

# COLUMBUS STATE

COMMUNITY COLLEGE



**COPY TO ALL BOARD MEMBERS**  
*Michael Hicks, Ex Officio Staff Member*  
*Kevin James, Ex Officio Faculty Member*  
*Cecelia Glackin, Ex Officio Student Member*

## BOARD OF TRUSTEES COMMITTEE OF THE WHOLE

Thursday, September 17, 2015  
12:00 p.m.  
Pete Grimes Board Room, Franklin Hall

### AGENDA

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(1) Call to Order	
(2) Roll Call	
(3) Certification of Conformity with Section 121.22(F) of the Ohio Revised Code	
(4) College's Mission and Vision Statements	
(5) Opening Remarks from Chair Flowers	
(6) Approval of Minutes	
(7) Awarding of Emeritus Status.....	1
(8) Construction Contract Awards: Center for Technology and Innovation and One Stop Student Center.....	10
(9) Revised Current Policy No. 3-41, American with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973 .....	11
(10) Adopt New Policy No. 7-15, Veterans and Service Members Support and Assistance ....	17
(11) Financial Statements as of and for the two months ended, August 31, 2015 .....	21
(12) Personnel Information Items (Information Only) .....	34
(13) Discussion of Current Issues	
(14) Executive Session ( <i>if needed</i> )	

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



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

## **SUBJECT:**

Awarding of Emeritus Status: Professor Jean-Claude Ba, Biological & Physical Sciences  
Professor Tom Barrowman, Business Programs  
Jay Benedict, Interim Chair, Justice & Safety  
Associate Professor Amy Brubaker, Business Programs  
Assistant Professor Elizabeth "Libby" Daugherty, Business Programs  
Professor D. Michael Ehret, Communication  
Professor Phyllis Hardy, Business Programs  
Professor Christiana Hopkins, Communication  
Professor Susan Moran, Communication  
Dr. Polly Owen, Associate Vice President, Academic Affairs  
Professor Patricia Parker, Business Programs  
Professor Dona Reaser, Humanities  
Professor John Scoville, Humanities  
Candice Spangler, Program Coordinator, Curriculum Management  
Dr. Mokie Steiskal, Interim Chair, Human Services  
Professor Barbara Thompson, English  
Mary Vaughn, Administrator, Grants Office  
Daniel Watrous, Coordinator, Dept. of Intercollegiate Athletics  
Dr. Michele Welsh, Academic Advisor, Advising and Student Support  
Associate Professor Charles "Chuck" Wilson, Automotive & Applied Tech.

## **BACKGROUND INFORMATION:**

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

## **RECOMMENDATION:**

That the Board of Trustees grant emeritus status to Professor Jean-Claude Ba, Professor Tom Barrowman, Jay Benedict, Associate Professor Amy Brubaker, Assistant Professor Elizabeth "Libby" Daugherty, Professor D. Michael Ehret, Professor Phyllis Hardy, Professor Christiana Hopkins, Professor Susan Moran, Dr. Polly Owen, Professor Patricia Parker, Professor Dona Reaser, Professor John Scoville, Candice Spangler, Dr. Mokie Steiskal, Professor Barbara Thompson, Mary Vaughn, Daniel Watrous, Dr. Michele Welsh, and Associate Professor Charles "Chuck" Wilson.

### **Emeritus Status: Jean-Claude Ba**

Professor Jean-Claude Ba retired from Columbus State at the end of the Spring Semester 2015 after serving as a professor of Physics with the Biological and Physical Sciences Department for more than 26 years.

During his tenure here at CSCC, Prof. Ba has shown again and again his devotion to our students and this institution. He is also a staunch supporter of the Columbus Public Schools. He served as an advisory board member whose charge is to define guidelines for the implementation of a science track in Columbus Public Schools, from elementary, through middle and High School.

During his professional career at Columbus State Community College, Professor Ba volunteered to serve in numerous activities including President of the Pan-African Association for Global Education, Chairman of the Board of the Joshua Tree foundation, Vice-President Education for the UNA-USA, International Consultant for IYLI (International Youth Leadership Institute) Design the Summer Program which focuses on renewable energies and as a Board member of the central Ohio African Chamber of Commerce.

Professor Ba, throughout his career at CSCC, has shown his strong devotion to teaching physics. He co-authored several physics laboratory manuals that are currently used by our students in class.

Professor Ba deserves the award of Professor Emeritus because he has proven his worth to Columbus State through his dedication to our students and participation on committees serving this institution as well as various national and international organizations and institutions.

### **Emeritus Status: Tom Barrowman**

Tom began his career in the Real Estate Program when it was part of the Workforce Development Division in 1997. He has been in the Business Programs and Engineering Technical Division since 2008. Since then, Tom consistently demonstrated his strong commitment to his students, the industry he serves, and the College. He consistently went above and beyond the requirements of his position as a faculty member and co-program coordinator. He worked tirelessly to continue to shepherd the program and its cadre of adjunct faculty through difficult times and prepared them for a bright future. In addition, he aggressively promoted and improved the image of the College and the program through his active involvement with the local and statewide realtor organizations.

### **Emeritus Status: Jay Benedict**

With over 40 years of service to Columbus State, few associates over the years have dedicated the time and commitment to the mission of Columbus State. Jay's work transcends many academic areas across campus including serving as a faculty member in Medical Laboratory Technology, Chairperson of Allied Health and the Administrator of Curriculum. Upon his retirement Jay agreed to come back during some challenging times for our Justice & Safety Department to lend a steady and calming hand as the unit begins to transition to a new Chairperson.

His years of service to Columbus State allowed for others to gain a professional foundation under his leadership and their careers flourished with his consistent and positive leadership style. Jay's leadership style is quiet and unassuming but his focus on the success of the students and alumni while empowering those around him to achieve excellence in all they do while at Columbus State, was and is "*Beyond Measure*".

Jay's service can be used as an example of how leadership and a caring approach to all that a leader does can produce exceptionalism. His work is woven throughout the tapestry that is Columbus State in its fifty year history.

### **Emeritus Status: Amy Brubaker**

Amy Brubaker's career began in CTI in 1984. During her career she developed the Human Resources Management major which later became a degree program. Amy served the College in various capacities. Most recently, she was an officer in the faculty union. Amy taught most of the courses in the Human Resources program and dedicated herself to the professional development of her students. She remains in contact with many of them. Amy had a reputation for being a tough instructor but she was also known to work closely with students to help them achieve the high standards and succeed in school and in life.

### **Emeritus Status: Elizabeth "Libby" Daugherty**

Elizabeth began her career at the College as an adjunct faculty in Office Administration. She later became a full-time faculty in the Computer Science and Business Programs Departments. While a faculty member in the Computer Science Department, she developed several 1-credit modular courses for the Microsoft Office Suite products, HTML and Computer Literacy, in addition to teaching various courses.

Elizabeth's tenure in the Computer Science Department included serving as Chairperson from 1999- 2007. She managed 11 full-time faculty and approximately 100 adjunct faculty. She obtained funding via a grant to implement a wireless cart of laptops for Capstone classes.

From 2007 to 2012 as Director, Elizabeth developed and led the Office of Assessment for Student Learning. Elizabeth's contribution to the College in the area of Assessment helped set a foundation for ongoing work at the College. She developed a Procedures Manual for the operations of the Assessment Office, developed the Handbook for Student Learning and many assessment activities and rubrics for use across disciplines. Elizabeth was the Columbus State liaison with Alverno College for six years in the Lumina Funded Grant, Consortium for Innovation and Inquiry for Student Learning of more than 50 community and technical colleges. These are just some of Elizabeth's accomplishments. She has enjoyed a rich and rewarding career in higher education.

### **Emeritus Status: D. Michael Ehret**

Professor D. Michael Ehret, one of the founders and long-time director of Theatre Columbus State, retired from teaching at the conclusion of autumn semester, 2014.

Considering his many years of service to the Communication Skills and Communication departments, which began in 1985, and the honor he has brought to Columbus State through directing multiple productions for Theatre Columbus State it is recommended that he be considered for emeritus status with the College.

### **Emeritus Status: Phyllis Hardy**

Phyllis Hardy's career with the College spans 32 years. During her career she served the College on a number of committees including Promotion and Tenure and the Teaching Learning Round Table. She was one of the pioneers of distance learning and has been a part of its growth and evolution through changing technologies. As Marketing Program Coordinator she was instrumental in maintaining a curriculum that is relevant to industry demands, and engaging adjunct instructors with the knowledge and skills to move the program forward. She has worked tirelessly on behalf of the program and College and consistently delivered more than expected or required.

### **Emeritus Status: Christiana Hopkins**

Professor Christiana Hopkins began her distinguished Columbus State career as an active member of the Communication Skills (now English) Department in 1988. Not only was she a leader in the department, but a mentor and guide for students and new faculty. Her vivacity and adventuresome spirit will be truly missed. Christiana Hopkins is more than deserving of Professor Emeritus.

### **Emeritus Status: Susan Moran**

Professor Susan Moran began her exceptional Columbus State career as a member of the Communication Skills (now English) Department in 1991. Soon after she arrived, she was named the Chair and Coordinator of the Technical Communication Department. During that time she spent long hours creating the curriculum and working with students on campus, online, and at their internships. Despite her interest and skills in technology, Susan was also a caring and compassionate teacher of Language Development, the basic composition class. Susan's sense of integrity and comradery will be missed. Susan Moran deserves the title of *Professor Emeritus*.

### **Emeritus Status: Polly Owen**

Dr. Owen served the College for over 33 years before retiring after the Spring Semester of 2015. Dr. Owen began her service to the College as a faculty member in Nursing where she became Chair before moving to become Dean of the Division of Career and Technical Programs. She then finished her career as an Associate Vice President for Academic Affairs, a title that included

-serving as Dean of the Delaware Campus in her last year. In addition, she served as our accreditation liaison to the Higher Learning Commission and led a highly successfully accreditation affirmation process in 2014.

In each of those positions, Dr. Owen made significant contributions that improved the College and helped those with whom she worked. In every position she held, her singular goal was to contribute her considerable talents to the success of our students and to the welfare of our College. In doing her work in such a collegial, inclusive way that focused on larger goals, Dr. Owen became one of the most highly regarded and beloved administrators we have had the privilege of counting among our colleagues at Columbus State.

### **Emeritus Status: Patricia Parker**

Patricia Parker has been in the accounting department since 1983. During that time she worked diligently to help students, build the skills needed to learn what they needed to know in one class and transfer the skills to subsequent classes, thereby improving their opportunities for success. She consistently demonstrated a willingness to go beyond expectations to assist students and work with colleagues to develop the program. Patricia was active in the union and served the College, division, and department on various committees throughout her career.

### **Emeritus Status: Dona Reaser**

Dr. Dona Reaser retired at the end of this past Spring Semester, 2015. She has been active in the Humanities Department for many years, beginning teaching as an adjunct faculty member in March, 1988. She was hired as a full time tenure track instructor in June, 1992 and rose through the academic ranks to achieve Full Professor status. She has been a mainstay in our history curriculum since that time.

Dona was (and is) a very capable and energetic instructor. Teaching in our American History sequence, she always brought her expertise and enthusiasm to her classroom teaching. She was active in developing the American History curriculum (serving often as lead instructor) and in the development of new courses in World and East Asian History (which she taught with much success). Dona was also instrumental in the revising of these courses for the switch to semesters.

Dr. Reaser was extremely active in the life of the department. She served on numerous departmental committees throughout her career including search committees, promotion and tenure committees, curriculum committees, professional development committees and others. She also served the College as a whole with activity on the Arts and Sciences Promotion and Tenure committee and Curriculum committee.

### **Emeritus Status: John Scoville**

John Scoville retired at the end of this past Spring Semester, 2015. He has been active in the Humanities Department for many years, beginning teaching as one of our first tenure track faculty members after being hired in September, 1988. Mr. Scoville rose through the academic ranks to achieve Full Professor status. He had been very active in our interdisciplinary civilization curriculum and then in our studio arts program.

John was a very capable and knowledgeable instructor. Teaching in our Western Civilization sequence, he brought his expertise and breadth of knowledge (having degrees in music and the fine arts) to his classroom teaching. He was instrumental in developing the fine arts curriculum, teaching fine arts courses and serving as lead instructor from its inception. John was also responsible in the revising of these courses for the switch to semesters.

Mr. Scoville was active in the life of the department. He served on numerous committees throughout his career including search committees, promotion and tenure committees, TAG committees and others.

### **Emeritus Status: Candice Spangler**

Candice began working for Columbus State Community College in November of 1991 in the position of secretary and served numerous departments in that capacity: Graphic Communications, Mechanical Engineering, Quality Assurance, Automotive, Interactive Multimedia, and Marketing technologies. She served as a teaching assistant for Graphic Communications, Marketing and Computer Science. Additionally, she has served as an adjunct faculty member for Business Management, Computer Science, and Business Office Administration.

Prior to retiring in January 2015, she had served on a variety of committees across campus, served as Ex-Officio Staff representative to the Board of Trustees, served as secretary for Staff Council, completed the Leadership Academy, facilitated brown bag lunches for office assistants, attended the Alverno College Assessment Conference, and was an inaugural member of the campus Communication Committee.

Additionally, Candice organized a yearly conference for textbook companies and faculty to come together and share information relative to the field of computer science. She also initiated the adoption and purchase of the MSDNA agreement with Microsoft which allows our students, faculty and staff to receive a wide variety of computer science related software free of charge or at a nominal cost.

It is not surprising that as a result of all the work that Candice had done prior to her retirement that she was honored with recognition as the Staff Member of the Month on multiple occasions and was deemed Staff Member of the Year.

### **Emeritus Status: Mokie Steiskal**

With over 30 years of service to Columbus State, few associates over the years have dedicated the time and commitment to the mission of Columbus State. Mokie's work has touched several academic areas across campus including serving as a faculty member in Hospitality Management, Chairperson of Hospitality and Sport & Exercise Studies, Interim Dean of Health & Human Services and Interim Chairperson of Human Services. Her years of service to Columbus State has allowed for others to gain a professional foundation and make a difference in our community every day. Dr. Steiskal's service can be used as an example of how service and tenacity can produce excellence and results. Her work and College service is evident throughout campus.

### **Emeritus Status: Barbara Thompson**

Barb Thompson retired in May 2015 from Columbus State Community College after teaching fulltime for the English (Communication Skills) Department for 29 years. Prior to that she served as an adjunct for 9 years. Barb is deserving of emeritus status not only for her devotion to teaching English for that length of time, but also for her contributions to the department and the College.

Barb loved being in the classroom because she always felt she learned something new from her students. Barb also loved literature. Her master's work focused on the writings of Henry James, and she used that background experience to inform her teaching of American Literature. However, Barb was equally adept at teaching composition, whether it was freshman or business composition. In fact, she created a contextualized writing course for the students majoring in health and human services and taught it for many years.

Another of Professor Thompson's major contributions to the English Department and the College was her co-creation of the first rubric used by the department. Soon after that, she would visit other departments to encourage and show them how to develop their own rubrics for their own disciplines. Her work in assessment gave her the opportunity to contribute to the Advanced Adjunct Trainings and present at the national TASS (Teaching Academic Survival Skills) Conference for many years. Because of her interest in and promotion of student evaluation and their knowledge of their progress, Barb served on any number of assessment and evaluation committees over the years.

Barb was the first WAC (Writing Across the Curriculum) coordinator and was also an innovator in the use of Capstone courses in Arts and Sciences.

### **Emeritus Status: Mary Vaughn**

Mary Vaughn has 20 plus years of employment at Columbus State. She has excelled in her various leadership roles at the College during this time.

Mary was the Chairperson of the Integrated Media and Technology Department. This large department encompassed five technology programs and over thirty full and part-time faculty and staff. Mary's leadership was especially innovative and relevant with the development of the Gaming Degree Programs and social media certificates. She was also instrumental in the development of the Career and Technical Division's strategic plan in conjunction with the College's goals during that time.

In November 1994, Mary was asked to become the Interim Associate Dean over five of the Career and Technical Programs. She performed this role skillfully and professionally, while mentoring the faculty member who assumed her Chairperson position.

During Mary's last few years at the College, she assisted with the leadership of the Grant's Office during a time of critical restructure and development. Her experience with submitting and being awarded several grants while a department chairperson as well as her excellent writing skills, complemented the team that has now become a well-functioning Grant's Office. The team has been successful in working with departments across the College to win significant grant awards.



### **Emeritus Status: Daniel Watrous**

Daniel T. Watrous, Facilities Coordinator, has served Columbus State Community College for 37 years as a specialist within the athletics department.

A navy veteran, Mr. Watrous enrolled at Columbus Technical Institute in 1972 and was hired as a part-time employee in 1976 before earning his Associate's Degree in Business in 1978. He began his career at the College shortly thereafter as a full-time employee.

We are indebted to Mr. Watrous' knowledge and expertise in the preservation of the Delaware Hall Athletic Center. Mr. Watrous is recognized by colleagues as knowledgeable and has developed a College-wide reputation as an advocate and historian for the athletics program. Furthermore, he has served on numerous committees including Staff Council, the Calendar Committee, and Safety Committee.

Mr. Watrous' dedication is not limited just to the College; he is an exemplary citizen within the community. He has been an awarded docent with the Columbus Zoo for the past thirty years and participated in various capacities at his American Legion post. He also served as the Worshipful Master of the Westgate Lodge.

### **Emeritus Status: Michele Welsh**

Michele served the College for over 25 years in various capacities. Some highlights include:

- Academic Quality Improvement Program (AQIP), Assessment Committee, 2008-2009
- Member of Business Management Advisory Board, 2006-2010
- Served as Vice President of Shared Governance Instructional Support Council, 2003
- Computer Information Technology Advisory Board, 2003-2008
- Served on Career and Technical Curriculum Committee, 2000-2004
- Interim Assistant Director, Counseling and Advising, December 2002-April 2003
- Completed the Leadership Institute, Charter Class, 2002-2003
- Published in the Journal of Correctional Education, December 2002
- Presented at the International Conference for Correctional Education, August 1999
- Created syllabus for the College Success Skills course, which was selected as a department standard, 1999
- North Central Self-Study Committee, Assessment Subcommittee, 1998-1999
- Staff Council Representative, 1997-1998
- Committee for the first online courses offered at Columbus State, 1996-1997
- First career and technical business advisor, 1995
- Received Staff Member of the Month twice, February 1991 and September 1998
- Co-founder and Assistant Editor, Spring Street, Columbus State's literary and visual arts magazine, 1989-1994
- Member of Transition Team to re-chart Columbus Technical Institute to Columbus State Community College, 1986-1987

As an academic advisor, Michele spent the majority of her career meeting the needs of diverse students in the community college environment. Her passion was to meet the unique needs of returning veterans and promote their smooth transition to college. During her last year of service, she assisted with advising veteran students and worked on a project to explore options for more prior learning assessment credit for this population.

**Emeritus Status: Charles “Chuck” Wilson**

Chuck retired at the end of Spring Semester 2015 after an exemplary 17 year career here at Columbus State and a career in technical education of 30 plus years.

During his career he helped to raise the quality of our Ford ASSET Program to national recognition as an exemplary program in the eyes of Ford Motor Company and the Central Ohio Ford and Lincoln dealership body.

The exceptional quality of his work on campus earned him the College’s Distinguished Teaching Award. Chuck Wilson is a living example of our high standards for our faculty.



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

**SUBJECT:**

Construction Contract Awards: Center for Technology and Innovation and One Stop Student Center

**BACKGROUND INFORMATION:**

State law requires the Board of Trustees to authorize the award of construction contracts that exceed \$200,000.

The Center for Technology and Innovation is being updated to allow faculty to enhance the College's on-line courses to improve student success, including students enrolled in college courses while still in high school through the *College Credit Plus program*. The project will allow for course digitization and for the ongoing updating of courses. The updated design studio will accommodate 14-20 designers and will include a Faculty Assistance Center and a large training room. The total project budget is \$992,988, and is entirely funded with State capital funds.

A One-Stop Student Center will make it easier and more seamless to become a student at Columbus State. Consolidating key functions into a "one stop" location will allow for a single point-of-contact with broadly trained, customer-focused staff that will be able to answer most student questions. Space in Madison Hall currently used for student services is being updated to meet this objective. Students will be able to complete business processes more efficiently giving them more time to focus on academic planning. The total project budget is \$1.5 million, half of which is being funded with FY15-16 state capital funds and the other half with local funds.

Both projects are on track to be completed in January 2016.

Using the statutorily-required bidding process for construction contracts, the lowest responsive and responsible bidders are the Design & Construction Group for the Center for Technology and Innovation and Quandel Construction for the One-Stop Student Center.

**RECOMMENDATION:**

That the Board of Trustees authorizes the College to enter into the following contracts with the lowest responsive and responsible bidder:

<u>Project</u>	<u>Company</u>	<u>Amount</u>
Center for Technology and Innovation	Design & Construction Group	\$346,800
One-Stop Student Center	Quandel Construction	\$653,468



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

### **SUBJECT:**

Revise Current Policy No. 3-41, Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973

### **BACKGROUND INFORMATION:**

Recent review of Policy No. 3-41 necessitated minor revisions to fulfill the requirements of federal guidance which directs colleges to provide specific notice that they do not discriminate on the basis of disability and to identify ADA/Section 504 Coordinators. The revisions also provide updates to the College's ADA discrimination reporting process and clarifies how "undue hardship" is determined.

### **RECOMMENDATION:**

That the Board of Trustees revise current Policy No. 3-41, Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973, effective September 24, 2015.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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AMERICANS WITH DISABILITIES ACT (ADA),  
THE AMERICANS WITH DISABILITIES ACT  
AMENDMENTS ACT (ADAAA) AND  
SECTION 504 OF THE REHABILITATION  
ACT OF 1973  
Policy 3-41  
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Effective November 15, 2012

**(A) PURPOSE**

The Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Columbus State Community College to comply with all federal and state laws concerning the employment, application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment of persons with disabilities.

It is also the policy of Columbus State Community College to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of college sponsored programs or services who have disabilities.

~~This policy speaks primarily to requesting a reasonable accommodation for a disability. Any individual with a disability who wishes to file a report about discrimination because of his/her disability should consult the Non-Discrimination/Anti-Harassment Policy 3-34 and the EEO/Title IX Reporting and Investigation Procedure 3-42.~~

COLUMBUS STATE COMMUNITY COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES AND IN ANY OF ITS EMPLOYMENT PRACTICES.

**(B) REASONABLE ACCOMMODATIONS**

It is the policy of Columbus State Community College to make reasonable accommodations as defined in this policy which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by the College. It is the intent of the College to provide accommodations to such applicants, employees, and students with a qualified physical, mental, or learning disability, unless to do so would fundamentally alter the nature of the employment, educational program or service; would result in an undue hardship to the College; or would result in a direct threat to the health or safety of the individual or others.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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AMERICANS WITH DISABILITIES ACT (ADA),  
THE AMERICANS WITH DISABILITIES ACT  
AMENDMENTS ACT (ADAAA) AND  
SECTION 504 OF THE REHABILITATION  
ACT OF 1973  
Policy 3-41  
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Effective November 15, 2012

**(C) DEFINITIONS**

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

**Disability** - a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

**Major Life Activities** - include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

**Major Bodily Functions** - include but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

**Direct Threat** - a significant risk to the health or safety of others that cannot be eliminated by a reasonable accommodation.

**Qualified Individual** - an individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other College-sponsored programs and services such that he/she can perform the essential functions of:

- (1) An employment position that such employee holds or an employment applicant wishes to hold.
- (2) An educational program or other College-sponsored program or service in which an individual is enrolled or wishes to enroll or participates or wishes to participate.

COLUMBUS STATE COMMUNITY COLLEGE  
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AMERICANS WITH DISABILITIES ACT (ADA),  
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SECTION 504 OF THE REHABILITATION  
ACT OF 1973

Effective November 15, 2012

Policy 3-41

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**Reasonable Accommodations** - making appropriate and needed changes or modifications without imposing undue hardship so individuals with disabilities can enjoy the same rights and privileges of others without disabilities.

**Undue Hardship** - an action requiring significant difficulty or expense to the college. THIS DETERMINATION IS MADE ON A CASE-BY-CASE BASIS. Factors to be considered in determining whether an accommodation would impose an undue hardship include, but are not limited to:

- (1) The nature and cost of the accommodation;
- (2) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation;
- (3) The number of persons at such facility;
- (4) The effect on expenses and resources or the impact of such accommodation upon the operation of the facility;
- (5) The overall financial resources of the College;
- (6) The number, type and location of facilities;
- (7) The composition, structure and functions of the workforce;
- (8) The ownership and/or lease relationship of the facility in which the College conducts business.

**Essential Functions of the Job** - those activities that are determined by the College to be essential or core to performing the job, completion of an academic program or participation in other college sponsored programs or services. These functions cannot be modified.

**(D) EMPLOYEES**

- (1) Accommodations for employees may include: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies and other similar adjustments.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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AMERICANS WITH DISABILITIES ACT (ADA),  
THE AMERICANS WITH DISABILITIES ACT  
AMENDMENTS ACT (ADAAA) AND  
SECTION 504 OF THE REHABILITATION  
ACT OF 1973  
Policy 3-41  
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Effective November 15, 2012

- (2) The types of accommodations needed and provided will depend on the limitations of the disability and the individual employee's ability to perform the essential duties of the position. One standardized type of accommodation may not meet the needs of employees who have similar disabilities but different impairments/limitations when performing their essential job functions. Accommodations are designed to meet the specific circumstances of the individual.
- (3) All employees who wish to request a reasonable accommodation may ARE DIRECTED TO follow the procedures found in ~~the Reasonable Accommodations Procedure NO. 3-41(A)~~.

**(E) APPLICANTS**

Reasonable accommodations for qualified employment applicants are modifications or adjustments to the application process which shall allow persons with disabilities equal access to employment opportunities that are available to persons without disabilities.

**(F) STUDENTS**

Reasonable accommodations for qualified students shall include: those services or academic adjustments which will ensure the student has access to services or auxiliary aids which will afford them access to and allow them to benefit from educational programs or services; and that the student's participation in the delivery of educational programs or services is equal to those opportunities of students without disabilities.

- (1) All student applicants of educational programs will be advised at the time of scheduling a placement test of their right to request reasonable accommodations for the testing session. If the College requires additional time to review or arrange the requested accommodation, the testing session may be rescheduled at a time mutually convenient to the applicant and the College.



COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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AMERICANS WITH DISABILITIES ACT (ADA),  
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AMENDMENTS ACT (ADAAA) AND  
SECTION 504 OF THE REHABILITATION  
ACT OF 1973

Effective November 15, 2012

Policy 3-41

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- (2) A student who is not satisfied with a determination about his/her request for accommodations should consult with Disability Services. The student may appeal the decision in accordance with the Student Complaint Policy NO. 7-13.

**(G) PARTICIPANTS OF OTHER COLLEGE-SPONSORED PROGRAMS AND SERVICES**

Participants of other College-sponsored programs or services may request reasonable accommodations. Any College-sponsored programs (job fairs, open house, workshops, etc.) will include in their registration procedures the appropriate methods for participants to request reasonable accommodations.

All applicants of other College-sponsored programs and services who wish to request a reasonable accommodation should follow the procedures found in the ~~Reasonable-Accommodations Procedure 3-41 NO. (A).~~

**(H) ADA/SECTION 504 COORDINATORS**

THE DIRECTOR OF EQUITY AND COMPLIANCE IS THE DESIGNATED COORDINATOR FOR EMPLOYEES. THE DIRECTOR OF DISABILITY SERVICES IS THE DESIGNATED COORDINATOR FOR STUDENTS.

**(HI) REPORTING ADA DISCRIMINATION**

Any individual with a disability who believes that he/she has been a victim of discrimination because of his/her disability should CONTACT THE EQUITY AND COMPLIANCE UNIT IN HUMAN RESOURCES OR FILE A COMPLAINT AT:

[https://publicdocs.maxient.com/reportingform.php?ColumbusStateCC&layout\\_id=3](https://publicdocs.maxient.com/reportingform.php?ColumbusStateCC&layout_id=3).  
~~consult the Non-Discrimination/Anti-Harassment Policy 3-43 and the EEO/Title IX Reporting and Investigation Procedure.~~

*\*New Policy (Approved by the Board of Trustees 11-15-12) (clh)  
Rescind current Policy 11-05, Reasonable Accommodations for Persons with Disabilities,  
Effective June 26, 2000*



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

**SUBJECT:**

Adopt New Policy No. 7-15, Veterans and Service Members Support and Assistance

**BACKGROUND INFORMATION:**

New Policy No. 7-15 fulfills the requirements of R.C. §3345.421(B), which directs colleges to adopt a policy regarding the support and assistance the institution will provide to veterans and service members. Colleges must formally designate a contact to assist veterans with issues related to earning college credit for military training, experience, and coursework; allow for the establishment of student-led groups; integrate career services; and conduct surveys on the effectiveness of the assistance.

**RECOMMENDATION:**

That the Board of Trustees adopt New Policy No. 7-15, Veterans and Service Members Support and Assistance, effective September 24, 2015.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

VETERANS AND SERVICE MEMBERS  
SUPPORT AND ASSISTANCE  
Policy 7-15  
Page 1 of 3

Effective

**(New Policy)**

(A) Purpose:

Columbus State Community College seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted this policy as required by Ohio Revised Code Section 3345:421(B).

(B) Definitions:

Service Member

A person who is serving in the armed forces of the United States.

Veteran

Any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

(C) Columbus State Community College will:

- (1) Establish and maintain a service member and veteran student services office which will serve as a contact point and render assistance and advice on issues related to earning college credit for military training, experience and coursework;
- (2) Refer service members and veterans to proper local, state and/or federal agencies in the event Columbus State Community College believes that the service member or veteran is eligible for services;
- (3) Collaborate with the Ohio Department of Higher Education (ODHE) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;
- (4) Work with other Ohio institutions of higher education to effectively disseminate and share promising practices for serving service members and veterans;
- (5) Promote veteran-friendly campuses by utilizing the ODHE's structure to effectively disseminate and share promising practices statewide for serving service members and veterans;

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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VETERANS AND SERVICE MEMBERS  
SUPPORT AND ASSISTANCE

Effective

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- (6) Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;
- (7) Create “safe zones” for service members and veterans through a student service member/veteran club, organization, or association and campus-wide awareness training;
- (8) Provide a portion of student orientation (or a separate session) specifically for service members and veterans;
- (9) Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day;
- (10) Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success ;
- (11) Empower those working directly with service members and veterans to provide services designed to promote educational achievement and additionally, to integrate existing career services to create collaborative relationships for student service members and veterans with prospective employers, social opportunities and opportunities for internships and employment;
- (12) Survey student service members and veterans to identify their needs and challenges;
- (13) Provide training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on each campus;
- (14) Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI Bill benefits, as well as services and assistance offered by the institution;
- (15) Continue to collaborate with the legislature, workforce and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. (This may include, but is not limited to, issues such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.); and

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

VETERANS AND SERVICE MEMBERS  
SUPPORT AND ASSISTANCE

Effective

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- (16) Ensure the College community is aware of benefits associated with the new Post 9/11 GI Bill and through our College Veterans' Office and Veteran Coordinator(s), actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

(D) Responsibilities

The Military and Veteran Services Department will identify necessary procedures and update this policy as needed.

(E) Resources

Ohio Revised Code 3345.42 <http://codes.ohio.gov/orc/3345.42>  
Ohio revised Code 3345.421 <http://codes.ohio.gov/orc/3345.421>

(F) College Contacts

Military and Veterans Services Department (614-287-2644)  
[GIBILL@csc.edu](mailto:GIBILL@csc.edu)

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

*New Policy*



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

**SUBJECT:**

Financial Statements as of and for the two months ended, August 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 two months ended, August 31, 2015, be accepted as presented.

# COLUMBUS STATE

COMMUNITY COLLEGE

September 10, 2015

**TO:** Dr. David T. Harrison, President  
**FROM:** Theresa J. Gehr, Senior Vice President | Chief Financial Officer | Treasurer  
**SUBJECT:** Financial Statements as of August 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 August 31, 2015.

## 1. General Fund (Exhibit B)

**Revenues.** The Board of Trustees authorized an FY16 budget in May that assumed a 2.4% tuition rate increase and state subsidy levels consistent with the House-passed version of HB 64. The final State budget prohibits tuition increases except in exceptional circumstances (requiring approvals beyond the College's Board of Trustees), and provides state subsidy in amounts higher than had been proposed in previous versions of the budget. The additional subsidy offsets the 2.4% tuition increase for Columbus State that was assumed in the Board-authorized budget. These changes are reflected in the FY16 Projected Year End (column G).

Overall enrollment for FY16 was budgeted 5% below FY15. Autumn 2015 term is trending above Autumn 2014 term. We are seeing increases in returning students, high school students enrolled through *College Credit Plus*, and new non-high school students. Returning students are those who have previously attended Columbus State. We will have firmer numbers next week. A better-than-budgeted Autumn enrollment will help offset the lower-than-budgeted Summer enrollment.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to		Prior Year FTEs	Current Year FTEs*	% Variance
			Increase/ Decrease	Actual			
Summer 2015	42,690	41,065	-3.8%	7,502	5,951	-20.7%	
Autumn 2015	203,685						
Spring 2016	190,459						
Summer 2016	50,114						

\* FY16 preliminary student credit hours and FTEs

\*\* Summer semester 2015 straddles both FY15 and FY16, with 46% of the revenue attributed to FY16.

**Expenses.** Year-to-date expenditures through August are approximately 3.0% lower than the same period last year, due to lower than budgeted enrollment-related instructional expenses given the lower than budgeted enrollment during Summer term, and technology-related maintenance agreements that are being paid differently this year compared to last in terms of timing. Additionally, the later Autumn term start date is likely impacting the timing of expenditures compared to last year.

We have estimated FY16 Projected Year End strategic expenditures from reserves (Exhibit C and other estimated year-end customary audit adjustments) in line 32, column G. FY16 Projected Year End operating expenditures will be updated in the September 30 financials when we have a better understanding of the Autumn enrollment and its impact on expenses.

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

The Bookstore revenues in August are approximately \$1.25 million lower than the same period last year due to the later start of Autumn semester compared to last Autumn. Expenditures are 4% higher compared to the same period last year due to increased personnel costs and timing differences which resulted in increased marketing costs. Food Service revenue is up 34% compared to last year due to the food court being closed last summer and increased sales in the DX Café. Increased Food Services expenses reflects positions which were vacant last year, while the increased expenses in Auxiliary Administration is due to consultant costs related to strategic initiatives. Non-operating expenditures, line 25, column B, is primarily the cost of textbooks provided for the *College Credit Plus* partner districts.

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

To-date disbursements of \$492 left a balance of \$19,508 for August in this Fund.

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

Foundation contributions through August are \$102,313 compared to \$118,544 through August of last year. Management and General expenses are slightly higher than the same point last year due to increased fundraising expenditures and consultant fees. While net investment activity was impacted by the US stock market swings in August and is substantially down from last August, it should be noted that the investments are still in the process of being repositioned by the Foundation's new investment advisor.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 29.44% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.



COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT AUGUST 31, 2015  
With Comparative Figures at August 31, 2014

EXHIBIT A

Assets	August 31, 2015	August 31, 2014	Liabilities and Fund Balance	August 31, 2015	August 31, 2014
<b>Current Funds</b>			<b>Current Funds</b>		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 27,669,093	\$ 10,281,483	Accounts payable	\$ 11,478,518	\$ 12,992,043
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	102,897,563	128,254,419	Student tuition	31,334,279	31,336,719
Interest receivable	12,137,948	11,218,025	Lab fees and credit bank	-	-
Prepaid expense	624,855	417,348	Due to auxiliary funds	-	-
Due from agency funds	6,374,650	2,414,661	Due to restricted funds	-	-
Due from auxiliary funds	1,056,550	1,089,593	Due to plant funds	23,229,518	23,277,560
Total educational & general	\$ 150,760,660	\$ 153,675,529	Due to agency funds	-	-
Auxiliary enterprise			Fund balances (Exhibit C):		
Cash	\$ 2,439,659	\$ 1,994,529	Allocated	67,429,428	68,466,712
Investments	8,327,524	8,279,382	Unallocated	16,970,433	17,277,591
Accounts receivable	2,539,994	3,483,084	Total fund balances	84,399,861	85,744,303
Inventories, at cost as defined (note 2)	2,618,749	1,795,677	Total educational & general	\$ 150,760,660	\$ 153,675,529
Other Assets	78,253	78,253			
Due from general fund	-	-	Auxiliary enterprise		
Due from grant funds	516,604	516,604	Accounts payable	\$ 516,934	\$ 288,508
Total auxiliary enterprise	16,520,783	16,147,529	Due to educational & general fund	1,056,550	1,089,593
Total unrestricted	\$ 167,281,443	\$ 169,823,058	Due to Plant Fund	1,475,070	1,475,070
Total current funds	\$ 167,281,443	\$ 169,823,058	Fund balances (Exhibit D):		
	[A]	[B]	Allocated	-	-
			Unallocated	13,472,229	13,294,358
			Total fund balances	13,472,229	13,294,358
			Total auxiliary enterprise	16,520,783	16,147,529
			Total unrestricted	\$ 167,281,443	\$ 169,823,058
			Total current funds	\$ 167,281,443	\$ 169,823,058
				[C]	[D]

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

(Continued)

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

<u>Assets</u>	<u>August 31,</u> <u>2015</u>	<u>August 31,</u> <u>2014</u>	<u>Liabilities and Fund Balance</u>	<u>August 31,</u> <u>2015</u>	<u>August 31,</u> <u>2014</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	1,015,038	825,452
Capital Improvement Fund	1,015,038	825,452	Restricted	-	-
Total unexpended	<u>1,015,038</u>	<u>825,452</u>	Total unexpended	<u>1,015,038</u>	<u>825,452</u>
Cash from Bond Proceeds	-	-	Investment in plant:		
Deposit with trustees/Escrow	-	-	Interest payable	-	-
Due from general fund	23,229,518	23,277,560	Capital lease payable	-	-
Land	25,518,235	25,518,235	Accounts payable	-	18,374
Improvements other than buildings	12,433,778	12,433,778	Bonds payable	8,475,000	9,995,000
Buildings	158,589,637	158,589,637	Deferred Gift Annuity	-	-
Movable equipment, furniture					
and library books	40,256,615	40,102,409	Net investment in plant	174,217,384	172,639,319
Construction-in-progress	8,627,333	8,627,333			
Other Assets	2,835,824	2,902,298	Total investment in plant	<u>182,692,384</u>	<u>182,652,693</u>
Less: accumulated depreciation	(88,798,556)	(88,798,557)	Total plant funds	<u>183,707,422</u>	<u>183,478,145</u>
Total investment in plant	<u>182,692,384</u>	<u>182,652,693</u>			
Total plant funds	<u>\$ 183,707,422</u>	<u>\$ 183,478,145</u>	<u>Agency funds</u>		
			Cash	-	-
			Deposits held in custody for others	-	-
			Due to educational and general fund	6,374,650	2,414,661
			Total agency funds	<u>6,374,650</u>	<u>2,414,661</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 TWO MONTHS ENDED AUGUST 31, 2015  
With Comparative Figures at August 31, 2014

	FY 16			FY 15			FY 16 Projected Year End		FY 15 Projected Year End	
	Budget as approved May 2015	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2015	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 16 Projected Year End	Projected % of Budget	FY 15 Projected Year End	Projected % of Budget
<b>Revenues</b>										
Appropriations										
Subsidy	\$ 62,045,100	\$ 10,594,482	17.06%	\$ 61,204,273	\$ 10,111,890	16.52%	\$ 63,566,886	102.45%	\$ 61,204,273	100.00%
Student Support Services	62,045,100	10,594,482	17.08%	61,204,273	10,111,890	16.52%	63,566,886	102.45%	61,204,273	100.00%
Student										
Tuition	67,959,441	5,723,126	8.42%	70,599,986	7,065,585	10.01%	66,437,655	97.76%	70,458,069	99.80%
Fees	3,754,624	1,607,220	42.81%	4,082,681	1,420,122	34.70%	3,754,624	100.00%	3,843,165	93.90%
Special courses	1,055,295	212,814	20.17%	1,045,530	220,486	21.09%	1,055,295	100.00%	1,378,089	131.81%
	72,769,360	7,543,161	10.37%	75,736,207	8,706,193	11.50%	71,247,574	97.91%	75,679,323	99.92%
Contracted Services										
Net	309,234	(27,249)	-8.81%	100,000	4,206	4.21%	309,234	100.00%	325,582	325.58%
	309,234	(27,249)	-8.81%	100,000	4,206	4.21%	309,234	100.00%	325,582	325.58%
Other										
Partnership Revenue	-	-	-	250,000	2,450	0.98%	-	-	269,733	107.89%
Miscellaneous	450,093	50,349	11.19%	370,000	10,965	2.96%	450,093	100.00%	450,534	121.77%
	450,093	50,349	11.19%	620,000	13,415	2.16%	450,093	100.00%	720,268	116.17%
Total revenues	135,573,787	18,160,743	13.40%	137,662,480	18,835,704	13.68%	135,573,787	100.00%	137,971,975	100.22%
Operating Expenditures										
Educational & general (Instructional)	71,835,592	11,019,159	15.34%	73,069,606	11,572,405	15.84%	71,835,592	100.00%	70,889,880	97.02%
Library	1,982,773	389,086	19.62%	1,987,766	365,841	18.40%	1,982,773	100.00%	1,834,822	92.31%
General	10,117,399	1,857,263	16.38%	10,195,213	1,659,979	16.28%	10,117,399	100.00%	9,381,733	92.02%
Information Technology	12,635,519	3,165,754	25.05%	13,293,384	3,498,250	26.32%	12,635,519	100.00%	12,281,276	97.39%
Student Services	13,805,439	2,110,034	15.28%	14,425,589	2,153,885	14.93%	13,805,439	100.00%	13,608,417	94.34%
Operation and maintenance of plant	14,915,577	2,147,605	14.40%	13,483,128	2,079,206	15.42%	14,915,577	100.00%	13,490,323	100.05%
Administration	8,857,749	1,759,961	19.87%	8,831,409	1,630,494	18.46%	8,857,749	100.00%	8,602,459	97.41%
Transfer for debt service	1,423,739	237,290	16.67%	1,376,385	229,399	16.67%	1,423,739	100.00%	1,376,385	100.00%
Total expenditures	135,573,787	22,486,152	16.59%	136,662,480	23,189,457	16.97%	135,573,787	100.00%	131,465,295	96.20%
Non-operating & Encumbered										
Transfer for Capital Equipment	-	See Exhibit C		1,000,000	See Exhibit C		-	N/A	2,100,000	210.00%
Transfer for One-Time Compensation	-	-		-	-		-	N/A	1,100,000	0.00%
Transfer for Capital Improvements	-	-		-	-		-	N/A	-	0.00%
Transfer for Scholarships	-	-		-	-		-	N/A	-	0.00%
Transfer for Student Success and Innovation	-	-		-	-		-	N/A	1,100,000	0.00%
Total expenditures and transfers	135,573,787	22,486,152	16.59%	137,662,480	23,189,457	16.86%	135,573,787	100.00%	135,765,295	98.62%
Operational revenues	-	(4,325,409)	N/A	-	(4,353,759)	N/A	-	N/A	2,206,680	#DIV/0!
Interest Income										
Net Operating revenues	\$ -	\$ 39,642		\$ -	\$ 19,370		\$ 523,440		\$ 683,679	
	-	(4,285,767)		-	(4,334,383)		523,440		2,890,359	
Reserve expenditures from Exhibit C	-	685,284		-	1,960,625		8,664,000		8,729,322	
Net Revenues/(Expenditures)	(A) \$ -	(B) (4,971,051)	(C)	(D) \$ -	(E) (6,295,009)	(F)	(G) (8,140,560)	(H)	(I) \$ -	(J)

\* Includes expenditures from reserves (Exhibit C) for strategic purposes as well as projections for depreciation, state capital allocation, and typical year-end audit entries.

\*\* 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 TWO MONTHS ENDED AUGUST 31, 2015

	Balance at June 30, 2015	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at August 31, 2015	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 13,287,891	\$ -	\$ (1,366,000)	\$ -	\$ -	\$ 11,921,891	(1)
Carpet/Furniture Reupholstering	146,861	-	-	-	(1,690)	145,171	(2)
Madison Hall One Stop Center	25,000	-	716,000	-	-	741,000	(3)
Jefferson Ave/Grove Street Repaving	-	-	650,000	-	-	650,000	(4)
Space Efficiency Upgrades	847,450	-	-	-	(42,871)	804,579	(5)
Project Planning	21,503	-	-	-	-	21,503	(6)
Union Hall Renovation	436,044	-	-	-	(7,998)	428,046	(7)
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279	(8)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(9)
Facilities Infrastructure Improvements	113,053	-	-	-	(1,265)	111,788	(10)
Student Support Services	74,109	-	-	-	-	74,109	(11)
Massage Therapy Space	2,829	-	-	-	(5,794)	2,829	(12)
Capital Equipment	8,235,905	-	-	-	-	8,235,905	(13)
Target 2002	333,088	-	-	-	-	333,088	(14)
Collective Bargaining	33,104	-	-	-	-	33,104	(15)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(16)
Accumulated Lab Fees	567,165	-	-	-	-	567,165	(17)
Broadbanding	133,653	-	-	-	-	133,653	(18)
Think Again Scholarship	2,438,010	-	-	-	(220,144)	2,217,866	(19)
Student Success and Innovation	8,494,654	-	-	-	(148,295)	8,346,359	(20)
Strategic Growth Initiatives	2,504,305	-	-	-	(102,693)	2,401,612	(21)
Technology Initiatives	2,534,755	-	-	-	-	2,534,755	(22)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(23)
Campus Safety Initiatives	912,862	-	-	-	(49,443)	863,419	(24)
Energy Efficiency/Sustainability Initiatives	2,168,918	-	-	-	(4,219)	2,164,699	(25)
Delaware Campus Operations	-	-	-	-	-	-	(26)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(27)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(28)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(29)
Voluntary Separation Incentive Plan	-	-	-	-	-	-	(30)
One-Time Compensation	111,800	-	-	-	(65,484)	46,316	(31)
Partnerships for Student Success	148,959	-	-	-	(35,388)	113,571	(32)
Workforce Development	500,000	-	-	-	-	500,000	(33)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(34)
PERFORMS	1,499	-	-	-	-	1,499	(35)
Unallocated	68,114,712	-	-	-	(685,284)	67,429,428	(36)
Total General Fund	20,715,600	(4,430,451)	-	-	685,284	16,970,433	(37)
	\$ 88,830,312	\$ (4,430,451)	\$ -	\$ -	\$ -	\$ 84,399,861	(38)

**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES  
FOR THE TWO MONTHS ENDED AUGUST 31, 2015  
With Comparative Figures at August 31, 2014**

EXHIBIT D

	FY 16		FY 15		FY 16 Projected Year End		FY 15 Projected Year End			
	Revised Budget as approved May 2015	% of Budget Expended to Date	Revised Budget as approved January 2015	Actual to Date	FY 16 Projected Year End	Projected % of Budget	FY 15 Projected Year End	Projected % of Budget		
<b>Auxiliary</b>										
Sales/Revenues										
Bookstore	\$ 13,161,788	28.96%	\$ 13,325,234	\$ 5,067,469	\$ 13,161,788	100.00%	\$ 13,161,713	98.77%	(1)	
Food Services	360,000	16.50%	360,000	44,378	360,000	100.00%	400,180	111.16%	(2)	
Total Revenues	13,521,788	28.63%	13,685,234	5,111,847	13,521,788	100.00%	13,561,893	99.10%	(3)	
Cost of Goods Sold									(4)	
Bookstore	10,330,816	28.22%	10,585,924	3,883,399	10,330,816	100.00%	10,028,723	94.74%	(5)	
Food Service	65,000	9.49%	55,000	7,561	65,000	100.00%	61,584	111.97%	(6)	
Gross Margin	3,125,972	30.37%	3,044,310	1,220,887	3,125,972	100.00%	3,471,586	114.04%	(7)	
Operating Expenses									(8)	
Bookstore	1,891,552	13.54%	1,893,766	245,910	1,891,552	100.00%	1,711,242	90.36%	(9)	
Food Services	228,983	15.74%	223,717	22,394	228,983	100.00%	124,642	55.71%	(10)	
Auxiliary Administration	894,462	9.43%	924,658	78,918	894,462	100.00%	695,906	75.26%	(11)	
Total Expenses	3,014,997	12.49%	3,042,141	347,222	3,014,997	100.00%	2,531,790	83.22%	(12)	
Auxiliary Net Operating Income/(Loss)	110,975	516.21%	2,169	873,665	110,975	100.00%	939,796	43328.54%	(13)	
Net Income/(Loss)									(14)	
Bookstore	939,420	68.13%	845,544	938,160	939,420	100.00%	1,421,748	168.15%	(15)	
Food Services	66,017	26.05%	81,283	14,423	66,017	100.00%	213,954	263.22%	(16)	
Auxiliary Administration	(894,462)	9.43%	(924,658)	(78,918)	(894,462)	100.00%	(695,906)	75.26%	(17)	
Net Auxiliary Income/(Loss)	110,975	516.21%	2,169	873,665	110,975	100.00%	939,796	43328.54%	(18)	
Auxiliary Fund Balance at June 30, 2015	(1,250,000)		(119,000)	12,420,693	(1,250,000)		(119,000)		(19)	
Non-operating Revenues/Expenditures				-					(20)	
Transfers				-					(21)	
Audit Entries				-					(22)	
Auxiliary Fund Balance at August 31, 2015	\$ 13,472,229		\$ 13,294,358	\$ 13,294,358	\$ 13,472,229		\$ 13,294,358		(23)	
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	(24)
										(25)
										(26)
										(27)
										(28)

EXHIBIT E

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

	Actual March 2015	Actual April 2015	Actual May 2015	Actual June 2015	Actual July 2015	Actual August 2015	
Beginning Cash	\$ 7,545,557	10,967,597	8,409,633	4,976,530	7,284,169	4,629,193	(1)
Cash Receipts	7,123,616	7,398,570	13,235,316	7,194,152	7,401,287	19,141,028	(2)
Cash Disbursements	(10,395,439)	(9,921,260)	(13,259,052)	(13,788,323)	(13,997,543)	(11,593,210)	(3)
Financial Aid	(2,806,137)	(35,274)	2,590,633	401,810	(558,720)	9,861,722	(4)
Outflow for investments	-	(3,000,000)	(8,000,000)	-	-	-	(5)
Inflow from investments	9,500,000	3,000,000	2,000,000	8,500,000	4,500,000	5,000,000	(6)
Ending Cash	\$ 10,967,597	8,409,633	4,976,530	7,284,169	4,629,193	27,038,733	(7)

	Forecasted September 2015	Forecasted October 2015	Forecasted November 2015	Forecasted December 2015	Forecasted January 2016	Forecasted February 2016	
Beginning Cash	\$ 27,038,733	5,538,733	5,263,733	5,373,733	5,128,733	5,228,733	(8)
Cash Receipts	6,250,000	5,700,000	4,850,000	7,250,000	14,950,000	6,350,000	(9)
Cash Disbursements	(12,500,000)	(12,500,000)	(12,000,000)	(10,500,000)	(12,500,000)	(12,500,000)	(10)
Financial Aid	250,000	(975,000)	(4,240,000)	5,000	14,650,000	40,000	(11)
Outflow for investments	(19,000,000)	-	-	-	(17,000,000)	-	(12)
Inflow from investments	3,500,000	7,500,000	11,500,000	3,000,000	-	6,000,000	(13)
Ending Cash	\$ 5,538,733	5,263,733	5,373,733	5,128,733	5,228,733	5,118,733	(14)

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

EXHIBIT F

Cash at Beginning of Period		\$ <u>20,000</u>	(1)
			(2)
<u>Receipts:</u>			(3)
		-	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	492		(8)
		<u>492</u>	(9)
		\$ <u>19,508</u>	(10)
	[A]	[B]	<u>[C]</u> (11)

NOTE:

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

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

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION  
BALANCE SHEET AT AUGUST 31, 2015  
With Comparative Figures at August 31, 2014**

<u>Assets</u>	<u>August 31, 2015</u>	<u>August 31, 2014</u>	
Cash	\$ 1,215,671	\$ 941,320	(1)
Investments at market value (see note)	7,055,842	7,291,088	(2)
Pledges Receivable	5,424,995	6,732,866	(3)
Accounts Receivable	3,172	6,308	(4)
Total Assets	<u>\$ 13,699,680</u>	<u>\$ 14,971,582</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ 1,835	\$ -	(6)
Pledge Payable	-		(7)
Trade Payables	717,998	10,000	(8)
Total Liabilities	<u>719,833</u>	<u>10,000</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,058,893	3,930,611	(10)
Temporarily Restricted	6,497,345	8,541,059	(11)
Unrestricted	2,423,609	2,489,913	(12)
			(13)
Total fund balance	<u>12,979,847</u>	<u>14,961,583</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 13,699,680</u>	<u>\$ 14,971,583</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	\$ 355,059	355,059	5.03%
Equities	2,420,622	2,327,041	32.98%
Fixed Income	4,369,249	4,373,742	61.99%
Mutual Funds	<u>-</u>	<u>-</u>	0.00%
Total Investments	<u>\$ 7,144,930</u>	<u>\$ 7,055,842</u>	<u>100.00%</u>



EXHIBIT H

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

	August 31, 2015			August 31, 2014	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds
Revenue					
Contributions - Scholarships and Programs	\$ 12,637	\$ 8,990	\$ 4,018	\$ 25,645	\$ 23,660
Contributions for Taste the Future	76,668	-	-	76,668	84,884
Contributions for Columbus State	-	-	-	-	10,000
Corporate Gift	-	-	-	-	-
Administration Fee Income	-	-	-	-	-
Interest Income	68	42	-	110	78
Investment Income					
Realized	162,190	49,925	-	212,115	35,296
Unrealized	(320,079)	(118,130)	-	(438,209)	(4,331)
Investment income-subtotal	(157,889)	(68,205)	-	(226,094)	30,965
Total revenues	(68,516)	(59,173)	4,018	(123,671)	149,587
Expenditures					
Scholarships and Projects	-	113,887	-	113,887	71,457
Contributions to Columbus State	-	-	-	-	10,000
Corporate Gift	-	-	-	-	-
Administrative Fee Expense	-	-	-	-	-
Management and general	35,820	-	-	35,820	27,973
Total expenditures	35,820	113,887	-	149,707	109,430
Excess (deficit) of revenues over expenditures	(104,336)	(173,060)	4,018	(273,378)	40,157
Transfers	-	-	-	-	-
Fund balance at beginning of period	2,527,945	6,670,405	4,054,875	13,253,225	14,921,426
Fund balance at end of period	2,423,609	6,497,345	4,058,893	12,979,847	14,961,583
	[A]	[B]	[C]	[D]	[F]

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

1) **Investments**

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 9,186,520	\$ 9,186,520	0.11%	1
STAR Ohio/Plant	1,015,038	1,015,038	0.11%	1
STAR Ohio/Auxiliary	3,388,214	3,388,214	0.11%	1
STAR Plus	15,036,583	15,036,583	0.20%	1
CSCC Operating Fund 1	35,363,852	35,259,890	0.72%	499
CSCC Operating Fund 2	34,350,793	34,439,028	1.02%	758
Auxiliary Services	4,920,903	4,939,637	0.85%	546
Plant Fund	8,946,319	8,975,542	0.98%	722
	<u>\$ 112,208,221</u>	<u>\$ 112,240,452</u>		

\* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	25.51%
	Agencies	57.23% *
	Municipal Bonds	8.62%
	Treasury Notes	4.71%
	Cash & Equivalents	3.93%
		<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>
Jamie Allen	Supervisor	PC/Network Support	07/01/15	\$80,850
Autumn Altizer	Assistant	Disability Services	09/01/15	\$25,521
Patricia Brown	Instructor	Surgical Technology	08/31/15	\$39,486
Trenton Edwards	Specialist	Human Resources	08/03/15	\$33,134
Lucas Hissong	Supervisor	PC/Network Support	07/01/15	\$79,275
Kendra Houser	Material Handler II	Procurement and College Services	07/16/15	\$28,662
Yvette Johnson	Instructor	Nursing	08/31/15	\$39,486
Nichole Lyday	Advisor	Military & Veteran Services	08/03/15	\$44,034
Melissa Marmie	Instructor	Business Management	08/16/15	\$42,645
Karen Muir	Professor	Social Sciences	08/16/15	\$83,574
Stacey Peer	Functional Analyst	Financial Aid	06/16/15	\$48,375
Abby Peterson	Systems Specialist	Accounting Services	07/16/15	\$41,309
Alissa Price	Coordinator	Disability Services	08/17/15	\$53,196
Molly Sheils	Supervisor	Disability Services	08/17/15	\$56,414
Ashley Sweaney	Supervisor	Career Services	08/17/15	\$56,000

**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>
Susan Accetturo (Resignation)	Instructor	Nursing	08/08/15
Teresa Berry (Resignation)	Office Associate	TRIO and Special Projects	07/01/15
Mary Croker (Resignation)	Office Associate	Automotive	07/06/15
Jason Dutrow (Resignation)	Specialist	Information Technology	07/17/15
Christopher Keck (Resignation)	Assistant Director	Disability Services	08/07/15
Jesse Keith (Termination)	Groundskeeper	Facilities Management	07/29/15
Cameron Kishel (Resignation)	Assistant Professor	Developmental Education	08/08/15
Vanessa Kumar (Resignation)	Supervisor	Admissions	07/03/15
Kim Leggett (Resignation)	Assistant Director	Library	08/31/15
Larry Miller (Resignation)	Assistant Professor	Mechanical Engineering Technology	08/08/15
Kelly Mooney (Resignation)	Instructor	Surgical Technology	08/09/15
Kimberly Randall (Resignation)	Advisor	Dual Enrollment	07/10/15
Daniel Rice (Resignation)	Groundskeeper	Facilities Management	08/14/15
John Schultz (Resignation)	Instructor	Business Programs	08/08/15

Susan Rogers (Retirement)	Associate Professor	Psychology	07/01/15
Brian Van Horn (Resignation)	Technician	Information Technology	07/03/15
Marisa Vernon (Resignation)	Assistant Director	Advising Services	08/07/15
Andrew Whalen (Resignation)	Specialist	Dual Enrollment	08/21/15
Lakesha Williams (Resignation)	Office Associate	Human Resources	07/21/15