

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, March 12, 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) Approval of Minutes
- (5) Revise Current Policies – No. 3-04, Employee Salaries; No. 3-13, Leave of Absence;
and No. 3-45, Workplace, Family & Relationship Violence1
- (6) Financial Statements as of, and for the Seven Months Ended January 31, 201510
- (7) Personnel Information Items (Information Only)23
- (8) Discussion of Current Issues
- (9) Executive Session (*if needed*)

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



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Revise Current Policy No. 3-04, Employee Salaries
Revise Current Policy No. 3-13, Leave of Absence
Revise Current Policy No. 3-45, Workplace, Family & Relationship Violence

BACKGROUND INFORMATION:

Recent review of Policies 3-04 and 3-13 necessitated minor revisions to clarify their intent and to update the language. The proposed amendments to these Policies also include updated references to titles and units within the College. Review of Policy 3-45 necessitated language updates to more accurately reflect different types of violence and to provide clearer definitions. The proposed revisions to this Policy also include updated references to departments within the College and to specific community resources.

RECOMMENDATION:

That the Board of Trustees revise current Policy No. 3-04, Employee Salaries; Policy No. 3-13, Leave of Absence; and Policy No. 3-45, Workplace, Family & Relationship Violence, effective March 26, 2015.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE SALARIES
Policy 3-04
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Effective June 1, 2010

- (A) Schedules of salary bands and pay ranges for all jobs POSITIONS shall be maintained by the Vice-President of Human Resources. AND GENERAL COUNSEL OR HIS/HER DESIGNEE.
- (B) Changes to salary bands and pay ranges require approval of the Board of Trustees.
- (C) The Board of Trustees shall determine the salary of the President.
- (D) Initial placement of employees in the salary band will be made in accordance with Policy Procedure 3-03 (H) (1).
- (E) Employees who earn an academic degree more advanced than they already possess shall be compensated for earning that degree in accordance with Policy/Procedure 3-04 (F).
- (F) ~~Procedures for the administration of the college's salary system will be adopted by the President.~~ THE PRESIDENT WILL ESTABLISH PROCEDURES FOR ADMINISTERING THIS POLICY.

Last Effective Date: March 2, 1987

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE OF ABSENCE
Policy 3-13
Page 1 of 1

Effective August 21, 2000

- (A) The College recognizes that occasionally some employees may need to take a leave of absence from their jobs to ADDRESS deal with illness or disability not covered by sick leave and/or Family Medical Leave policy, personal needs, for professional development purposes, or to participate in a faculty exchange program.
- (B) Leave of absence is defined as a PRE-authorized, extended absence from employment for full-time employees for which regular compensation is not paid.
- (C) FULL-TIME employees granted a long-term leave of absence WHO ARE CURRENTLY ENROLLED IN THE MEDICAL, VISION, AND/OR DENTAL PLANS OFFERED BY THE COLLEGE are eligible TO CONTINUE for the PLANS ~~medical and dental insurance benefits,~~ at their own expense, THROUGH COBRA, for the period of the leave of absence or as specifically stated in the terms of the approved leave of absence or as may be restricted by the ~~insurance carrier~~ BENEFIT PLAN AND/OR BY THE APPLICABLE LAW.
- (D) Employees returning from a leave of absence who have complied with all aspects of the College's Leave of Absence Procedure 3-13 (E) will be reinstated in either their original job, if vacant, or another job at a WITHIN A similar level of responsibility CLASSIFICATION.
- (E) THE PRESIDENT WILL ESTABLISH PROCEDURES FOR ADMINISTERING THIS POLICY. ~~The college shall establish procedures to administer this policy.~~

COLUMBUS STATE COMMUNITY COLLEGE
POLICIES & PROCEDURE

WORKPLACE/COLLEGE, FAMILY & RELATIONSHIP VIOLENCE Effective November 15, 2012
Policy 3-45
Page 1 of 6

(A) **PURPOSE**

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and academic EDUCATIONAL environment in which to discuss workplace/COLLEGE, family and relationship violence and seek assistance with those concerns. IT IS THE GOAL OF COLUMBUS STATE COMMUNITY COLLEGE TO PROVIDE A WORKPLACE AND EDUCATIONAL ENVIRONMENT IN WHICH VIOLENCE OF ANY KIND IS NEITHER TOLERATED NOR EXCUSED.

~~It is the goal of Columbus State Community College to provide a workplace and academic environment in which violence of any kind is neither tolerated nor excused. Full-time employees may also seek assistance with these concerns in their lives outside of the workplace through the Employee Assistance Program (EAP), which is a benefit offered by the college to promote an atmosphere that encourages a productive employment and academic environment.~~

(A) ~~**BEHAVIORAL INTERVENTION TEAMS**~~

~~Behavioral intervention teams consist of a cross-section of trained persons who are tasked to:~~

- ~~1. Identify, assess, recommend and prevent the rise of violence and implement appropriate intervention.~~
- ~~2. Manage threats or incidents identified as creating imminent danger or violence and coordinate a plan of action involving the person(s) and/or department(s) involved.~~
 - ~~1. **The Employee Behavioral Intervention Team (EBIT)** consists of representatives from the Human Resource Department, Public Safety Department, Employee Assistance Program, and other departments, as appropriate.~~
 - ~~2. **The Student Behavioral Intervention Team (SBIT)** consists of representatives from Student Life, Student Conduct, Disability Services, Counseling Services, public safety department and other departments, as appropriate.~~

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(B) DEFINITIONS

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

Workplace/COLLEGE Violence – any act OR CONDUCT AGAINST A PERSON OR PROPERTY THAT IS SUFFICIENTLY SEVERE AND OBJECTIVELY OFFENSIVE AND/OR INTIMIDATING TO CAUSE ACTUAL HARM OR TO CREATE AN ABUSIVE OR INTIMIDATING WORKPLACE OR EDUCATIONAL ENVIRONMENT. THIS INCLUDES, BUT IS NOT LIMITED TO: ASSAULT; PSYCHOLOGICAL INTIMIDATION OR BULLYING; THREATS; ISOLATION; NAME-CALLING OR VERBAL, PHYSICAL OR EMOTIONAL ABUSE. ~~that results in threats or causes actual harm to a person or property in the workplace, including but not limited to: assault; coercive behavior; psychological intimidation or bullying; isolation; name-calling; or verbal, emotional, or physical abuse.~~

Deadly Weapon - any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, TASER, etc.); knife; club; brass knuckles; or martial arts weapon OR AN IMPROVISED WEAPON (E.G. AN ITEM NOT INTENDED TO BE A WEAPON THAT IS USED AS A WEAPON).

BULLYING – A TYPE OF WORKPLACE OR COLLEGE VIOLENCE THAT CONSISTS OF REPEATED, ABUSIVE VERBAL OR PHYSICAL CONDUCT DIRECTED AGAINST A PERSON OR PERSONS IN THE COURSE OF EMPLOYMENT OR IN THE EDUCATIONAL ENVIRONMENT THAT WOULD CAUSE A REASONABLE PERSON TO FEEL THREATENED, HUMILIATED OR INTIMIDATED, OR TO EXPERIENCE INTERFERENCE IN THE WORK OR EDUCATIONAL ENVIRONMENT.

~~**Family and Relationship Violence**—behavior that is used in a household or relationship to cause harm or gain power and control over another such as physical, sexual, or emotional abuse.~~

(C) ~~CONDUCT OR BEHAVIOR NOT TOLERATED BY THE COLLEGE PROHIBITED CONDUCT OR BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:~~

COLUMBUS STATE COMMUNITY COLLEGE
POLICIES & PROCEDURE

WORKPLACE/COLLEGE, FAMILY & RELATIONSHIP VIOLENCE Effective November 15, 2012

Policy 3-45

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1. ~~Direct or implied threats;~~ THREATENING TO HARM AN INDIVIDUAL OR HIS/HER FAMILY, FRIENDS, ASSOCIATES OR PROPERTY, INCLUDING PETS;
2. ~~Physical conduct that results in harm to people or property~~ HITTING OR SHOVING AN INDIVIDUAL OR OTHER INTENTIONAL PHYSICAL CONTACT THAT RESULTS IN HARM;
3. UNAUTHORIZED POSSESSION OR INAPPROPRIATE USE OF DEADLY WEAPONS ON COLLEGE-OWNED AND/OR LEASED PROPERTY OR WHERE A COLLEGE OR WORK PROGRAM OR ACTIVITY TAKES PLACE; ~~Possession of deadly weapons on college property, except by those authorized to carry such weapons to perform their job duties on behalf of the college;~~
4. Storing deadly weapons ~~is prohibited~~ on campus, including in personal vehicles parked on College-owned and/or leased property;
5. Intimidating conduct or harassment that disrupts the work or EDUCATIONAL ~~academic~~ environment or ~~results in~~ CAUSES A REASONABLE PERSON TO fear for personal safety; ~~(e.g., stalking or bullying);~~
6. MAKING HARASSING OR THREATENING TELEPHONE CALLS OR SENDING THREATENING COMMUNICATION IN ANY FORM (VERBAL, WRITTEN OR ELECTRONIC), INCLUDING THROUGH THE USE OF SOCIAL MEDIA. ~~Use of college property or resources such as work time, telephones, fax machines, mail, e-mail, internet, or other means to threaten, harass, or abuse someone.~~

(D) RISK ASSESSMENT PROTOCOLS FOR EMPLOYEES AND STUDENTS

1. BEHAVIORAL INTERVENTION TEAMS (BIT) CONSIST OF A CROSS-SECTION OF TRAINED PERSONNEL WHOSE TASK IS TO IDENTIFY AND ASSESS LOW-RISK BEHAVIORS BEFORE THEY ESCALATE AND RECOMMEND APPROPRIATE INTERVENTION STRATEGIES.
2. THREAT ASSESSMENT TEAMS (TAT) CONSIST OF A CROSS-SECTION OF TRAINED PERSONNEL WHOSE TASK IS TO EVALUATE AND MANAGE IMMINENT THREATS OR VIOLENCE AND COORDINATE AN APPROPRIATE PLAN OF ACTION.

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WORKPLACE/COLLEGE, FAMILY & RELATIONSHIP VIOLENCE Effective November 15, 2012
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(E) CONSEQUENCES OF POLICY VIOLATIONS

Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment, or academic sanctions THROUGH THE OFFICE OF STUDENT CONDUCT. Criminal charges may also MAY be filed, as appropriate.

1. Employees who are perpetrators of workplace/COLLEGE, family, and/or relationship violence occurring in the workplace may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by HUMAN RESOURCES AND/OR the Employee Behavioral Intervention Team (EBIT). The Employee Assistance Program can provide employees with counseling and/or referrals to a family and relationship violence perpetrators treatment program for full-time employees and their dependents.
2. Students who are perpetrators of workplace/COLLEGE, family, and/or relationship violence occurring in the learning environment may be required to seek and successfully complete training, counseling, treatment AND/or academic sanctions as determined by the THE OFFICE OF Student eConduct office and/or the student Behavioral Intervention Team (SBIT).
3. Non-employees who are perpetrators of workplace/COLLEGE, family, and relationship violence occurring at the college will have their consequences determined by the POLICE DEPARTMENT OR THE appropriate entity, or the Public Safety Department, including being transferred to the Columbus POLICE DEPARTMENT OR OTHER APPROPRIATE CRIMINAL JUSTICE FACILITY. or local police department, as applicable.

(F) STUDENTS

Student matters will be handled through the student code of conduct process and the student Behavioral Intervention Team (SBIT). Information about the Student Code of Conduct can be found in the student handbook.

(G) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of workplace, family and relationship violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. All individuals involved in the process

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POLICIES & PROCEDURE

~~WORKPLACE/COLLEGE, FAMILY & RELATIONSHIP VIOLENCE~~ Effective November 15, 2012
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~~should observe the same standard of discretion and respect for the reputation of everyone involved in the process.~~

~~(H) REPORTING~~

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

~~(F) KEY RESOURCES FOR CONSULTATION AND SUPPORT AT COLUMBUS STATE:~~

1. Human Resources Department
2. EEO/Title IX Coordinator/DEPUTY TITLE IX COORDINATORS
3. ~~Public Safety POLICE~~ Department
4. Student Conduct DIRECTOR/Program Coordinator
5. ~~Choices for Victims of Domestic Violence 24-Hour.~~ THE COLLEGE PROVIDES RESOURCES TO STUDENTS AND FULL-TIME EMPLOYEES TO HELP MANAGE STRESS AND PREVENT OCCURENCES OF VIOLENCE.
 - a. FULL-TIME EMPLOYEES MAY SEEK SUPPORT AND ASSISTANCE WITH PERSONAL CONCERNS AFFECTING THEIR WORK OR HOME LIVES THROUGH THE EMPLOYEE ASSISTANCE PROGRAM (EAP).
 - b. STUDENTS MAY SEEK SUPPORT AND ASSISTANCE WITH PERSONAL CONCERNS AFFECTING THEIR EDUCATION OR HOME LIVES THROUGH STUDENT COUNSELING SERVICES.
6. ~~Crisis/Shelter (includes youth issues/referrals)~~
7. ~~Ohio Domestic Violence Network~~

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WORKPLACE/COLLEGE, FAMILY & RELATIONSHIP VIOLENCE Effective November 15, 2012
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8. ~~Columbus Coalition Against Family Violence~~

(G) COMMUNITY REOURCES FOR CONSULTATION AND SUPPORT INCLUDE:

1. CHOICES 24 HOUR CRISIS/SHELTER
2. THE CENTER FOR FAMILY SAFETY AND HEALING
3. OHIO DOMESTIC VIOLENCE NETWORK
4. MENTAL HEALTH AMERICA OF FRANKLIN COUNTY
5. COMMUNITY RESCOURCE INFORMATION ALSO CAN BE FOUND AT:
<HTTP://WWW.CSCC.EDU/SERVICES/TITLE-IX/RESOURCES.SHTML>

(H) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of workplace/COLLEGE, ~~family and relationship~~ violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. APPROPRIATE COLLEGE OFFICIALS WILL DETERMINE IF INFORMATION WILL BE DISCLOSED BASED ON THE CIRCUMSTANCES OF EACH CASE. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(I) REPORTING

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace/COLLEGE, ~~family and relationship~~ violence will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of workplace/COLLEGE, ~~family and relationship~~ violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

(J) THIS POLICY IS NOT MEANT TO ADDRESS PERSONALITY OR COMMUNICATION CONFLICTS.

(K) The President shall establish procedures to administer this policy.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Financial Statements as of, and for the seven months ended January 31, 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 financial statements as of and for the seven months ended, January 31, 2015, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

TO: Dr. David T. Harrison, President *Theresa J. Gehr*
FROM: Theresa J. Gehr, Senior Vice President, Chief Financial Officer and Treasurer
DATE: February 18, 2015
SUBJECT: Financial Statements as of January 31, 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 January 31, 2015.

1. General Fund (Exhibit B)

Revenues

Spring 2015 tuition revenue is higher by \$454,000 than anticipated in the revised budget, with enrollment coming in better than expected. At census date, Spring enrollment was lower than last Spring by 6.7% versus the 9.5% that was trending when the revised budget was finalized for the January board meeting.

All other revenue sources are estimated for projected year-end to match what the Board approved in January for the revised budget, except for a small increase to Special Courses.

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	212,013	-3.4%	15,022	14,134	-5.9%
Spring 2015	207,974	198,459	-4.6%	14,186	13,231	-6.7%
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.

Expenses

FY 2015 expense priorities continue to include 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; and maintaining sufficient funds for professional development. Compensation adjustments were also a priority in the FY 2015 budget and were implemented as planned.

The revised budget included adjunct budget reductions due to the lower enrollment, vacancy savings generated while positions were being filled, and bad debt expense that was lower than originally budgeted. The projected year-end expense estimates align with updated tuition revenue.

BUSINESS & ADMINISTRATIVE SERVICES

2. Auxiliary Fund (Exhibit D)

The Bookstore revenues through January are approximately \$515,000 or 4.6% lower than the same period last year due to lower enrollment and numerous textbook affordability initiatives. Expenditures are lower compared to the same period last year, largely because payroll expenses are less due to budgeted positions that have not yet been filled and reduced debt service expense.

Food Service has rebounded from the cafeteria's closure for the majority of the summer while roof repairs were made, with revenues nearly 10% higher than the same period last year. These changes are reflected in the revised FY 2015 budget and the auxiliary fund is expected to balance within the revenues the enterprises are projected to generate.

3. President's Discretionary Fund (Exhibit F)

To-date disbursements of \$1,106 leave a balance of \$18,894 at January 31 in this Fund.

4. Foundation (Exhibits G and H)

Foundation contributions through January are \$239,316 compared to \$5,446,336 through January of last year. Last year's contributions included the \$5 million gift from the American Electric Power Foundation to fund the *Credits Count* initiative. While the entire pledge must be recognized at the time it is made, expenses will be recognized as they are incurred annually through 2018. In addition, the Foundation received \$59,000 in pledges and other revenue to the First Generation Scholarship Fund in November 2013, and other donations of \$142,000 from sources such as Cardinal Health, JP Morgan Chase, Giant Eagle, and Nationwide. Management and General expenses are slightly higher than the same point last year due to increased advertising and sponsorships, while the support from the college is higher due to consultant fees for work on Strategic Goals.

5. Investments

The College's portfolio is invested consistent with its investment policy, with 40.03% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

EXHIBIT A
COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JANUARY 31, 2015
With Comparative Figures at January 31, 2014

<u>Assets</u>	<u>January 31, 2015</u>	<u>January 31, 2014</u>	<u>Liabilities and Fund Balance</u>	<u>January 31, 2015</u>	<u>January 31, 2014</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general		
Cash	\$ 6,925,399	\$ 10,456,651	Accounts payable	\$ 12,374,952	\$ 12,069,289
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income	20,802,776	21,921,283
Accounts receivable, net of allowance for doubtful accounts	128,171,655	123,595,728	Student tuition	302,068	423,126
Interest receivable	9,045,063	10,309,257	Lab fees and credit bank Due to auxiliary funds	-	-
Prepaid expense	563,356	664,303	Due to restricted funds	-	-
Net Investment in Golf Course	2,804,877	1,381,144	Due to plant funds	23,132,005	17,543,926
Due from agency funds	1,157,210	958,465	Due to agency funds	-	-
Due from auxiliary funds			Fund balances (Exhibit C):		
Total educational & general	\$ 148,667,561	\$ 147,365,547	Allocated	63,710,536	67,583,341
			Unallocated	28,345,224	27,824,582
			Total fund balances	92,055,760	95,407,923
			Total educational & general	\$ 148,667,561	\$ 147,365,547
<u>Auxiliary enterprise</u>			<u>Auxiliary enterprise</u>		
Cash	\$ 2,274,392	\$ 1,769,235	Accounts payable	\$ 458,379	\$ 1,159,188
Investments	8,317,902	8,275,587	Due to educational & general fund	1,158,954	958,465
Accounts receivable	3,491,223	3,466,165	Due to Plant Fund	1,475,070	1,475,070
Inventories, at cost as defined (note 2)	2,205,660	2,359,340	Fund balances (Exhibit D):		
Other Assets	78,253	78,253	Allocated	-	-
Due from general fund	-	-	Unallocated	13,791,657	12,871,070
Due from grant funds	516,630	515,213	Total fund balances	13,791,657	12,871,070
Total auxiliary enterprise	16,894,060	16,463,793	Total auxiliary enterprise	16,894,060	16,463,793
Total unrestricted	\$ 165,551,621	\$ 163,829,340	Total unrestricted	\$ 165,551,621	\$ 163,829,340
Total current funds	\$ 165,551,621	\$ 163,829,340	Total current funds	\$ 165,551,621	\$ 163,829,340
	[A]	[B]		[C]	[D]

(Continued)

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

COLUMBUS STATE COMMUNITY COLLEGE
EXHIBIT A
BALANCE SHEET AT JANUARY 31, 2015
(Continued)
 With Comparative Figures at January 31, 2014

<u>Assets</u>	January 31, 2015	January 31, 2014	<u>Liabilities and Fund Balance</u>	January 31, 2015	January 31, 2014
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	872,892	3,515,533
Capital Improvement Fund	872,892	3,515,533	Restricted	872,892	3,515,533
Total unexpended	<u>872,892</u>	<u>3,515,533</u>	Total unexpended	<u>872,892</u>	<u>3,515,533</u>
Cash from Bond Proceeds	-	-	Investment in plant		
Deposit with trustees/Escrow	-	-	Interest payable	-	-
Due from general fund	22,132,005	17,543,926	Capital lease payable	-	-
Land	25,518,235	25,518,235	Accounts payable	-	-
Improvements other than buildings	12,433,778	12,117,274	Bonds payable	9,290,000	10,775,000
Buildings	158,589,637	158,566,919	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	40,102,408	39,759,409	Net investment in plant	173,150,664	169,145,720
Construction-in-progress	8,627,333	5,025,582			
Other Assets	2,835,824	2,982,870	Total investment in plant	<u>182,440,664</u>	<u>179,920,720</u>
Less: accumulated depreciation	(88,798,555)	(81,593,495)	Total plant funds	<u>\$ 183,313,556</u>	<u>\$ 183,436,253</u>
Total investment in plant	<u>182,440,664</u>	<u>179,920,720</u>			
Total plant funds	<u>\$ 183,313,556</u>	<u>\$ 183,436,253</u>	<u>Agency funds</u>		
			Cash	-	1,381,144
			Deposits held in custody for others	-	-
			Due to educational and general fund	2,804,877	-
			Total agency funds	<u>\$ 2,804,877</u>	<u>\$ 1,381,144</u>
				(C)	(D)

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

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2015
With Comparative Figures at January 31, 2014

	FY 15		FY 14		FY 15 Projected Year End		FY 14 Audited		Projected % of Budget
	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	FY 15 Projected Year End	FY 14 Audited	
Revenues:									
Appropriations									
Subsidy									
Student Support Services	\$ 61,204,273	\$ 35,480,437	57.97%	\$ 60,429,175	\$ 35,095,357	58.08%	\$ 61,204,273	\$ 60,429,174	100.00%
								54,827	(2)
								60,484,001	100.09%
Student									
Tuition	70,589,985	43,076,063	61.01%	74,975,901	45,251,886	60.36%	71,053,998	75,171,489	100.26%
Fees	4,092,691	2,895,164	70.74%	4,169,057	2,949,457	70.41%	4,092,691	4,134,013	98.65%
Special courses	1,045,530	777,732	74.39%	941,399	787,841	83.63%	1,101,142	1,271,839	135.10%
	75,738,207	46,748,960	61.72%	80,106,357	48,989,184	61.15%	76,247,851	80,577,341	100.59%
Contracted Services									
Net	100,000	78,019	78.02%	100,000	25,926	25.93%	100,000	215,016	215.02%
	100,000	78,019	78.02%	100,000	25,926	25.93%	100,000	215,016	215.02%
Other									
Partnership Revenue	250,000	153,986	61.59%	250,000	151,004	60.40%	250,000	294,248	117.70%
Miscellaneous	370,000	239,780	64.81%	153,000	43,662	28.54%	370,000	243,929	66.00%
	620,000	393,766	63.51%	403,000	194,666	48.30%	620,000	538,177	86.80%
Total revenues	137,662,480	82,701,182	60.08%	141,038,532	84,305,133	59.77%	138,172,104	141,814,535	100.55%
Operating Expenditures									
Educational & general (Instructional)	73,069,606	41,965,375	57.43%	75,323,034	41,269,535	54.79%	73,316,674	70,707,172	96.31%
Library	1,987,766	1,102,982	55.49%	1,672,175	1,099,509	65.39%	1,928,825	1,767,766	91.63%
General	10,195,213	5,703,417	55.95%	10,520,559	6,159,878	58.55%	10,281,179	10,614,191	103.14%
Information Technology	13,293,384	7,924,417	59.69%	12,716,775	7,397,413	58.17%	13,327,960	11,368,078	85.33%
Student Services	14,425,589	7,924,994	54.94%	14,304,039	7,980,355	55.79%	14,579,900	13,731,567	94.18%
Operation and maintenance of plant	13,483,128	7,696,549	57.01%	13,947,490	7,228,348	51.83%	13,512,329	13,231,453	97.87%
Administration	8,831,409	5,419,671	61.37%	9,160,548	4,970,239	54.25%	8,948,952	7,989,695	89.33%
Transfer for debt service	1,376,385	802,891	58.33%	1,388,906	810,195	58.33%	1,376,385	1,388,906	100.00%
Total expenditures	136,662,480	78,540,655	57.47%	139,033,626	76,909,472	55.32%	137,172,104	130,698,828	94.01%
Non-operating & Encumbered									
Transfer for equipment and replacement	1,000,000	See Exhibit C		2,000,000	See Exhibit C		1,000,000	2,000,000	100.00%
Transfer for One-Time Complements	-	-	-	-	-	-	-	1,700,000	0.00%
Transfer for Capital Improvements	-	-	-	-	-	-	-	1,850,000	0.00%
Total expenditures and transfers	137,662,480	78,540,655	57.05%	141,033,626	76,909,472	54.52%	138,172,104	138,098,828	99.92%
Operational revenues	-	4,160,527	N/A	4,906	7,395,661	N/A	-	3,715,707	75738.01%
Reserve Funding									
Transfer-in Delaware Campus	-	-	-	-	-	-	-	-	-
Budget Tuition Stabilization	-	-	-	-	-	-	-	-	-
Reserve Operation revenues	-	-	-	-	-	-	-	-	-
Interest Income	\$ -	\$ 463,311		\$ 4,906	\$ 463,311		\$ 463,311	\$ 346,842	
Net Operating revenues	\$ -	\$ 4,623,838		\$ -	\$ 7,859,971		\$ 463,311	\$ 4,062,549	
Reserve expenditures from Exhibit C	-	5,775,577		-	3,846,962		3,450,601	1,586,259	
Net Revenues/(Expenditures)	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[J]
		(1,151,739)			3,912,009		(2,987,290)	2,476,230	

Expenditures from reserves (Exhibit C) for strategic purposes 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.

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

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE SEVEN MONTHS ENDED JANUARY 31, 2015

EXHIBIT C

	Balance at June 30, 2014	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at January 31, 2015
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition*	\$ 8,437,891	\$ -	\$ -	\$ 4,850,000	\$ -	\$ 13,287,891
Carpet/Furniture Reupholstering	147,656	-	-	-	-	147,656
Space Efficiency Upgrades	1,036,018	-	-	-	(55,580)	980,438
Project Planning	25,001	-	-	-	(3,498)	21,503
Union Hall Renovation*	8,003,605	-	-	(5,000,000)	(1,910,655)	1,092,950
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279
Bookstore/DX Modifications	263,490	-	-	-	-	263,490
Facilities Infrastructure Improvements	81,808	-	-	150,000	(104,930)	126,878
Student Support Services	96,038	-	-	-	(6,867)	89,171
Massage Therapy Space	24,400	-	-	-	(21,571)	2,829
Capital Equipment	6,783,143	-	1,000,000	-	(919,431)	6,963,712
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	33,104	-	-	-	-	33,104
Budget/Tuition Stabilization	1,093,474	-	-	-	(192,944)	900,529
Accumulated Lab Fees	20,756,987	-	-	-	(18,408)	142,941
Broadbanding	161,349	-	-	-	(782,988)	2,449,098
Think Again Scholarship	3,232,086	-	-	-	(112,078)	7,851,712
Student Success and Innovation	6,148,791	-	1,815,000	-	-	3,351,060
Strategic Growth Initiatives	1,213,509	-	1,908,432	229,119	-	2,913,067
Technology Initiatives	1,041,435	-	2,000,000	-	(128,368)	311,266
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266
Campus Safety Initiatives	1,058,301	-	-	-	(6,562)	1,052,339
Energy Efficiency/Sustainability Initiatives	2,248,958	-	-	(1,098,432)	(45,233)	2,203,725
Delaware Campus Operations	1,098,432	-	-	-	-	-
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018
Health Care HSA Incentive	86,636	-	-	-	-	86,636
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500
Voluntary Separation Incentive Plan	1,119,072	-	(1,114,000)	-	(5,073)	-
One-Time Compensation	1,738,229	-	-	(239,119)	(1,499,110)	221,172
Partnerships for Student Success	282,437	-	500,000	-	(61,266)	500,000
Workforce Development	-	-	50,000	10,000	-	60,000
Tobacco Free Campus Implementation	-	-	-	-	-	-
PERFORMS	2,512	-	-	-	(1,014)	1,499
Unallocated	69,425,113	-	5,061,000	-	(5,775,577)	68,710,536
Total General Fund	\$ 92,666,899	\$ (61,139)	\$ (5,061,000)	\$ -	\$ 5,775,577	\$ 23,345,224
	[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.

EXHIBIT D

COLUMBUS STATE COMMUNITY COLLEGE
 OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
 FOR THE SEVEN MONTHS ENDED JANUARY 31, 2015
 With Comparative Figures at January 31, 2014

	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	
Auxiliary									
Sales/Revenues									
Bookstore	\$ 13,325,234	\$ 10,795,020	81.01%	\$ 14,885,421	\$ 11,310,445	75.98%	\$ 13,325,234	\$ 14,547,124	97.73%
Food Services	360,000	287,819	79.95%	427,000	281,720	61.29%	360,000	395,591	92.64%
Total Revenues	13,685,234	11,082,839	80.98%	15,312,421	11,572,165	75.57%	13,685,234	14,942,715	97.59%
Cost of Goods Sold									
Bookstore	10,585,924	8,234,278	77.79%	11,614,327	8,279,612	71.29%	10,585,924	11,112,140	95.68%
Food Service	55,000	34,534	62.79%	86,000	26,312	0.00%	55,000	54,370	63.22%
Gross Margin	3,044,310	2,814,027	92.44%	3,612,094	3,266,241	90.43%	3,044,310	3,776,205	104.54%
Operating Expenses									
Bookstore	1,893,766	953,083	50.33%	1,993,138	999,023	50.12%	1,893,766	1,664,519	88.51%
Food Services	223,717	46,861	20.95%	217,015	71,867	33.02%	223,717	125,803	57.97%
Auxiliary Administration	924,658	360,898	39.03%	1,007,792	361,076	35.80%	924,658	644,233	69.33%
Total Expenses	3,042,141	1,360,842	44.73%	3,217,945	1,431,766	44.49%	3,042,141	2,434,555	79.66%
Auxiliary Net Operating Income/(Loss)	2,169	1,453,185	66997.92%	394,149	1,834,475	0.00%	2,169	1,341,650	340.39%
Net Income/(Loss)									
Bookstore	845,544	1,607,659	190.13%	1,277,956	2,031,810	158.99%	845,544	1,770,465	138.54%
Food Services	81,283	206,424	253.96%	123,985	163,741	132.07%	81,283	215,418	173.75%
Auxiliary Administration	(924,658)	(360,898)	39.03%	(1,007,792)	(361,076)	35.83%	(924,658)	(644,233)	69.33%
Net Auxiliary Income/(Loss)	2,169	1,453,185	66997.92%	394,149	1,834,475	465.43%	2,169	1,341,650	340.39%
Auxiliary Fund Balance at June 30, 2014	(119,000)	12,424,940			11,036,595		(119,000)		
Non-operating Revenues/Expenditures		(86,168)			-				
Transfers									
Audit Entries									
Auxiliary Fund Balance at January 31, 2015	[A]	\$ 13,791,657	[C]	[D]	\$ 12,871,070	[F]	[G]	[H]	[J]

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JANUARY 31, 2015

	Actual August 2014	Actual September 2014	Actual October 2014	Actual November 2014	Actual December 2014	Actual January 2015	
Beginning Cash	\$ 6,974,462	9,748,032	5,392,035	6,219,337	8,796,981	5,670,263	(1)
Cash Receipts	17,149,030	6,770,741	6,139,705	5,565,124	7,372,655	15,466,775	(2)
Cash Disbursements	(12,683,227)	(12,747,258)	(12,483,508)	(11,210,884)	(10,303,856)	(11,377,563)	(3)
Financial Aid	14,307,767	1,620,520	671,105	(3,776,596)	(195,517)	15,348,395	(4)
Outflow for investments	(16,000,000)	-	-	-	-	(18,000,000)	(5)
Inflow from investments	-	-	6,500,000	12,000,000	-	-	(6)
Ending Cash	\$ 9,748,032	5,392,035	6,219,337	8,796,981	5,670,263	6,507,870	(7)

	Forecasted February 2015	Forecasted March 2015	Forecasted April 2015	Forecasted May 2015	Forecasted June 2015	Forecasted July 2015	
Beginning Cash	\$ 5,607,870	5,607,870	5,857,870	5,607,870	5,707,870	5,532,870	(8)
Cash Receipts	5,250,000	5,250,000	5,250,000	10,950,000	5,750,000	6,750,000	(9)
Cash Disbursements	(13,000,000)	(12,500,000)	(12,500,000)	(13,000,000)	(13,000,000)	(13,000,000)	(10)
Financial Aid	(8,150,000)	-	-	150,000	75,000	(494,000)	(11)
Outflow for investments	-	-	-	-	-	-	(12)
Inflow from investments	15,000,000	7,500,000	7,000,000	2,000,000	7,000,000	6,500,000	(13)
Ending Cash	\$ 5,607,870	5,857,870	5,607,870	5,707,870	5,532,870	5,288,870	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE SEVEN MONTHS ENDED JANUARY 31, 2015

EXHIBIT F

Cash at Beginning of Period		\$ <u>17,472</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	2,528	2,528	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
Oberer's Flowers	931		(9)
Patricia May-Woods	87		(10)
James Taylor	88		(11)
		<u>1,106</u>	(12)
		\$ <u>18,894</u>	(13)
	[A]	[B]	(14)
		<u>[C]</u>	

NOTE:

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

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

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
BALANCE SHEET AT JANUARY 31, 2015
 With Comparative Figures at January 31, 2014

<u>Assets</u>	<u>January 31,</u> <u>2015</u>	<u>January 31,</u> <u>2014</u>	
Cash	\$ 1,070,970	\$ 185,044	(1)
Investments at market value (see note)	7,110,342	6,777,912	(2)
Pledges Receivable	6,709,686	5,107,754	(3)
Accounts Receivable	3,271	-	(4)
Total Assets	<u>\$ 14,894,269</u>	<u>\$ 12,070,710</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ 61,348	\$ -	(6)
Pledge Payable	-	-	(7)
Trade Payables	-	-	(8)
Total Liabilities	<u>61,348</u>	<u>-</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,021,762	3,717,362	(10)
Temporarily Restricted	8,395,847	6,623,855	(11)
Unrestricted	2,415,312	1,729,493	(12)
			(13)
			(14)
Total fund balance	<u>14,832,921</u>	<u>12,070,710</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 14,894,269</u>	<u>\$ 12,070,710</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</u> <u>Portfolio</u>
Cash	\$ 407,226	407,226	5.73%
Equities	3,989,608	4,242,635	59.67%
Fixed Income	124,502	143,046	2.01%
Mutual Funds	<u>2,304,034</u>	<u>2,317,435</u>	<u>32.59%</u>
Total Investments	<u>\$ 6,825,370</u>	<u>\$ 7,110,342</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FOR THE SEVEN MONTHS ENDED JANUARY 31, 2015
 With Comparative Figures at January 31, 2014

	January 31, 2015			January 31, 2014	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds
Revenue					
Contributions - Scholarships and Programs	\$ 50,103	\$ 55,110	\$ 22,569	\$ 127,782	\$ 193,985
Contributions for Taste the Future	100,284	-	-	100,284	102,775
Contributions for Columbus State	-	11,250	-	11,250	149,576
Corporate Gift	-	-	-	-	5,000,000
Administration Fee Income	44,556	-	-	44,556	47,744
Interest Income	280	-	-	280	60
Investment Income					
Realized	133,886	32,549	-	166,435	212,710
Unrealized	(245,167)	(60,312)	-	(305,479)	276,557
Investment income-subtotal	(111,281)	(27,763)	-	(139,044)	489,267
Total revenues	83,942	38,597	22,569	145,108	5,983,407
Expenditures					
Scholarships and Projects	-	143,791	-	143,791	213,860
Contributions to Columbus State	-	46,250	-	46,250	149,576
Corporate Gift	-	-	-	-	-
Administrative Fee Expense	-	44,556	-	44,556	47,744
Management and general	101,035	-	-	101,035	90,648
Total expenditures	101,035	234,597	-	335,632	501,828
Excess (deficit) of revenues over expenditures	(17,093)	(196,000)	22,569	(190,524)	5,481,579
Transfers	(7,178)	(65,837)	73,015	-	-
Fund balance at beginning of period	2,439,583	8,657,584	3,926,178	15,023,445	6,554,131
Fund balance at end of period	\$ 2,415,312	\$ 8,395,847	\$ 4,021,762	\$ 14,832,921	\$ 12,035,710
	[A]	[B]	[C]	[D]	[F]

COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF JANUARY 31, 2015

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity [*]	Average Maturity (days)
STAR Ohio/Operating	\$ 34,678,284	\$ 34,678,284	0.05%	1
STAR Ohio/Plant	872,892	872,892	0.05%	1
STAR Ohio/Auxiliary	3,386,828	3,386,828	0.05%	1
STAR Plus	15,019,144	15,019,144	0.20%	1
CSCC Operating Fund 1	35,224,881	35,167,980	0.62%	428.4
CSCC Operating Fund 2	34,180,850	34,351,879	0.94%	819
Auxiliary Services	4,904,294	4,931,231	0.89%	772
Plant Fund	8,909,424	8,954,368	0.90%	798
	<u>\$ 137,176,596</u>	<u>\$ 137,362,606</u>		

* Weighted

Portfolio Composition	Type	% of Total
	STAR Ohio	39.28%
	Agencies	52.30% *
	Municipal Bonds	5.49%
	Treasury Notes	2.18%
	Cash & Equivalents	0.75%
		<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>
Lori Billenstein	Director	Trio & Special Projects	01/02/15	\$71,953
Gene Burleson	Chairperson	Media Creation & Technology	02/16/15	\$116,763
Pierce Freshwater	Specialist	Student Engagement & Leadership	01/02/15	\$33,134
Jessica Gray	Specialist	Community & Civic Engagement	01/05/15	\$35,006
Pete Hackman	Supervisor I	Business & Campus Services (Food Services)	02/16/15	\$60,000
Karen Miller	Specialist	Business & Campus Services	01/16/15	\$33,134
Anthony Polito	Program Coordinator	Student Conduct	02/16/15	\$48,375
Linda Schaefer	Specialist	Community & Civic Engagement	11/07/14	\$38,000
John Sherwood	Specialist	Admissions	01/05/15	\$33,134
Betty Sugar	Teaching Assistant	Media Creation & Technology	12/16/14	\$40,019
John Vandermark	Program Coordinator	Grants Office	02/01/15	\$52,000
Molly Ward	Assistant Director	Advising Services	01/02/15	\$67,537
Lakesha Williams	Office Associate	Human Resources	01/16/15	\$30,680
Chaka Wilson	Advisor	Advising Services	01/02/15	\$46,038

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>
Carol Beneker (Resignation)	Instructor	Nursing	01/12/15
Lindsey Lee (Resignation)	Supervisor	Admissions	01/22/15
Martha Nieset (Resignation)	Analyst	Institutional Effectiveness	01/09/15
Candice Spangler (Retirement)	Program Coordinator	Curriculum Management	01/31/15
Benjamin Williams (Resignation)	Coordinator	Admissions	02/10/15