	-21.1%	7,502	5,951	-20.7%	

* FY15 preliminary student credit hours and FTEs

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

Expenses

FY15 projected year-end operating expenses are 3.8% below the revised budget, and 0.6% above FY14 audited spending.

One-Time Strategic Investments from FY15 Net Operating Revenues

Higher-than-budgeted operational revenue of approximately \$162,000, lower than budgeted operating expenses, and projected interest income of approximately \$700,000 yield opportunity for additional strategic allocations.

Since the Board met in May, the projected year-end revenue and expenses have yielded additional net operational revenue of about \$2.0 million, due most notably to recent health care adjustments that are projected to yield \$800,000 in lower expenses. One example that significantly impacted this adjustment is rebates when individuals reached stop loss at which point the insurance company makes claim payments rather than the College. Coupled with projected interest income of approximately

\$700,000 (column G, row 30), \$2.7 million is projected to be available for additional strategic allocations, as follows:

Student Success and Innovation (\$500,000) to advance the following initiatives:

- *Diversity and Cultural Inclusion.* In 2013, as a part of Columbus State's *Achieving the Dream (AtD)* Implementation Proposal, the College formally committed to cultivating a diverse and inclusive environment as a strategy to further our student success mission and lead the College towards greater cultural competence and equity. During the intervening years, the College has expanded the scope of the Student Life Global Diversity and Inclusion Office and established the Diversity and Cultural Inclusion Council as a standing body chartered to benchmark best practices, examine internal and external data, and recommend action items to advance our internal diversity and inclusion objectives.

As a leader in the Central Ohio region, the College also recognizes its role and responsibility to champion diversity and inclusion initiatives on a broader scale in order to effect social awareness and change. In July, the President appointed a Special Assistant to the President for Diversity Initiatives who will serve as a partner to the Board and the College in developing, implementing, and monitoring the College's overarching campaign and strategy in conjunction with our faculty, staff and students, and the broader community.

- *Aligning and Communicating Strategic Priorities.* To maintain its accreditation by the Higher Learning Commission (HLC), and driven by its desire for continuous improvement, the College must have at least three action projects in progress and on the record with HLC.

Colleges that belong to the Academic Quality Improvement Program (AQIP) pathway for their accreditation are required to participate in various activities during an eight-year cycle. A recent activity included attendance by an eight-member team led by the President at an AQIP Strategy Forum to develop a new improvement strategy, or action project, for the upcoming year.

The College's project is titled *Aligning and Communicating Strategic Priorities*. It will include the development of a process for an open and inclusive decision-making process for linking budgeting to the strategic priorities. The project team will analyze the areas where the processes are not aligned and make process improvement recommendations. The project team will deliver an updated 12-month planning calendar where budget resources are linked to the strategic priorities.

The project team will include representatives from across the College and will be assisted in its work by a project manager. Funding will be needed for the project manager as well as other work necessary to successfully complete the project, including communication and data collection efforts.

This allocation is not reflected on Exhibit B.

Capital Improvements (\$2.2 million): While the State's FY15-16 capital bill provides approximately \$1.0 million to make long-overdue elevator upgrades, the College requested \$6.9 million in FY15-16 State capital funds to keep its facilities modernized to support effective teaching and learning, and operating efficiently. The additional funds for capital improvements will provide for a variety of facility improvements that will range from updating outdated spaces, repairing parking lot and sidewalk repairs, upgrading additional elevators to ensure safe operations, and other infrastructure improvements.

This allocation is not reflected on Exhibit B and could be more or less based on the final results of the 2015 audited financials expected in October.

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

The Bookstore revenues to date are 9.5% lower than the same period last year and expenditures are lower by 6.7% due to lower payroll costs. In total, the Bookstore's net income is \$1.5 million compared to \$1.7 million last year, a decrease of 14%.

Food Services revenues are significantly higher than the same point in time last year; expenses are similarly much lower than the prior year leaving a net margin that is 9% higher than FY14.

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

To-date disbursements of \$5,667 left a balance of \$14,333 for June in this Fund. A deposit of \$5,667 was done to replenish the Fund to \$20,000 at the end of June.

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

Foundation contributions through June are \$434,719 compared to \$8,396,222 through June of last year. Large gifts in FY14 (AEP, JP Morgan Chase, Cardinal Health, Giant Eagle and Nationwide) were pledged in FY14, all of which were recognized on FY14 financial statements. 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 32.32% 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 JUNE 30, 2015
With Comparative Figures at June 30, 2014**

EXHIBIT A

<u>Assets</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>	<u>Liabilities and Fund Balance</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 7,841,106	\$ 3,265,758	Accounts payable	\$ 9,880,110	\$ 23,634,149
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	112,363,256	122,240,828	Student tuition	19,999,106	22,554,095
Interest receivable	20,893,621	22,104,263	Lab fees and credit bank	786,937	1,072,536
Prepaid expense	1,180,801	562,602	Due to restricted funds	-	-
Net Investment in Golf Course	-	-	Due to plant funds	22,967,688	20,412,235
Due from agency funds	1,495,458	13,837,954	Due to agency funds	-	-
Due from auxiliary funds	1,020,166	1,124,738	Fund balances (Exhibit C):		
Total educational & general	\$ 144,794,408	\$ 163,136,142	Allocated	65,755,386	66,335,616
			Unallocated	25,405,180	29,127,510
			Total fund balances	91,160,567	95,463,126
			Total educational & general	\$ 144,794,408	\$ 163,136,142
Auxiliary enterprise			Auxiliary enterprise		
Cash	\$ 3,868,736	\$ 3,826,674	Accounts payable	\$ 1,304	\$ 84,500
Investments	8,328,790	8,284,751	Due to educational & general fund		1,124,738
Accounts receivable	78,362	69,396	Due to Plant Fund	1,475,070	1,475,070
Inventories, at cost as defined (note 2)	3,041,870	2,315,225	Fund balances (Exhibit D):		
Other Assets	78,253	78,253	Allocated		
Due from general fund			Unallocated	13,413,263	12,406,595
Due from grant funds	(506,374)	516,604	Total fund balances	13,413,263	12,406,595
Total auxiliary enterprise	14,889,637	15,090,903	Total auxiliary enterprise	14,889,637	15,090,903
Total unrestricted	\$ 159,684,045	\$ 178,227,045	Total unrestricted	\$ 159,684,045	\$ 178,227,045
Total current funds	\$ 159,684,045	\$ 178,227,045	Total current funds	\$ 159,684,045	\$ 178,227,045
	[A]	[B]		[C]	[D]

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JUNE 30, 2015
With Comparative Figures at June 30, 2014

EXHIBIT A
(Continued)

Assets	June 30, 2015	June 30, 2014	Liabilities and Fund Balance	June 30, 2015	June 30, 2014
Plant funds			Plant funds		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	967,620	778,160
Capital Improvement Fund	967,620	778,160	Restricted	-	-
Total unexpended	967,620	778,160	Total unexpended	967,620	778,160
Cash from Bond Proceeds	-	-	Investment in plant:		
Deposit with trustees/Escrow	-	-	Interest payable	-	-
Due from general fund	22,967,688	20,412,235	Capital lease payable	-	-
Land	25,518,235	25,518,235	Accounts payable	-	-
Improvements other than buildings	12,433,778	12,117,274	Bonds payable	8,475,000	9,995,000
Buildings	158,589,637	158,566,919	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	40,256,615	39,874,993	Net investment in plant	173,955,555	172,969,136
Construction-in-progress	8,627,333	5,025,582			
Other Assets	2,835,824	2,982,870	Total investment in plant	182,430,555	182,964,136
Less: accumulated depreciation	(88,798,556)	(81,533,973)	Total plant funds	183,398,174	183,742,296
Total investment in plant	182,430,555	182,964,135			
Total plant funds	\$ 183,398,174	\$ 183,742,296	Agency funds		
			Deposits held in custody for others	-	-
Agency funds			Due to educational and general fund	1,495,458	13,837,954
Cash	-	-	Total agency funds	1,495,458	13,837,954
Due from agencies	1,495,457	13,837,954		[C]	[D]
Due from general fund	-	-			
Total agency funds	\$ 1,495,457	\$ 13,837,954			
	[A]	[B]			

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

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDED JUNE 30, 2015
With Comparative Figures at June 30, 2014**

EXHIBIT B

	FY 15			FY 14			FY 15 Projected Year End		FY 14 Audited	
	Revised Budget as approved January 2015	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 Audited Year End	Projected % of Budget
Revenues										
Appropriations										
Subsidy	\$ 61,204,273	\$ 61,204,273	100.00%	\$ 60,429,175	\$ 60,429,174	100.00%	\$ 61,204,273	100.00%	\$ 60,429,174	100.00%
Student Support Services										
Tuition							42,529	-	54,827	-
Fees							61,246,802	100.07%	60,484,001	100.09%
Special courses										
70,599,986	70,458,069	74,699,126	99.82%	74,975,901	74,699,126	99.82%	70,310,530	99.59%	75,171,489	100.26%
4,092,691	3,843,165	4,189,057	93.90%	4,134,065	4,134,065	98.69%	3,843,165	93.90%	4,134,013	98.69%
1,045,530	1,378,089	941,359	131.81%	1,275,793	1,275,793	135.32%	1,378,089	131.81%	1,271,839	135.10%
75,738,207	75,679,324	80,106,357	99.92%	80,248,005	80,248,005	100.18%	75,531,785	99.73%	80,577,341	100.59%
Contracted Services										
Net	100,000	325,582	325.58%	100,000	168,529	168.53%	325,582	325.58%	215,016	215.02%
Other	100,000	325,582	325.58%	100,000	168,529	168.53%	325,582	325.58%	215,016	215.02%
Partnership Revenue	250,000	269,733	107.89%	250,000	223,094	89.24%	269,733	107.89%	294,248	117.70%
Miscellaneous	370,000	450,534	121.77%	153,000	252,703	165.17%	450,534	121.77%	243,929	159.43%
Total revenues	620,000	720,268	116.17%	403,000	475,797	118.06%	720,268	116.17%	538,177	133.54%
Operating Expenditures	137,662,480	137,971,975	100.22%	141,038,532	141,377,332	100.24%	137,924,436	100.12%	141,814,535	100.55%
Educational & general (Instructional)	73,069,606	71,485,270	97.83%	75,323,034	71,010,695	94.27%	70,889,880	97.02%	70,707,172	93.87%
Library	1,987,766	1,846,907	92.91%	1,672,175	1,756,557	105.05%	1,834,822	92.31%	1,767,766	105.72%
General	10,195,213	9,302,129	91.24%	10,520,659	10,440,611	99.24%	9,381,733	92.02%	10,614,191	100.89%
Information Technology	13,293,384	12,319,837	92.68%	12,716,775	11,202,774	88.09%	12,281,276	92.39%	11,368,078	89.39%
Student Services	14,425,589	13,646,544	94.60%	14,304,039	13,667,751	95.51%	13,608,417	94.34%	13,731,567	96.00%
Operation and maintenance of plant	13,483,128	13,432,754	99.63%	13,947,490	12,911,448	92.57%	13,490,323	100.05%	13,231,453	94.87%
Administration	8,831,409	8,562,024	96.95%	9,160,548	8,572,265	93.59%	8,602,459	97.41%	7,889,685	86.13%
Transfer for debt service	1,376,385	1,376,385	100.00%	1,388,906	1,388,906	100.00%	1,376,385	100.00%	1,388,906	100.00%
Total expenditures	136,662,480	137,971,975	96.57%	139,033,626	130,851,016	94.11%	137,465,295	96.20%	130,698,828	94.01%
Non-operating & Encumbered										
Transfer for Capital Equipment	1,000,000	See Exhibit C	See Exhibit C	2,000,000	See Exhibit C	See Exhibit C	2,100,000	210.00%	2,000,000	100.00%
Transfer for One-Time Compensation	-	-	-	-	-	-	1,100,000	N/A	1,700,000	0.00%
Transfer for Capital Improvements	-	-	-	-	-	-	-	N/A	1,850,000	0.00%
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	1,850,000	0.00%
Transfer for Student Success and Innovation	-	-	-	-	-	-	1,100,000	N/A	-	0.00%
Total expenditures and transfers	137,662,480	137,971,975	95.87%	141,033,626	130,851,016	92.78%	135,765,295	98.62%	138,098,828	97.92%
Operational revenues	-	6,000,116	N/A	4,906	10,526,316	N/A	2,059,141	N/A	3,715,707	75738.01%
Net Operating revenues	\$ -	\$ 683,679	-	\$ 4,906	\$ 346,842	-	\$ 683,679	-	\$ 346,842	-
Reserve expenditures from Exhibit C	-	(2,046,933)	-	-	(7,167,515)	-	(3,078,180)	-	(1,586,259)	-
Net Revenues/(Expenditures)	(A) \$ -	(B) \$ -	(C) [C]	(D) \$ -	(E) \$ -	(F) [F]	(G) \$ -	(H) [H]	(I) \$ -	(J) [J]

* Includes expenditures from reserves (Exhibit C) for strategic purposes as outlined in the FY 15 budget priorities. Amount includes projections for depreciation, state capital allocation, one-time compensation, scholarships, and Student Success and Innovation approved/funded projects and has been updated to reflect projected results.

** The Board of Trustees authorized the allocation of this net income at its November 2014 meeting.

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, 2015

	Balance at June 30, 2014	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at June 30, 2015
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition*	\$ 8,437,891	\$ -	\$ -	\$ 4,850,000	\$ -	\$ 13,287,891 (1)
Carpet/Furniture Reupholstering	147,656	-	-	-	(795)	146,861 (2)
Space Efficiency Upgrades	1,036,018	-	-	-	(163,568)	872,450 (3)
Project Planning	25,001	-	-	-	(3,498)	21,503 (4)
Union Hall Renovation*	8,003,605	-	-	(5,000,000)	(2,543,066)	460,539 (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	(118,755)	113,053 (8)
Student Support Services	96,038	-	-	-	(21,289)	74,749 (9)
Massage Therapy Space	24,400	-	-	-	(21,571)	2,829 (10)
Capital Equipment	6,783,143	-	1,000,000	-	(1,598,568)	6,184,575 (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	-	-	-	-	1,093,474 (15)
Broadbanding	161,349	-	-	-	(353,791)	739,683 (16)
Think Again Scholarship	3,232,086	-	-	-	(27,696)	133,653 (17)
Student Success and Innovation	6,148,791	-	1,815,000	-	(794,076)	2,438,010 (18)
Strategic Growth Initiatives	1,213,509	-	1,908,432	-	(460,797)	7,502,994 (19)
Technology Initiatives	1,041,435	-	2,000,000	229,119	(362,896)	2,988,164 (20)
Human Capacity Development/Wellness	311,266	-	-	-	(422,632)	2,618,803 (21)
Campus Safety Initiatives	1,058,901	-	-	-	-	311,266 (22)
Energy Efficiency/Sustainability Initiatives	2,248,958	-	-	-	(137,436)	921,465 (23)
Delaware Campus Operations	1,098,432	-	(1,098,432)	-	(74,498)	2,174,460 (24)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	- (25)
Health Care HSA Incentive	86,636	-	-	-	-	1,241,018 (26)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	86,636 (27)
Voluntary Separation Incentive Plan	1,119,072	-	(1,114,000)	-	(5,073)	152,500 (28)
One-Time Compensation	1,738,229	-	-	(239,119)	(1,499,110)	- (29)
Partnerships for Student Success	282,437	-	-	-	(120,599)	- (30)
Workforce Development	-	-	500,000	-	-	161,838 (31)
Tobacco Free Campus Implementation	-	-	50,000	10,000	-	500,000 (32)
PERFORMS	2,512	-	-	-	-	60,000 (33)
Unallocated	69,425,113	-	5,061,000	-	(1,014)	1,499 (34)
Total General Fund	92,666,899	(1,506,333)	(5,061,000)	-	(8,730,727)	65,755,386 (35)
	\$ [A]	\$ [B]	\$ [C]	\$ [D]	\$ [E]	\$ [F]

*Re-instates \$5M as per November 2010 Board Action that provided for use of these monies if State Capital funds did not get appropriated for Union Hall Renovation.

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TWELVE MONTHS ENDED JUNE 30, 2015**
With Comparative Figures at June 30, 2014

EXHIBIT D

	FY 15		FY 14		FY 15 Projected Year End		FY 14 Audited		
	Revised Budget as approved January 2015	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2014	Actual to Date	% of Budget Expended to Date	FY 15 Projected Year End	FY 14 Audited Year End	Projected % of Budget
Auxiliary									
Sales/Revenues									
Bookstore	\$ 13,325,234	\$ 13,161,713	98.77%	\$ 14,885,421	\$ 14,594,972	98.05%	\$ 13,161,713	\$ 14,547,124	97.73%
Food Services	360,000	400,180	111.16%	427,000	393,597	92.18%	400,180	395,591	92.64%
Total Revenues	13,685,234	13,561,893	99.10%	15,312,421	14,988,569	97.89%	13,561,893	14,942,715	97.59%
Cost of Goods Sold									
Bookstore	10,585,924	10,028,723	94.74%	11,614,327	11,111,782	95.67%	10,028,723	11,112,140	95.68%
Food Service	55,000	57,219	104.03%	86,000	53,886	0.00%	61,584	54,370	63.22%
Gross Margin	3,044,310	3,475,951	114.18%	3,612,094	3,822,901	105.84%	3,471,586	3,776,205	104.54%
Operating Expenses									
Bookstore	1,893,766	1,650,138	87.14%	1,993,138	1,769,794	88.79%	1,711,242	1,664,519	83.51%
Food Services	223,717	117,331	52.45%	217,015	132,520	61.06%	124,642	125,803	57.97%
Auxiliary Administration	924,658	635,191	68.69%	1,007,792	550,587	54.63%	695,906	644,233	63.93%
Total Expenses	3,042,141	2,402,660	78.98%	3,217,945	2,452,901	76.23%	2,531,790	2,434,555	75.66%
Auxiliary Net Operating Income/(Loss)	2,169	1,073,291	49483.22%	394,149	1,370,000	0.00%	939,796	1,341,650	340.39%
Net Income/(Loss)									
Bookstore	845,544	1,482,852	175.37%	1,277,956	1,713,396	134.07%	1,421,748	1,770,465	136.54%
Food Services	81,283	225,630	277.59%	123,985	207,191	167.11%	213,954	215,418	173.75%
Auxiliary Administration	(924,658)	(635,191)	68.69%	(1,007,792)	(550,587)	54.63%	(695,906)	(644,233)	63.93%
Net Auxiliary Income/(Loss)	2,169	1,073,291	49483.22%	394,149	1,370,000	347.58%	939,796	1,341,650	340.39%
Auxiliary Fund Balance at June 30, 2014	(119,000)	12,424,640			11,036,595		(119,000)		
Non-operating Revenues/Expenditures		(84,668)			-				
Transfers		-			-				
Audit Entries		-			-				
Auxiliary Fund Balance at June 30, 2015	\$ (119,000)	\$ 13,413,263	[A]	\$ (119,000)	\$ 12,406,595	[B]	\$ 820,796	\$ 1,745,398	[C]
			[C]			[D]			[E]
			[D]			[E]			[F]
			[E]			[F]			[G]
			[F]			[G]			[H]
			[G]			[H]			[I]
			[H]			[I]			[J]

Auxiliary Fund Balance at June 30, 2015

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JUNE 30, 2015

EXHIBIT E

	Actual January 2015	Actual February 2015	Actual March 2015	Actual April 2015	Actual May 2015	Actual June 2015	
Beginning Cash	\$ 5,670,263	6,507,870	7,545,557	10,967,597	8,409,633	4,976,530	(1)
Cash Receipts	15,466,775	7,483,718	7,123,616	7,398,570	13,235,316	7,194,152	(2)
Cash Disbursements	(11,977,563)	(11,864,036)	(10,395,439)	(9,921,260)	(13,259,052)	(13,788,323)	(3)
Financial Aid	15,348,395	1,418,005	(2,806,137)	(35,274)	2,590,633	401,810	(4)
Outflow for investments	(18,000,000)	-	-	(3,000,000)	(8,000,000)	-	(5)
Inflow from investments	-	4,000,000	9,500,000	3,000,000	2,000,000	8,500,000	(6)
Ending Cash	\$ 6,507,870	7,545,557	10,967,597	8,409,633	4,976,530	7,284,169	(7)

	Forecasted July 2015	Forecasted August 2015	Forecasted September 2015	Forecasted October 2015	Forecasted November 2015	Forecasted December 2015	
Beginning Cash	\$ 7,284,169	5,040,169	5,090,169	5,090,169	5,365,169	5,575,169	(8)
Cash Receipts	6,750,000	16,250,000	6,250,000	5,250,000	4,450,000	6,750,000	(9)
Cash Disbursements	(13,000,000)	(12,000,000)	(12,500,000)	(12,500,000)	(12,000,000)	(10,500,000)	(10)
Financial Aid	(994,000)	12,800,000	250,000	(975,000)	(4,240,000)	5,000	(11)
Outflow for investments	-	(22,000,000)	-	-	-	-	(12)
Inflow from investments	5,000,000	5,000,000	6,000,000	8,500,000	12,000,000	3,500,000	(13)
Ending Cash	\$ 5,040,169	5,090,169	5,090,169	5,365,169	5,575,169	5,330,169	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2015

EXHIBIT F

Cash at Beginning of Period		\$ 17,472	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	2,528		(5)
Deposit	5,667	8,195	(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	1,991		(9)
Patricia May-Woods	87		(10)
James Taylor	88		(11)
Transfer to Staff Advisory Council	1,000		
City of Columbus Treasurer	2,500	5,667	(12)
		\$ 20,000	(13)
	[A]	[B]	[C] (14)

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, 2015
With Comparative Figures at June 30, 2014**

<u>Assets</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>	
Cash	\$ 1,264,302	\$ 411,153	(1)
Investments at market value (see note)	7,282,687	7,264,429	(2)
Pledges Receivable	5,398,409	7,331,086	(3)
Accounts Receivable	3,422	24,125	(4)
Total Assets	<u>\$ 13,948,820</u>	<u>\$ 15,030,793</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(6)
Pledge Payable	-	-	(7)
Trade Payables	722,643	7,348	(8)
Total Liabilities	<u>722,643</u>	<u>7,348</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,041,135	3,926,177	(10)
Temporarily Restricted	6,657,540	8,657,684	(11)
Unrestricted	2,527,502	2,439,584	(12)
			(13)
Total fund balance	<u>13,226,177</u>	<u>15,023,445</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 13,948,820</u>	<u>\$ 15,030,793</u>	(16)
	[A]	[B]	(17)
			(18)

Note: Investments

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

	<u>Cost</u>	<u>Market</u>	<u>Percent of Portfolio</u>
Cash	\$ 443,504	443,504	6.09%
Equities	4,032,771	4,356,910	59.83%
Fixed Income	123,132	139,159	1.91%
Mutual Funds	2,334,151	2,343,114	32.17%
Total Investments	<u>\$ 6,933,558</u>	<u>\$ 7,282,687</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TWELVE MONTHS ENDED JUNE 30, 2015
With Comparative Figures at June 30, 2014**

	June 30, 2015			June 30, 2014	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds
Revenue					
Contributions - Scholarships and Programs	\$ 77,680	\$ 111,163	\$ 41,942	\$ 230,785	\$ 569,151
Contributions for Taste the Future	167,684	-	-	167,684	148,595
Contributions for Columbus State	-	36,250	-	36,250	445,217
Corporate Gift	-	-	-	-	7,233,259
Administration Fee Income	44,556	-	-	44,556	47,744
Interest Income	420	117	-	537	129
Investment Income					
Realized	222,039	52,815	-	274,854	1,259,718
Unrealized	(193,865)	(47,461)	-	(241,326)	(293,745)
Investment income-subtotal	28,174	5,354	-	33,528	965,973
Total revenues	318,514	152,884	41,942	513,340	9,410,068
Expenditures					
Scholarships and Projects	-	227,558	-	227,558	270,863
Contributions to Columbus State	-	780,250	-	780,250	459,966
Corporate Gift	-	1,101,327	-	1,101,327	-
Administrative Fee Expense	-	44,556	-	44,556	47,744
Management and general	156,917	-	-	156,917	162,183
Total expenditures	156,917	2,153,691	-	2,310,608	940,756
Excess (deficit) of revenues over expenditures	161,597	(2,000,807)	41,942	(1,797,268)	8,469,312
Transfers	(73,678)	663	73,015	-	-
Fund balance at beginning of period	2,439,583	8,657,684	3,926,178	15,023,445	6,554,133
Fund balance at end of period	2,527,502	6,657,540	4,041,135	13,226,177	15,023,445
	[A]	[B]	[C]	[D]	[F]

COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF JUNE 30, 2015

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 18,684,212	\$ 18,684,212	0.07%	1
STAR Ohio/Plant	967,620	967,620	0.07%	1
STAR Ohio/Auxiliary	3,387,638	3,387,638	0.07%	1
STAR Plus	15,031,481	15,031,481	0.20%	1
CSCC Operating Fund 1	35,272,263	35,245,226	0.68%	417.6
CSCC Operating Fund 2	34,315,456	34,428,775	0.98%	761
Auxiliary Services	4,921,763	4,941,152	0.85%	608
Plant Fund	8,937,461	8,973,563	0.95%	726
	<u>\$ 121,517,893</u>	<u>\$ 121,659,666</u>		

* Weighted

Portfolio Composition	Type	% of Total
	STAR Ohio	31.29%
	Agencies	53.57% *
	Municipal Bonds	9.77%
	Treasury Notes	4.35%
	Cash & Equivalents	1.02%
		<u>100.00%</u>

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

2) Inventories

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

3) Plant Funds

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

4) Long-term debt

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

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

5) Interfund Accounts

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



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Personnel Information Items

BACKGROUND INFORMATION:

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

FOR INFORMATION ONLY

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SALARY</u>
Jeff Akers	Director	Regional Learning Centers	06/01/15	\$71,953
Mark Boll	Technician	Telecommunications	06/10/15	\$41,600
Thomas Capps	Office Associate	Admissions	07/08/15	\$28,662
Kirk Dickerson	Chairperson	Human Services	07/16/15	\$87,000
Nate Faubel-Ravelly	Specialist	Legal Department	07/01/15	\$33,129
Madeleine Fix	Instructional Designer	Distance Education and Instructional Services	03/16/15	\$44,034
Erica Gladue	Specialist	Workforce Strategies	06/10/15	\$33,134
Ethan Kaufman	Material Handler II	Business and College Services	06/16/15	\$28,662
Carla Reed	Assistant Director	Business and College Services	05/18/15	\$67,537
Nakisha Stewart	Office Associate	Human Resources	07/01/15	\$33,129
Lisa Farina	Director	Marketing & Communications	07/01/15	\$100,000
Lori Woods	Instructor	Interpreting and Transliterating	08/31/15	\$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>
Jarod Anderson (Resignation)	Program Coordinator	Development Office	06/09/15
Thomas Barnett (Resignation)	Technician	Information Technology Help Desk	06/30/15
Gary Cross (Retirement)	Building Services I	Facilities	06/30/15
Jessica Gray (Resignation)	Specialist	Workforce Development	05/20/15
Joshua Hahn (Resignation)	Material Handler	Business and College Services	06/05/15
Andre James (Resignation)	Specialist	Human Resources	06/24/15
Tequila Seaverson (Resignation)	Specialist	Financial Aid	05/29/15
Joseph Santangelo (Resignation)	Advisor	Advising Services	06/05/15
Terry Worst (Retirement)	Advisor	Financial Aid- Veterans Services	06/30/15
Elizabeth Wyles (Resignation)	Program Coordinator	Admissions	06/11/15