

# 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, November 12, 2015

12:00 p.m.

Pete Grimes Board Room, Franklin Hall

### AGENDA

	<u>Page</u>
(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) Resolution in Support of Participation in the Franklin County Police Chief's Association Regional Shared Services System Local Government Innovation Fund (LGIF) Grant Application.....	1
(8) Five Percent Challenge Plan .....	3
(9) Financial Statements as of, and for the three months ended September 30, 2015.....	8
(10) Personnel Information Items (Information Only).....	21
(11) Discussion of Current Issues	
(12) Executive Session ( <i>if needed</i> )	

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



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

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

## **SUBJECT:**

Resolution in support of participation in the Franklin County Police Chief's Association Regional Shared Services System Local Government Innovation Fund (LGIF) Grant Application with respect to the Justice Education Pathway, and authorization of the President to execute necessary grant application documents.

## **BACKGROUND INFORMATION:**

The Franklin County Police Chiefs' Association is currently working to operationalize the Justice Education Pathway. The Justice Education Pathway is the product of a collaboration between Franklin University and the Central Ohio Regional Enforcement Group, and it is designed to deliver, track and articulate to college credit the in-service training of all member law enforcement agencies under a single framework. This innovative private-public partnership is expected to provide significant financial and professional development benefits to participating member agencies and law enforcement professionals and their communities.

The Ohio Development Services Agency has made available \$45 million dollars through the Local Government Innovation Fund to assist local governments with implementing projects to become more efficient, and grant funds are available to support feasibility studies. The Franklin County Police Chief's Association is coordinating a proposal and application for several piloting agencies to participate in the Justice Education Pathway and utilize this grant funding to support a feasibility study. If participation in the grant application is approved, the Columbus State Police Department would join a number of police jurisdictions, institutions and organizations as Lead Agency.

The pilot study will assess the feasibility of using a common learning management platform for the development, delivery assessment, tracking, and reporting of agency training that is integrated into a pathway to a college degree. Participating entities include the Columbus State Police Department; Worthington Police Department; Westerville Police Department; Powell Police Department; Reynoldsburg Police Department; Delaware County Sherriff's Office; Ohio Association of Chiefs of Police; and Franklin University.

## **RECOMMENDATION:**

That the Board of Trustees approve the attached Resolution in Support of Participation in the Franklin County Police Chief's Association Regional Shared Services System Local Government Innovation Fund Grant Application with Respect to the Justice Education Pathway, and that the Board of Trustees authorize the President to execute necessary grant application documents, effective November 18, 2015.

**RESOLUTION IN SUPPORT OF PARTICIPATION  
IN THE FRANKLIN COUNTY POLICE CHIEF'S ASSOCIATION  
REGIONAL SHARED SERVICES SYSTEM  
LOCAL GOVERNMENT INNOVATION FUND APPLICATION  
WITH RESPECT TO THE JUSTICE EDUCATION PATHWAY**

WHEREAS, the Ohio Development Services Agency has made available \$45 million dollars through the Local Government Innovation Fund (LGIF) to assist local governments with the implementation of efficiency projects; and

WHEREAS, monies are available as grant funding to support feasibility studies; and

WHEREAS, the Franklin County Police Chief's Association is coordinating a proposal and application for several piloting agencies to participate in the Justice Education Pathway and utilize this grant funding; and

WHEREAS, the Columbus State Community College Board of Trustees ("Board of Trustees") agrees that it is in the College's best interest that the Columbus State Community College Police Department ("Columbus State Police Department") participate in this grant proposal;

NOW, THEREFORE, BE IT RESOLVED: That the Board of Trustees fully supports the participation of the Columbus State Police Department in the grant application with respect to the Justice Education Pathway; that the Columbus State Police Department agrees to participate in the pilot study of feasibility with respect to the Justice Education Pathway; that the Board of Trustees understand there are no other obligations incurred by participating in the LGIF grant proposal; and

BE IT FURTHER RESOLVED: That the Board of Trustees hereby authorizes President David T. Harrison to execute all required grant participation agreements and documents deemed necessary in connection with this Resolution and LGIF Grant Application requirements; and that the Board of Trustees understands there are no other obligations incurred by participating in the LGIF grant proposal.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE \_\_\_\_\_

**SUBJECT:**

Five Percent Challenge Plan

**BACKGROUND INFORMATION:**

Section 369.600 of HB 64, the FY16-17 biennial budget bill, requires each state institution of higher education to develop and implement a plan to provide all in-state, undergraduate students the opportunity to reduce the student cost of earning a degree by five per cent. The legislation requires Boards of Trustees to approve the plan, which is commonly referred to as the Five Percent Challenge.

Columbus State is committed to making college affordable and has implemented a number of initiatives to reduce a student's cost of attendance, such as pathways for students that include earning college credit while in high school through the *College Credit Plus* program, 2+2 Preferred Pathways with four-year institutions, and various textbook affordability initiatives.

Columbus State's plan is outlined in the attached document, and represents costs savings to students of \$709.92 or 14.25 percent per year.

To meet the statutory required due date of October 15, 2015, Columbus State submitted the attached plan to the Ohio Department of Higher Education noting the Board will review and be asked to adopt the plan at its November meeting.

**RECOMMENDATION:**

That the Board of Trustees approves the five percent challenge plan designed to reduce the costs to students of earning a degree or certificate.

**Name of Institution:** Columbus State Community College

**Legislative Requirements**

House Bill 64 Section 369.600 requires the board of trustees of each state institution of higher education to develop and implement a plan to provide all in-state, undergraduate students the opportunity to reduce the student cost of earning a degree by five per cent.

Plans are due to the Chancellor by **October 15, 2015**.

*This template is intended to provide guidance for institutions' reports to the chancellor, based on the legislation – please modify and add additional detail as necessary.*

**Total Cost of Attendance at Institution**

Please provide a breakdown of average tuition, fees, room, board, textbooks, etc, for a full-time student, living on campus. (Add explanation as necessary)

Type of Cost	Average Cost* (Dollar Amount)
Tuition: (\$135.93@30 sch per year)	\$4,077.90
Fees: (Avg. lab fee/sch@30 sch, Parking Pass@2, ARI Fee/2.	\$194.66
Books: (Total sales of new and used minus buyback/sch @ 30 sch)	\$584.84
Remedial coursework	\$124.20
<b>Total:</b>	<b>\$4,981.61</b>

\*Estimates based on what is planned for this school year informed by past data.

**Outline Options for reducing student costs:**

**(1) Reducing the credit hours required to complete an associate or baccalaureate degree offered by the institution**

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
Reduction in Median degree length from 2015 to 2016 (Annualized)	\$101.95	2.05%

**(2) Offering a tuition discount or rebate to any student that completes a full load of coursework, as determined by the board of trustees. ("Tuition" means the instructional and general fees charged by a state institution of higher education.)**

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
N/A		

(3) Offering a tuition discount or rebate or reduced tuition option to students enrolling in a summer semester or quarter ("Tuition" means the instructional and general fees charged by a state institution of higher education.)

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
N/A		

(4) Offering online courses or degrees

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
N/A		

(5) Reducing the cost of textbooks using cost-saving measures identified and implemented by the board of trustees

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
Textbook Affordability initiatives	\$62.49	1.25%
Digitization of course material	\$59.65	0.02%*

\*In cases where the savings only applies to a certain type of student, the "Cost savings to student" amount represents the savings realized for a student utilizing this option. The "Percentage of total cost of attendance" is adjusted by the percentage of students likely to realize that savings in FY16. In this example, 1.4% of students are estimated to have the option to replace a textbook with completely digitized content.

(6) Incorporation of remediation in the coursework and curriculum of credit-bearing courses

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
English 1101	\$407.79	.09%

(7) Offering a fixed rate of instructional and general fees for any additional credits taken by students above a full course load, as determined by the board of trustees

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
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N/A		

**(8) Offering fast-track degree completion programs**

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
Prior-learning Assessment: Students are granted credit toward their degree for prior learning	\$982.15	.24%
Proficiency Exam Credits	\$1,203.58	.11%

**(9) Eliminating, reducing or freezing auxiliary fees** ("Auxiliary fees" mean charges assessed by a state institution of higher education to a student for various educational expenses including, but not limited to, course-related fees, laboratory fees, books and supplies, room and board, transportation, enrollment application fees, and other miscellaneous charges. "Auxiliary fees" do not include instructional or general fees uniformly assessed to all students.)

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
N/A		

**(10) Increased participation in the college credit plus program**

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
Annual participation is projected to double, based on autumn term enrollment	\$1,146.34	1.80%*

\*In Autumn, College Credit Plus students made up 9.4% of the student population and took an average of 4.6 credits. The estimated savings assumes that over the full year, CCP students will earn 8.4 credits and constitute 7.8% of the population.

**(11) Offering programs to reduce or eliminate the need for remediation coursework**

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
Math 1099	\$407.79	.23%
Math (ALEKS) Boot Camp	\$570.91	.02%
Compass Boot Camp	\$815.58	.06%

**(12) Other options offered by the institution** (any other option that does not fall into the categories above can be captured here or on additional pages)

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
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2+2 Preferred Pathways: Average tuition for a 4-year degree at Ohio Public Universities is \$46,800. The average tuition with a 2+2 Pathway is \$31,500.	\$15,300	
2+2 Preferred Pathways: Average tuition for a 4-year degree at Ohio Private Universities is \$118,500. The average tuition with a 2+2 Pathway is \$67,400.	\$51,100	
Technology Fee	\$100	2.01%

**Options offered in previous academic years:**

Please be sure to quantify savings as they roll forward into the current academic year. *(For instance, a tuition freeze last year would result in \$X and Y% cost avoidance to students in this academic year).* Add additional fields and details as necessary.

**(13) Academic Year 2013-2014**

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
Textbook Affordability initiatives	\$31.67	.64%

**(14) Academic Year 2014-2015**

Option offered by the institution	Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
Reduction in Median degree length from 2014 to 2015 (Annualized)	\$237.88	4.78%
Textbook Affordability initiatives	\$48.07	.96%

**Total Possible Cost Savings for Students** – Please add the previous columns and capture total possible student cost savings here.

Cost savings to student (Dollar Amount)	Percentage of total cost of attendance
\$709.91 (Average based on different types of students)	14.25%





## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

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

**SUBJECT:**

Financial Statements as of, and for the three months ended September 30, 2015.

**BACKGROUND INFORMATION:**

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

**RECOMMENDATION:**

That the financial statements as of and for the three months ended, September 30, 2015, be accepted as presented.

# COLUMBUS STATE

COMMUNITY COLLEGE

October 19, 2015

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

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

**SUBJECT:** Financial Statements as of September 30, 2015



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

## 1. General Fund (Exhibit B)

**Revenues.** While state subsidy (column G, line 1) remains unchanged from last month until allocations are finalized in November or December by the Ohio Department of Higher Education, Projected Year End tuition revenue is adjusted to reflect Summer 2015 and Autumn 2015 enrollments.

While enrollment for FY16 was budgeted 5% below FY15, we project Autumn 2015 enrollment will be 2.1% more than Autumn 2014 with increases attributable to returning students, high school students enrolled through *College Credit Plus*, and new non-high school students. Projected year end tuition revenue assumes that Spring 2016 and Summer 2016 terms will be flat to the respective term last academic year. These updated assumptions yield total Projected Year End revenue (column G, line 13) 2.2% higher than the budget approved by the Board in May (column A, line 13).

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	216,485	6.3%	14,134	14,432	2.1%	
Spring 2016	190,459						
Summer 2016	50,114						

\* FY16 *preliminary* student credit hours has been defined historically as the preliminary Census day enrollment. Given changes in the deregistration process for non-payment, currently as a pilot, and the new deferred payment plan, the credit hours and FTEs are projected, not the Census day numbers used historically.

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

**Expenses.** Year-to-date expenditures through September are approximately 2.3% lower than the same period last year, due to lower-than-budgeted enrollment in Summer term that yielded lower enrollment-related instructional expenses. However, with higher-than-budgeted enrollment for Autumn 2015 and updated, higher enrollment projections for Spring and Summer 2016, we project expenses will be higher than budgeted, yielding projected year end expenses for this year exceeding last year's expenses by approximately 3%. Compared to FY16 budget, expenses are projected to be just 0.2% higher.

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

The Bookstore revenues in September are down 1.9% compared to the same period last year, while expenditures are flat compared to the same period last year. Food Service revenue is up 30% because the food court was open this summer (closed last summer due to construction), plus sales in the DX Café have increased. Increased Food Services expenses reflect positions which were vacant last year, while the increased expenses in Auxiliary Administration are due to consultant costs related to strategic initiatives. Non-operating expenditures (column B, line 25) primarily reflect the cost of textbooks provided for the *College Credit Plus* partner districts.

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

To-date disbursements of \$775 left a balance of \$19,225 for September in this Fund.

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

Foundation contributions through September are \$109,857 compared to \$113,213 through the same period last year. Management and General expenses are higher due to increased fundraising expenditures, consultant fees, and costs related to the Annual *State of the College* event. Net investment activity is substantially down from last September, with net losses nearly double that of a year ago. This decline is primarily attributed to what has been described by many market analysts as the weakest quarterly performance of global stock markets in four years but also the repositioning of the Foundation portfolio by investment advisors newly appointed in July 2015. The Foundation Investment Committee is working closely with the new investment advisors during this transition.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 39.37% 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 SEPTEMBER 30, 2015**  
 With Comparative Figures at September 30, 2014

EXHIBIT A

<u>Assets</u>	<u>September 30,</u> 2015	<u>September 30,</u> 2014	<u>Liabilities and Fund Balance</u>	<u>September 30,</u> 2015	<u>September 30,</u> 2014
<u>Current Funds</u>					
<u>Unrestricted</u>			<u>Unrestricted</u>		
Educational and general			Educational and general	\$ 12,878,714	\$ 13,199,963
Cash	9,149,294	6,621,303	Accounts payable		
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income	22,992,357	22,377,353
Accounts receivable, net of allowance for doubtful accounts	122,112,274	128,200,958	Student tuition	318,483	324,904
Interest receivable	10,527,320	8,129,041	Lab fees and credit bank	-	-
Prepaid expense	594,851	387,147	Due to auxiliary funds	-	-
Due from agency funds	2,505,322	2,272,663	Due to restricted funds	-	-
Due from auxiliary funds	1,051,897	1,007,915	Due to plant funds	25,724,168	23,392,259
Total educational & general	\$ 145,940,958	\$ 146,619,027	Due to agency funds	-	-
			Fund balances (Exhibit C):		
			Allocated	67,967,079	67,470,332
			Unallocated	16,060,156	19,854,218
			Total fund balances	84,027,236	87,324,550
			Total educational & general	\$ 145,940,958	\$ 146,619,027
<u>Auxiliary enterprise</u>			<u>Auxiliary enterprise</u>		
Cash	1,584,975	1,283,982	Accounts payable	356,959	485,365
Investments	8,339,790	8,277,995	Due to educational & general fund	1,051,897	1,007,915
Accounts receivable	3,618,129	3,926,180	Due to Plant Fund	1,475,070	1,475,070
Inventories, at cost as defined (note 2)	2,416,897	2,003,439	Fund balances (Exhibit D):		
Other Assets	78,253	78,253	Allocated		
Due from general fund	-	-	Unallocated	13,670,722	13,118,103
Due from grant funds	516,604	516,604	Total fund balances	13,670,722	13,118,103
Total auxiliary enterprise	16,554,648	16,086,453	Total auxiliary enterprise	16,554,648	16,086,453
Total unrestricted	\$ 162,495,606	\$ 162,705,480	Total unrestricted	\$ 162,495,606	\$ 162,705,480
Total current funds	\$ 162,495,606	\$ 162,705,480	Total current funds	\$ 162,495,606	\$ 162,705,480
	[A]	[B]		[C]	[D]

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT SEPTEMBER 30, 2015  
With Comparative Figures at September 30, 2014

EXHIBIT A  
(Continued)

<u>Assets</u>	<u>September 30, 2015</u>	<u>September 30, 2014</u>	<u>Liabilities and Fund Balance</u>	<u>September 30, 2015</u>	<u>September 30, 2014</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		(1)
State appropriations receivable	-	-	Fund balances		(2)
Capital Improvement Fund	1,015,150	825,480	Restricted	1,015,150	(3)
Total unexpended	<u>1,015,150</u>	<u>825,480</u>	Total unexpended	<u>1,015,150</u>	(4)
Cash from Bond Proceeds	-	-	Investment in plant		(5)
Deposit with trustees/Escrow	-	-	Interest payable	-	(6)
Due from general fund	25,724,168	23,392,259	Capital lease payable	-	(7)
Land	25,518,235	25,518,235	Accounts payable	-	(8)
Improvements other than buildings	12,433,778	12,433,778	Bonds payable	8,475,000	(9)
Buildings	168,151,168	158,589,637	Deferred Gift Annuity	-	(10)
Movable equipment, furniture			Net investment in plant	175,953,527	(11)
and library books	44,398,816	40,102,409			(12)
Construction-in-progress	1,147,607	8,627,333	Total investment in plant	<u>184,428,527</u>	(13)
Other Assets	2,762,860	2,902,298	Total plant funds	<u>185,443,677</u>	(14)
Less: accumulated depreciation	(95,708,105)	(88,798,557)			(15)
Total investment in plant	<u>184,428,527</u>	<u>182,767,392</u>	<u>Agency funds</u>		(16)
Total plant funds	<u>\$ 185,443,677</u>	<u>\$ 183,592,872</u>	Deposits held in custody for others	-	(17)
			Due to educational and general fund	2,505,322	(18)
<u>Agency funds</u>			Total agency funds	<u>2,505,322</u>	(19)
Cash	-	-			(20)
Due from agencies	2,505,322	2,272,663			(21)
Due from general fund	-	-			(22)
Total agency funds	<u>2,505,322</u>	<u>2,272,663</u>			(23)
	[A]	[B]			(24)
				[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 THREE MONTHS ENDED SEPTEMBER 30, 2015  
With Comparative Figures at September 30, 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>												
<b>Appropriations</b>												
Subsidy	\$ 62,045,100	\$ 15,891,723	25.61%	\$ 61,204,273	\$ 15,167,835	24.78%	\$ 63,566,886	102.45%	\$ 61,204,273	100.00%	(1)	
Student Support Services	62,045,100	15,891,723	25.61%	61,204,273	15,167,835	24.78%	63,566,886	102.45%	42,529	-	(2)	
									61,246,802	100.07%	(3)	
<b>Student</b>												
Tuition	67,959,441	12,870,446	18.94%	70,589,986	14,515,551	20.56%	69,377,758	102.09%	70,458,069	99.80%	(4)	
Fees	3,754,624	1,746,042	46.50%	4,082,691	1,553,985	37.96%	3,884,358	103.46%	3,843,165	93.90%	(5)	
Special courses	1,055,295	284,985	26.95%	1,045,530	251,716	24.08%	1,058,596	100.31%	1,378,089	131.81%	(6)	
	72,769,360	14,900,872	20.48%	75,738,207	16,320,853	21.55%	74,320,712	102.13%	75,679,323	99.92%	(7)	
<b>Contracted Services</b>												
Net	309,234	32,153	10.40%	100,000	8,463	8.46%	309,234	100.00%	325,582	325.58%	(8)	
	309,234	32,153	10.40%	100,000	8,463	8.46%	309,234	100.00%	325,582	325.58%	(9)	
<b>Other</b>												
Partnership Revenue	-	-	-	250,000	3,920	1.57%	-	-	269,733	107.89%	(10)	
Miscellaneous	450,093	108,792	24.17%	370,000	19,163	5.18%	379,705	84.36%	450,534	121.77%	(11)	
	450,093	108,792	24.17%	620,000	23,083	3.72%	379,705	84.36%	720,268	116.17%	(12)	
<b>Total revenues</b>	135,573,787	30,933,540	22.82%	137,662,480	31,520,233	22.90%	138,576,588	102.21%	137,971,975	100.22%	(13)	
<b>Operating Expenditures</b>												
Educational & general (Instructional)	71,835,592	16,662,601	23.20%	73,069,605	17,686,819	24.21%	72,001,586	100.23%	70,889,880	97.02%	(14)	
Library	1,982,773	529,921	26.73%	1,987,766	499,617	25.13%	2,004,348	101.09%	1,894,822	92.31%	(15)	
General	10,117,389	2,471,653	24.43%	10,195,213	2,368,660	23.24%	10,451,605	103.30%	9,381,733	92.02%	(16)	
Information Technology	12,635,519	4,362,408	34.58%	13,293,384	4,421,753	33.26%	12,509,886	99.01%	12,281,276	92.39%	(17)	
Student Services	13,805,439	3,278,201	23.75%	14,425,589	3,396,802	23.55%	13,440,490	97.36%	13,608,417	94.34%	(18)	
Operation and maintenance of plant	14,915,577	3,457,114	23.19%	13,483,128	3,249,693	24.10%	15,098,678	101.23%	13,450,323	100.05%	(19)	
Administration	8,657,749	2,498,793	28.21%	8,831,409	2,452,085	27.77%	8,893,073	100.40%	8,602,459	97.41%	(20)	
Transfer for debt service	1,423,739	355,935	25.00%	1,376,389	344,095	25.00%	1,423,739	100.00%	1,376,385	100.00%	(21)	
<b>Total expenditures</b>	135,573,787	33,636,627	24.81%	136,662,480	34,419,726	25.19%	135,824,406	100.18%	131,455,295	96.20%	(22)	
<b>Non-operating &amp; Encumbered</b>												
Transfer for Capital Equipment	-	See Exhibit C	See Exhibit C	1,000,000	See Exhibit C	See Exhibit C	-	N/A	2,100,000	210.00%	(23)	
Transfer for One-Time Compensation	-	-	-	-	-	-	-	N/A	1,100,000	0.00%	(24)	
Transfer for Capital Improvements	-	-	-	-	-	-	-	N/A	-	0.00%	(25)	
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	-	0.00%	(26)	
Transfer for Student Success and Innovation	-	-	-	-	-	-	-	N/A	1,100,000	0.00%	(27)	
<b>Total expenditures and transfers</b>	135,573,787	33,636,627	24.81%	137,662,480	34,419,726	25.00%	135,824,406	100.18%	135,765,295	98.62%	(28)	
Operational revenues	-	(2,703,086)	N/A	-	(2,899,493)	N/A	2,752,132	N/A	2,206,680	N/A	(29)	
<b>Interest Income</b>												
Net Operating revenues	\$ -	\$ 259,388	-	\$ -	\$ (28,675)	-	\$ 523,440	-	\$ 683,679	-	(30)	
	-	(2,443,699)	-	-	(2,928,168)	-	3,275,572	-	2,890,359	-	(31)	
Reserve expenditures from Exhibit C	-	1,026,694	-	-	2,954,782	-	-	-	8,729,322	-	(32)	
<b>Net Revenues/(Expenditures)</b>	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>	<b>(G)</b>	<b>(H)</b>	<b>(I)</b>	<b>(J)</b>	<b>(K)</b>	
	\$ -	\$ (3,470,393)		\$ -	\$ (5,882,950)		\$ 3,275,572		\$ (5,838,963)		(33)	

\* 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 THREE MONTHS ENDED SEPTEMBER 30, 2015

EXHIBIT C

	Balance at June 30, 2015	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at September 30, 2015
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 13,287,891	\$ -	(1,366,000)	-	-	11,921,891
Carpet/Furniture Reupholstering	146,861	-	-	-	(14,848)	132,013
Madison Hall One Stop Center	25,000	-	716,000	-	(13,482)	727,518
Jefferson Ave/Grove Street Repaving	-	-	650,000	-	-	650,000
Space Efficiency Upgrades	847,450	-	-	-	(68,385)	779,065
Project Planning	21,503	-	-	-	-	21,503
Union Hall Renovation	436,044	-	-	-	(26,852)	409,192
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279
Bookstore/DX Modifications	263,490	-	-	-	-	263,490
Facilities Infrastructure Improvements	113,053	-	-	-	(1,265)	111,788
Student Support Services	74,109	-	-	-	-	74,109
Massage Therapy Space	2,829	-	-	-	-	2,829
Capital Equipment	8,235,805	-	-	-	(150,296)	8,085,509
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	33,104	-	-	-	-	33,104
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987
Accumulated Lab Fees	1,457,455	-	-	-	(9,921)	1,447,534
Broadbanding	133,653	-	-	-	-	133,653
Think Again Scholarship	2,438,010	-	-	-	(217,344)	2,220,666
Student Success and Innovation	8,483,425	-	-	-	(199,702)	8,283,723
Strategic Growth Initiatives	2,504,305	-	-	-	(137,680)	2,366,625
Technology Initiatives	2,534,755	-	-	-	-	2,534,755
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266
Campus Safety Initiatives	912,862	-	-	-	(66,773)	846,089
Energy Efficiency/Sustainability Initiatives	2,168,918	-	-	-	(18,260)	2,150,658
Delaware Campus Operations	-	-	-	-	-	-
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	-	-	-	-	-	-
One-Time Compensation	111,800	-	-	-	(65,484)	46,316
Partnerships for Student Success	148,959	-	-	-	(35,388)	113,571
Workforce Development	500,000	-	-	-	-	500,000
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219
PERFORMS	1,499	-	-	-	-	1,499
Unallocated	68,993,773	-	-	-	(1,014)	67,982,759
Total General Fund	17,963,255	(2,929,793)	-	-	(1,026,694)	16,060,156
	\$ 86,957,028	\$ (2,929,793)	\$ -	\$ -	\$ -	\$ 84,027,236
	[A]	[B]	[C]	[D]	[E]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2015**  
With Comparative Figures at September 30, 2014

EXHIBIT D

	FY 16		FY 15		FY 16 Projected Year End		FY 15 Projected Year End	
	Revised Budget as approved May 2015	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2015	Actual to Date	% of Budget Expended to Date	FY 16 Projected Year End	FY 15 Projected Year End
<b>Auxiliary</b>								
Sales/Revenues								
Bookstore	\$ 13,161,788	\$ 5,635,959	42.82%	\$ 13,325,234	\$ 5,744,617	43.11%	\$ 12,964,362	\$ 13,161,713
Food Services	360,000	83,424	23.17%	360,000	63,861	17.77%	360,000	400,180
Total Revenues	13,521,788	5,719,383	42.30%	13,685,234	5,808,578	42.44%	13,324,362	13,561,893
Cost of Goods Sold								
Bookstore	10,330,816	4,337,702	41.99%	10,585,924	4,471,225	42.24%	10,241,846	10,028,723
Food Service	65,000	13,646	20.99%	55,000	13,366	24.30%	57,600	61,584
Gross Margin	3,125,972	1,368,035	43.76%	3,044,310	1,323,987	43.49%	3,024,916	3,471,586
Operating Expenses								
Bookstore	1,891,552	426,566	22.55%	1,893,766	425,864	22.49%	1,853,604	1,711,242
Food Services	228,983	50,583	22.09%	223,717	25,480	11.39%	224,403	124,642
Auxiliary Administration	894,462	138,548	15.49%	924,658	126,680	13.70%	894,462	695,906
Total Expenses	3,014,997	615,697	20.42%	3,042,141	578,024	19.00%	2,972,469	2,531,790
Auxiliary Net Operating Income/(Loss)	110,975	752,338	677.93%	2,169	745,963	34392.02%	52,447	939,796
Net Income/(Loss)								
Bookstore	939,420	871,691	92.79%	845,544	847,528	100.23%	868,912	1,421,748
Food Services	66,017	19,195	29.08%	81,283	25,115	30.90%	77,997	213,954
Auxiliary Administration	(894,462)	(138,548)	15.49%	(924,658)	(126,680)	13.70%	(894,462)	(695,906)
Net Auxiliary Income/(Loss)	110,975	752,338	677.93%	2,169	745,963	34392.02%	52,447	939,796
Auxiliary Fund Balance at June 30, 2015	(1,250,000)	13,336,320		(119,000)	12,424,640		(1,250,000)	(119,000)
Non-operating Revenues/Expenditures		(417,936)			(52,500)			
Transfers								
Audit Entries								
Auxiliary Fund Balance at September 30, 2015	[A] \$ 13,670,722	[B]	[C]	[D] \$ 13,118,103	[E]	[F]	[G] (1,197,553)	[H] (119,000)
								[I] 820,796
								[J] (119,000)



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

EXHIBIT E

	Actual April 2015	Actual May 2015	Actual June 2015	Actual July 2015	Actual August 2015	Actual September 2015	
Beginning Cash	\$ 10,967,597	8,409,633	4,976,530	7,284,169	4,629,193	27,038,733	(1)
Cash Receipts	7,398,570	13,235,316	7,194,152	7,401,287	19,141,028	8,344,574	(2)
Cash Disbursements	(9,921,260)	(13,259,052)	(13,788,323)	(13,997,543)	(11,593,210)	(12,047,863)	(3)
Financial Aid	(35,274)	2,590,633	401,810	(558,720)	9,861,722	4,240,202	(4)
Outflow for investments	(3,000,000)	(8,000,000)	-	-	-	(19,000,000)	(5)
Inflow from investments	3,000,000	2,000,000	8,500,000	4,500,000	5,000,000	-	(6)
Ending Cash	\$ 8,409,633	4,976,530	7,284,169	4,629,193	27,038,733	8,575,646	(7)

  

	Forecasted October 2015	Forecasted November 2015	Forecasted December 2015	Forecasted January 2016	Forecasted February 2016	Forecasted March 2016	
Beginning Cash	\$ 8,575,646	5,300,646	5,410,646	5,165,646	5,265,646	5,155,646	(8)
Cash Receipts	5,700,000	4,850,000	7,250,000	14,950,000	6,350,000	6,250,000	(9)
Cash Disbursements	(12,500,000)	(12,000,000)	(10,500,000)	(12,500,000)	(12,500,000)	(11,500,000)	(10)
Financial Aid	25,000	(4,740,000)	5,000	14,650,000	40,000	(3,000,000)	(11)
Outflow for investments	-	-	-	(17,000,000)	-	-	(12)
Inflow from investments	3,500,000	12,000,000	3,000,000	-	6,000,000	8,500,000	(13)
Ending Cash	\$ 5,300,646	5,410,646	5,165,646	5,265,646	5,155,646	5,405,646	(14)

COLUMBUS STATE COMMUNITY COLLEGE  
 PRESIDENT'S DISCRETIONARY FUND  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 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	775		(8)
		<u>775</u>	(9)
		\$ <u>19,225</u>	(10)
	[A]	[B]	(11)
		<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 SEPTEMBER 30, 2015  
With Comparative Figures at September 30, 2014

<u>Assets</u>	<u>September 30, 2015</u>	<u>September 30, 2014</u>	
Cash	\$ 1,177,552	\$ 903,400	(1)
Investments at market value (see note)	6,930,985	7,107,994	(2)
Pledges Receivable	5,403,159	6,789,786	(3)
Accounts Receivable	-	3,020	(4)
Total Assets	<u>\$ 13,511,696</u>	<u>\$ 14,804,200</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ 500	\$ 316	(6)
Pledge Payable	-	-	(7)
Trade Payables	714,115	205	(8)
Total Liabilities	<u>714,615</u>	<u>521</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,060,952	3,931,922	(10)
Temporarily Restricted	6,339,044	8,530,280	(11)
Unrestricted	2,397,085	2,341,477	(12)
			(13)
Total fund balance	<u>12,797,081</u>	<u>14,803,679</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 13,511,696</u>	<u>\$ 14,804,200</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	\$ 16,708	16,708	0.24%
Equities	3,473,400	3,201,557	46.19%
Fixed Income	3,679,168	3,712,720	53.57%
Mutual Funds	-	-	0.00%
Total Investments	<u>\$ 7,169,276</u>	<u>\$ 6,930,985</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2015  
 With Comparative Figures at September 30, 2014

	September 30, 2015			September 30, 2014	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	
Revenue					
Contributions - Scholarships and Programs	\$ 17,676	\$ 17,192	\$ 6,077	\$ 40,945	(1)
Contributions for Taste the Future	68,912	-	-	68,912	(2)
Contributions for Columbus State	-	-	-	-	(3)
Corporate Gift	-	-	-	-	(4)
Administration Fee Income	-	-	-	-	(5)
Interest Income	117	42	-	159	(6)
Investment Income	-	-	-	-	(7)
Realized	155,930	80,689	-	236,619	(8)
Unrealized	(281,965)	(305,444)	-	(587,409)	(9)
Investment income-subtotal	(126,035)	(224,755)	-	(350,790)	(10)
Total revenues	(39,330)	(207,521)	6,077	(240,774)	(11)
Expenditures					
Scholarships and Projects	-	123,840	-	123,840	(12)
Contributions to Columbus State	-	-	-	-	(13)
Corporate Gift	-	-	-	-	(14)
Administrative Fee Expense	-	-	-	-	(15)
Management and general	91,530	-	-	91,530	(16)
Total expenditures	91,530	123,840	-	215,370	(17)
Excess (deficit) of revenues over expenditures	(130,860)	(331,361)	6,077	(456,144)	(18)
Transfers	-	-	-	-	(19)
Fund balance at beginning of period	2,527,945	6,670,405	4,054,875	13,253,225	(20)
Fund balance at end of period	\$ 2,397,085	\$ 6,339,044	\$ 4,060,952	\$ 12,797,081	(21)
	[A]	[B]	[C]	[D]	[F]
					(22)

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

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 28,189,509	\$ 28,189,509	0.13%	1
STAR Ohio/Plant	1,015,150	1,015,150	0.13%	1
STAR Ohio/Auxiliary	3,388,588	3,388,588	0.13%	1
STAR Plus	15,039,053	15,039,053	0.20%	1
CSCC Operating Fund 1	35,398,237	35,325,339	0.76%	499
CSCC Operating Fund 2	34,376,699	34,557,997	1.10%	758
Auxiliary Services	4,923,069	4,951,202	0.85%	546
Plant Fund	8,950,323	9,000,376	1.01%	722
	<u>\$ 131,280,628</u>	<u>\$ 131,467,214</u>		

\* Weighted

Portfolio Composition	Type	% of Total
	STAR Ohio	36.23%
	Agencies	49.20% *
	Municipal Bonds	7.41%
	Treasury Notes	4.02%
	Cash & Equivalents	3.14%
		100.00%

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

2) Inventories

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

3) Plant Funds

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

4) Long-term debt

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

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

5) Interfund Accounts

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



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

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

**SUBJECT:**

Personnel Information Items

**BACKGROUND INFORMATION:**

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

**FOR INFORMATION ONLY**

**COLUMBUS STATE COMMUNITY COLLEGE**

**BOARD OF TRUSTEES**

**INFORMATION ONLY**

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

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SALARY</u>
Barbara Choma	Office Associate	Automotive	10/16/15	\$29,993
Robert Cowles	Advisor	Advising Services	09/01/15	\$44,034
Tracy Kemp	Assistant Director	Library	10/01/15	\$70,000
Tamer Khadre	Advisor	International Student Services	10/16/15	\$44,034
Chaylee Liberator	Coordinator	Non-Credit Registration Office	10/01/15	\$53,196
Demarco Marable	Police Officer	Police Department	10/16/15	\$44,996
Diane Massey	Office Associate	TRIO & Special Projects	09/16/15	\$28,662
Jamie Minor	Specialist	Admissions	10/16/15	\$33,134
Catherine Mohr	Office Associate	Nursing	10/22/15	\$28,662
Deborah Plummer	Office Associate	Human Resources	09/16/15	\$31,158
Ju Leigh Serpa	Specialist	Admissions	10/16/15	\$33,134
JoYin Tang	Supervisor	International Student Services	10/16/15	\$58,000

**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>
Anita Diles (Deceased)	Technician	Police Department	09/28/15
Ralph Harris (Retirement)	Security Specialist	Police Department	08/31/15
Robert Lloyd (Resignation)	Police Officer	Police Department	09/23/15