

COLUMBUS STATE

COMMUNITY COLLEGE

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Center for Teaching and Learning Innovation
330 Cleveland Avenue
May 19, 2016

MINUTES

Present: Michael E. Flowers, Chair
Dianne A. Radigan, Vice-Chair
Jami S. Dewolf, Board
Valoria C. Hoover, Board
Catherine M. Lyttle, Board
Robert P. Restrepo, Jr., Board
Richard D. Rosen, Board
Poe A. Timmons, Board
Kirt A. Walker, Board
Dr. David T. Harrison, President
Dr. Jack Cooley, Senior Vice President

Terri Gehr, Senior Vice President and
Chief Financial Officer
Kimberly Hall, Vice President and
General Counsel
Allen Kraus, Vice President
James Beidler, Interim Vice President
Dr. Martin Maliwesky, Dean
Cecelia Glackin, Ex Officio Student
Michael Hicks, Ex Officio Staff
Kevin James, Ex Officio Faculty
Jackie DeGenova, In-House Counsel

Guests: Aletha Shipley, Controller and Deputy Treasurer, Kelly Weir, Director II, Budget and Financial Planning, and Dr. Tom Erney, Dean, Digital Education and Instructional Services

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees, Committee of the Whole, was held on Thursday, May 19, 2016, in the Center for Teaching and Learning Innovation building at Columbus State Community College. The meeting was called to order by Chair Michael E. Flowers at 12:25 p.m.

ROLL CALL:

Present: Michael E. Flowers, Chair
Dianne A. Radigan, Vice-Chair
Jami S. Dewolf
Valoria C. Hoover

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

Catherine M. Lyttle
Robert P. Restrepo, Jr.
Richard D. Rosen
Poe A. Timmons
Kirt A. Walker

CERTIFICATION OF COMPLIANCE:

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

COLLEGE'S MISSION AND VISION STATEMENTS:

Robert P. Restrepo, Jr., read the College's Mission and Vision Statements.

OPENING REMARKS FROM CHAIR FLOWERS:

On behalf of the Board of Trustees, Chair Flowers wished a Happy Birthday to Trustees Timmons and Rosen.

OPENING REMARKS FROM PRESIDENT HARRISON:

President Harrison welcomed the Trustees to the newly-remodeled Center for Teaching and Learning Innovation Building and introduced Dr. Tom Erney, Dean, Digital Education and Instructional Services. Dr. Erney outlined the history of the development and needs of the Center for Teaching and Learning Innovation. State capital funds supported the renovation, and the planning process involved campus-wide collaboration among Academic Affairs, Information Technology, Business and Administrative Services, and Facilities.

Under the leadership of the faculty and Dr. Jack Cooley, the team developed a new approach to instructional design for the College's digital course content. The team recognized the need for modernization of workspace, infrastructure, and equipment in order to support this new approach. The most significant change involved transitioning course content to a mobile learning platform so that the College was able to meet the needs and preferences of our students for mobile accessibility.

APPROVAL OF MINUTES:

Member Rosen moved, Member Lyttle seconded, that the minutes of the regular meeting of the Board of Trustees, Committee of the Whole, held on Thursday, March 24, 2016, be approved as presented.

A vote was taken which resulted in:

AYES: Members Flowers, Radigan, Lyttle, Restrepo, Rosen, Timmons,
Walker

ABSTAIN: Dewolf, Hoover

NAYS: None

TREASURER AND DEPUTY TREASURER APPOINTMENTS:

President Harrison reminded the Board that this was the final Committee of the Whole meeting for Mrs. Terri Gehr as Chief Fiscal Officer (CFO). Under Ohio law, the CFO serves as the Board Treasurer, and according to Board policy, the Treasurer must not be a Trustee. Historically, the College's CFO has served as Treasurer, and President Harrison proposed the nomination of the CFO-elect, Ms. Aletha Shipley, for that role. In addition, President Harrison proposed the nomination of Ms. Jan Ellis for appointment as Deputy-Treasurer. Effective, July 1, 2016, Ms. Ellis will become Ms. Shipley's successor as Controller. Mrs. Gehr will serve in an interim leadership role for the College from July 1 – December 31, 2016, as Senior Advisor, focusing on our Creative Campus and facilities planning initiatives.

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

TENURE APPOINTMENTS AND FIRST PROMOTION IN RANK:

President Harrison explained that, according to College Policy, faculty tenure appointments and first promotion in rank are presented for Board approval at the May meeting. This timing allows for processing of the attendant salary increases effective on July 1, 2016. President Harrison explained that, due to the break, many faculty members will not be available for the May Board meeting when their appointments are approved. He proposed that the Board vote on the appointments at the Board meeting next week and slate for the September Board meeting a formal celebration with faculty.

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

UPDATE OF COLLEGE COMPLETION PLAN:

President Harrison noted that the Ohio Department of Higher Education requires each college and university to complete a Completion Plan every two years. The second iteration of that Plan was included in the agenda for the Trustees' review.

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

FEES TO MEET ONGOING TECHNOLOGY AND FACILITIES NEEDS AND OPERATING BUDGET FOR FISCAL YEAR 2017:

Mrs. Terri Gehr outlined the proposal for two fees that will provide the revenues necessary to support ongoing expenses associated with technology and facilities.

- 1) *Technology and Facilities Fee.* This fee will be assessed Autumn and Spring terms as illustrated below and is projected to generate \$3.2 million per fiscal year. To incentivize students completing a degree in two years, those taking 15 or more credits in a term will not be charged and no student will be charged for Summer term. Also, students only taking a one to three credit hour course will not be charged. The average increase for students will be about \$68 per term for Autumn and Spring.
- 2) *On-line Course Fee.* This fee will be assessed on a per credit hour basis for students taking online courses and is projected to generate \$1.7 million per fiscal year. This fee will enable the College to support the broad infrastructure needs essential to online instruction and other modes of technology-enhanced learning, and to provide needed online student support services.

Technology and Facilities Fee		
Tier	Fee Amount per Student	Credit Load
1	\$0	1-3
2	\$60	4-9
3	\$120	10-14
4	\$0	15+
On-line Course Fee	\$10.00 per credit	

The revenues and expenses will be administered within the Plant Fund. The Technology and Facilities Fee and the On-line Course Fee as outlined above would be effective Autumn 2016.

Regarding the Operating Budget, President Harrison proposed that the College fund the reinstatement of several tenure track faculty lines and award a 2% salary increase for eligible employees. He noted that the union collective bargaining agreements stipulate a 1% salary increase and emphasized the desire to exceed that percentage due to the significant progress employees have made towards the realization of the College's student success priorities.

Mrs. Gehr reviewed the specific revenue and expenditure assumptions supporting the FY17 budget. President Harrison reviewed the following proposed one-time investments of FY16 net operating revenues generated from higher-than-budgeted enrollment and underspending:

- Student Success and Innovation
 - \$1.0 million
 - Further advancement success and completion initiatives
- Capital Equipment
 - \$1.1 million
 - Forego budgeting in FY17 budget
- Campus Improvements
 - \$4.0 million
 - Facilities Planning, including assessments to inform future planning
 - Leverage private and public investments

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

**FINANCIAL STATEMENTS AS OF, AND FOR THE TEN MONTHS ENDED
APRIL 30, 2016:**

Mrs. Gehr reported on the College's financial statements as of, and for the ten months ended April 30, 2016.

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

DISCUSSION OF CURRENT ISSUES:

- *School of Hospitality Management and Culinary Arts (SHMCA).* President Harrison updated the Board on the progress of planning for the SHMCA building. He noted that the College has secured capital funding and is also planning a fundraising campaign. Cameron Mitchell and President Harrison are co-chairs of the Kitchen Cabinet planning team, and Trustees Hoover and Rosen serve as Board representatives.
- *Creative Campus.* A Transition Team has been established with Trustees Hoover and Rosen as Board representatives and Mr. Ron Seifert and Mr. Bob Tannous from the Foundation Board as Foundation Board representatives. Mrs. Gehr and consultant Jamie Greene from Planning Next are also members of the team.
- *Board Engagement.* The Trustees discussed with the President and staff the ongoing process for staying informed and engaged in the planning processes relating to the SHMCA, Creative Campus and other capital projects.

There being no further items to come before the Committee, the meeting was adjourned at 2:15 p.m.



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