

COLUMBUS STATE

COMMUNITY COLLEGE



COPY TO ALL BOARD MEMBERS

Aissatou Bah, Ex Officio Student Member
Michael Hicks, Ex Officio Staff Member
Thomas Shanahan, Ex Officio Faculty Member

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Thursday, July 20, 2017
12:00 p.m.
Pete Grimes Board Room, Franklin Hall

AGENDA

- (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 President Harrison
- (6) Approval of Minutes
- (7) Adopt New Policy No. 1-14, Naming Rights1
- (8) Preliminary Year-End Financial Statements for the Period Ending June 30, 20176
- (9) Personnel Information Items (Information Only)19
- (10) Discussion of Current Issues
- (11) Executive Session (*if needed*)

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



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

New Policy No. 1-14, Naming Rights

BACKGROUND INFORMATION:

As opportunities increase to bestow the honor of naming facilities and units, the College seeks to cement its practice of having only the Board of Trustees authorize the naming of facilities and units after careful consideration and recommendation by the President, and to outline boundaries within which naming opportunities shall be considered and bestowed.

The proposed policy:

- Provides clarity, consistency and transparency to the naming process;
- Authorizes the implementation of guidelines and/or procedures for the naming of College units, building and physical spaces; and
- Serves as reference document for the College's Board of Trustees, the College's President, the Foundation Executive Director, and the College Administration.

RECOMMENDATION:

That the Board of Trustees adopts new Policy No. 1-14, Naming Rights, effective July 27, 2017.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NAMING RIGHTS
Policy No. 1-14
Page 1 of 4

Effective _____

A. Purpose, Propriety and Due Diligence

The Board of Trustees establishes this policy to bestow the honor of naming College facilities and units to:

- Honor individuals by recognizing exceptional service to the College, community, state or nation;
- Honor long-term and significant financial contributions to the College; or
- Honor financial contributions to support the physical space named.

This policy

- Provides clarity, consistency, and transparency to the naming process;
- Authorizes the implementation of guidelines and/or procedures for the naming of College units, buildings and physical spaces; and
- Serves as a reference document for the College's Board of Trustees, the College's President, the Foundation's Executive Director, and the College administration.

A College unit or facility shall be named only after careful consideration of the potential impact the naming will have on the College and the College community at the time of the naming and over time. Due diligence will be exercised to ensure that the proposed name will be consistent with College's mission, tradition, and values. The College will also evaluate the distinction a proposed name will lend to the College.

B. Naming Responsibility

The responsibility and authority for naming a unit or facility shall be that of the Board of Trustees, acting after receiving a recommendation from the Naming Advisory Committee, which is chaired by the President.

The Naming Advisory Committee ("Committee") shall have the responsibility with respect to such actions.

1. Naming shall be consistent with the College's interests, commensurate with the contribution, and equitable in relationship to contributions for similar naming actions.

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POLICY AND PROCEDURES MANUAL

NAMING RIGHTS
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Effective _____

2. For units, the Committee shall seek and receive advice of representative members of faculty, staff and students directly affected by the proposed naming action before acting on a proposal.
3. The Committee may recommend exceptions to this policy as may be deemed appropriate, subject to approval by the Board of Trustees and after consultation with College leadership when appropriate.
4. The Committee shall establish appropriate opportunities, stipulations, and minimum financial parameters applicable to naming opportunities, including specific naming plans for new facilities to be constructed and major renovations of existing facilities and spaces.
5. The Committee shall include at least the President as its ranking member, the Executive Director of the Foundation, and the College's General Counsel. Others may be invited by the President as proposals and circumstances may warrant. The Committee shall be an advisory body and shall have no policy-making or administrative authority.
6. A gift associated with a naming opportunity shall be documented in a written gift agreement executed by the donor and the College which specifies the terms of pledge payments, projected lifespan of the named facility, space or program, duration of naming, and the form of alternative donor recognition thereafter.

C. Definitions and Considerations for Funding and Recognition

General. Units and facilities generally will be named for individuals; however, in very selective situations, a corporation or organization may name an academic program.

The President and the College's Foundation will partner to seek financial gifts commensurate with the project under consideration and compatible with the mission of the College, as determined by the College in its sole discretion.

Units. A "unit" means any academic program, department, center, institute or other organizational entity of the College. In recommending funding levels for naming units, factors to consider include operating budget, national ranking, similar naming opportunities at peer institutions, and the potentially transformative nature of a philanthropic contribution. Gifts to name units should focus on establishing endowments to enhance and support programs and faculty.

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NAMING RIGHTS
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Facility. A “facility” means every building, addition to a building, space in a building, outdoor space (such as garden, court, plaza, memorial, or marker), street, and other tangible and relatively permanent feature located on College property.

Naming opportunities may include:

1. New facilities that are to be constructed or acquired;
2. Existing facilities that are undergoing major or minor renovations; or
3. Existing facilities that are not undergoing renovations.

In recommending a facility naming, factors to consider include construction or renovation costs, location, visibility, and prominence of facility or space; frequency of use by College and non-College constituents; appropriate reflection of age of facility or space; and replacement cost or cost of comparable recent new construction for similar college facility.

Naming a facility is given in recognition of a gift to the College that represents a significant share of the facility costs, as recommended by the President. In-kind gifts may be considered for naming, provided that the life-cycle costs of acquiring and maintaining the equipment are considered in the calculation of the value of the in-kind gift.

Duration. The naming of College units and facilities will endure for the useful life of the program or space and/or a minimum period of years. In the event that a unit or facility ceases to exist, is substantially altered, or is replaced, the original donor or his/her heirs/successors will be offered the first opportunity to make a new gift to retain the naming. If no such gift is forthcoming, then a new donor may be sought and the new name will be subject to the approval of the Board of Trustees. The original donor’s gift will be acknowledged in perpetuity in an appropriate way, such as a commemorative plaque in a public part of the new/renewed facility.

Term Naming. In appropriate instances, most often involving a corporate donor, a naming may be granted for a pre-determined fixed term, generally not more than 10 years. At the end of the term, the name of the facility or physical space shall expire but may be renewed with the same or a new name. The gift agreement should clearly specify the period of time for which the facility will be named.

COLUMBUS STATE COMMUNITY COLLEGE
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NAMING RIGHTS
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D. Stewardship

The Committee shall appoint a steward of approved naming opportunities who will ensure the naming and gift agreements are appropriately administered, communicated, and implemented consistent with established College procedures and guidelines.

E. Right of Removal

In the interest of maintaining its reputation, the College reserves the right to remove the name given to any unit or facility should the College, in its sole discretion, determine that the name adversely impacts or may adversely impact the College's reputation. The College shall notify donors of such decisions and shall bear no financial responsibility to return any received contributions to the donor.

These actions, and the circumstances that prompt them, may apply to an approved naming that has not yet been acted upon or to a conferred naming.

A name may also be removed if a donor fails to maintain payments on a pledge upon which the naming was bestowed, or if a planned gift upon which a naming was bestowed does not result in the value agreed upon.

The College also reserves the right to dispose of any named property or facility as deemed necessary, via sale, demolition, etc. Named properties would be amended, removed, or disposed of only upon recommendation of the Committee or the Board Chair, and approval by the Board of Trustees, with notification to the donor or a donor's representative.

F. Procedures/Guidelines

The President may establish procedures and/or guidelines to administer this policy.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Preliminary Year-End Financial Statements for the period ending June 30, 2017

BACKGROUND INFORMATION:

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

RECOMMENDATION:

That the Preliminary Year-End Financial Statements for the period ending June 30, 2017 be accepted as presented.

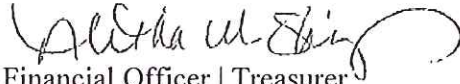
COLUMBUS STATE

COMMUNITY COLLEGE

July 13, 2017

TO: Dr. David T. Harrison, President

FROM: Aletha M. Shipley, Vice President | Chief Financial Officer | Treasurer



SUBJECT: Financial Statements as of June 30, 2017

Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended June 30, 2017.

1. General Fund (Exhibit B)

Revenues. In the Revised Budget, authorized by the Board at its January meeting, State subsidy (column G, line 1) was updated to reflect Columbus State's final FY17 allocation from the Ohio Department of Higher Education.

The figures in the table below show the latest enrollment projections compared to the FY17 Revised Budget. Enrollment for Spring 2017 is projected to be 2.1% down from last Spring rather than 5% down, the latter of which was the trend when the Board approved its FY17 Revised Budget. Summer 2017 is projected to be 5.6% lower than Summer 2016, rather than flat as assumed in the Revised Budget and 6% down as projected last month. Overall, projected tuition revenue was increased by about \$224K from last month due mostly to tuition discounts being less than anticipated. Revenue projected for fees, special courses, contracted services and miscellaneous were also increased by about \$189K to reflect higher revenue realized in June. Overall, revenues are projected to be almost \$391K, 0.3%, more than the FY17 Revised Budget.

Term	Revised	Actual	Budget to	Prior Year	Current Year	%
	Budgeted		Actual			
	Credit Hours	Credit Hours*		FTEs	FTEs*	Variance
Summer 2016**	40,175	40,175	0.0%	5,939	5,822	-2.0%
Autumn 2016	218,261	218,261	0.0%	14,537	14,551	0.1%
Spring 2017	198,976	204,981	3.0%	13,963	13,665	-2.1%
Summer 2017**	47,162	44,538	-5.6%	5,822	5,498	-5.6%

* Summer 2016 and Autumn 2016 credit hours and FTE are now those reported by the Ohio Department of Higher Education. Spring 2017 and Summer 2017 credit hours and FTEs are projected by the Resource Planning and Analysis Office, not the preliminary Census day numbers used historically, due to better historical trend information.

** Summer semester 2016 straddles both FY16 and FY17, with 46% of the revenue attributed to FY17. Likewise, Summer semester 2017 straddles both FY17 and FY18, with 54% of the revenue attributed to FY17.

Expenses. Through June, expenditures are approximately 3.7% higher than the same period last year. Projected year-end spending is projected to be \$1.5M higher than last month based on actual spending in June and estimated year-end cut-off activity to occur after June 30.

Dr. David T. Harrison,
President | Page Two
July 13, 2017

FY17 Projected Net Operating Income. Last month's financials showed net income totaling \$2.1 million after adding in interest income (row G, line 34). Before changing or adding allocations, the updated revenue and expenditure projections discussed above resulted in \$1.4 million of projected net operational income. Two changes were then made to get to the \$700K that now shows as net income: 1) the \$1.3M in reserve contingency that was allocated by the Board during the FY17 Revised Budget in January was eliminated with \$356K transferred to the appropriate operating expense lines (column G, rows 36-42), and 2) \$1.7 million has been allocated from projected net operating income for one-time compensation for college full-time staff.

2. Auxiliary Fund (Exhibit D)

Bookstore revenues are nearly flat compared to the same period last year, while related cost of goods sold, primarily textbooks, increased by 4.0%. Bookstore net income is lower than last year as a result of lower gross margin, primarily due to textbook discounts offered for the College Credit Plus program, as well as ongoing affordability initiatives. Additionally, increases occurred in operational expenses necessary to service the College Credit Plus program and costs for seasonal and temporary employees needed to support peak business periods. Food services revenues are down approximately 25% from the same point last year but above amounts anticipated and budgeted for FY17, reflecting terms of new contracts executed at the end of FY16 for both food services and pouring rights. Through June, food services expenses are also down significantly from last year due to one-time professional fees incurred last year and the closing of the café in December.

3. President's Discretionary Fund (Exhibit F)

To-date disbursements of \$3,829 left a balance of \$16,171 through June in this fund.

4. Foundation (Exhibits G and H)

Foundation contributions through June are \$1,070,382 compared to \$567,136 for the same period last year. The Foundation received \$90,000 in large one-time gifts this year that were not received last year, as well as \$460,990 for larger initiatives (Creative Campus, Hospitality Management & Culinary Arts). Net investment activity through June is \$755,176 compared with \$73,131 last year, an increase of \$682,045. Losses incurred last year were due mostly to stock market swings and the repositioning of the Foundation's investments by new investment advisors while more favorable performance in the stock market this year generated healthy gains for the investment portfolio, with approximately \$725,000 just since December. Management and General expenses are higher due to increases in Grant Admin Expenses and investment fees that were previously reported net against investment income but are now charged separately from investment income on a semi-annual basis.

5. Investments

The College's portfolio is invested consistent with its investment policy, with 40.12% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JUNE 30, 2017
 With Comparative Figures at June 30, 2016

EXHIBIT A

<u>Assets</u>	<u>June 30,</u> <u>2017</u>	<u>June 30,</u> <u>2016</u>	<u>Liabilities and Fund Balance</u>	<u>June 30,</u> <u>2017</u>	<u>June 30,</u> <u>2016</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	6,013,211	6,058,215	Accounts payable	\$ 10,572,007	\$ 10,202,554
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)			Deferred income		
Accounts receivable, net of allowance for doubtful accounts	112,422,344	117,922,602	Student tuition	5,669,258	5,932,612
Interest receivable	8,857,629	7,998,330	Lab fees and credit bank	413,235	277,704
Prepaid expense	1,549,923	-	Due to auxiliary funds	-	-
Due from agency funds	1,735,164	862,258	Due to restricted funds	-	-
Due from auxiliary funds	1,219,211	-	Due to plant funds	32,000,441	26,785,303
Total educational & general	<u>\$ 131,797,482</u>	<u>\$ 133,877,110</u>	Due to agency funds	-	133,700
			Fund balances (Exhibit C):		
			Allocated	63,212,301	68,173,460
			Unallocated	19,930,240	22,371,776
			Total fund balances	<u>83,142,541</u>	<u>90,545,236</u>
			Total educational & general	<u>\$ 131,797,482</u>	<u>\$ 133,877,110</u>
Auxiliary enterprise			Auxiliary enterprise		
Cash	5,047,565	3,905,762	Accounts payable	\$ 39,660	\$ 19,246
Investments	8,436,124	8,385,293	Due to educational & general fund	1,219,211	1,035,705
Accounts receivable	780,954	665,843	Due to Plant Fund	1,459,520	1,482,174
Inventories, at cost as defined (note 2)	2,353,557	2,982,691	Fund balances (Exhibit D):		
Other Assets	59,274	85,358	Allocated	262,987	-
Due from general fund	-	-	Unallocated	13,696,097	13,487,822
Due from grant funds	-	-	Total fund balances	13,959,083	13,487,822
Total auxiliary enterprise	<u>16,677,475</u>	<u>16,024,947</u>	Total auxiliary enterprise	<u>16,677,475</u>	<u>16,024,947</u>
Total unrestricted	<u>\$ 148,474,957</u>	<u>\$ 149,902,057</u>	Total unrestricted	<u>\$ 148,474,957</u>	<u>\$ 149,902,057</u>
Total current funds	<u>\$ 148,474,957</u>	<u>\$ 149,902,057</u>	Total current funds	<u>\$ 148,474,957</u>	<u>\$ 149,902,057</u>
	[A]	[B]		[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JUNE 30, 2017
With Comparative Figures at June 30, 2016**

**EXHIBIT A
(Continued)**

	June 30, 2017	June 30, 2016		June 30, 2017	June 30, 2016
Assets			Liabilities and Fund Balance		
Plant funds			Plant funds		
Unexpended	-	-	Unexpended	-	-
State appropriations receivable	-	-	Fund balances	-	-
Capital Improvement Fund	1,334,521	1,159,890	Restricted	1,334,521	1,159,890
Total unexpended	1,334,521	1,159,890	Total unexpended	1,334,521	1,159,890
Cash from Bond Proceeds	-	-	Investment in plant:		
Deposit with trustees/escrow	-	-	Interest payable	-	-
Due from general fund	32,000,441	26,785,303	Capital lease payable	-	-
Due from Auxiliary	1,459,520	1,482,175	Accounts payable	-	-
Land	25,518,235	25,518,235	Bonds payable	5,320,000	6,920,000
Improvements other than buildings	13,304,974	12,433,778	Deferred Gift Annuity	-	-
Buildings	169,493,823	168,151,168	Due from Grant Funds	240,000	-
Movable equipment, furniture	47,427,609	45,163,573	Net investment in plant	181,778,004	177,185,330
and library books	1,224,344	253,502	Total investment in plant	187,338,004	184,105,330
Construction-in-progress	231,535	(181,620)	Total plant funds	188,672,525	185,265,220
Other Assets	(103,322,477)	(95,500,786)	Agency funds		
Less: accumulated depreciation	187,338,004	184,105,330	Deposits held in custody for others	-	-
Total investment in plant	187,338,004	184,105,330	Due to educational and general fund	1,735,164	580,667
Total plant funds	188,672,525	185,265,220	Total agency funds	1,735,164	580,667
Agency funds				[C]	[D]
Cash	-	-			
Due from agencies	1,735,164	446,967			
Due from general fund	-	133,700			
Total agency funds	1,735,164	580,667			
	[A]	[B]			

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE TWELVE MONTHS ENDED JUNE 30, 2017**
With Comparative Figures at June 30, 2016

EXHIBIT B

	FY 17			FY 16			FY 17 Projected Year End			FY 16 Audited		
	Revised Budget as approved January 2017	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2016	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 17 Projected Year End	Projected % of Budget	FY 16 Audited Year End	Projected % of Budget		
Revenues												
Appropriations												
Subsidy	\$ 67,039,588	\$ 67,039,588	100.00%	\$ 63,651,910	\$ 63,651,910	100.00%	\$ 67,039,588	100.00%	\$ 63,651,910	100.00%		
Student Support Services	-	42,836	-	-	18,812	-	42,836	-	18,812	-		
Student	-	67,082,424	100.06%	-	63,670,722	100.03%	67,082,424	100.06%	63,670,722	100.03%		
Tuition	69,528,706	69,238,440	98.58%	69,775,325	70,686,070	101.31%	69,419,486	99.84%	70,692,626	101.31%		
Fees	4,286,267	4,201,584	98.02%	3,810,117	4,331,838	113.69%	4,276,856	99.78%	4,331,709	113.69%		
Special courses	1,419,371	1,324,624	93.32%	1,125,210	1,339,542	119.05%	1,437,388	101.27%	1,340,392	95.36%		
Contracted Services	75,234,344	74,764,648	99.38%	74,710,652	76,357,450	102.20%	75,133,730	99.87%	76,364,727	102.21%		
Net	364,124	613,813	168.57%	309,234	423,270	136.88%	770,605	211.63%	562,370	181.86%		
Other	364,124	613,813	168.57%	309,234	423,270	136.88%	770,605	211.63%	562,370	181.86%		
Partnership Revenue	6,960	6,983	-	3,480	3,759	108.02%	6,983	-	-	0.00%		
Miscellaneous	498,218	492,704	98.89%	448,514	536,685	119.66%	540,218	108.43%	553,232	125.58%		
Total revenues	505,178	499,686	98.91%	451,994	540,444	119.57%	547,201	108.32%	563,232	123.61%		
Operating Expenditures	143,143,234	142,960,571	99.87%	139,123,790	140,991,885	101.34%	143,533,961	100.27%	141,161,051	101.46%		
Educational & general (Instructional)	72,237,586	72,453,932	100.30%	71,908,341	70,168,386	97.58%	73,318,166	101.50%	70,104,782	97.49%		
Library	1,872,706	1,814,635	96.90%	1,958,422	1,761,291	89.93%	1,754,047	93.66%	1,752,871	89.50%		
General	11,012,428	10,984,784	99.75%	10,846,259	9,814,660	90.49%	11,088,761	100.69%	9,954,107	91.77%		
Information Technology	13,204,782	12,666,090	95.92%	12,833,001	12,123,032	94.47%	12,368,292	93.82%	12,189,263	94.98%		
Student Services	13,893,827	13,350,646	95.99%	13,827,151	13,207,620	95.52%	13,541,145	97.46%	13,362,247	96.64%		
Operation and maintenance of plant	14,770,498	15,071,201	102.04%	15,035,149	14,191,836	94.39%	15,329,342	103.78%	14,676,342	97.61%		
Administration	8,391,878	7,937,513	94.59%	9,170,359	8,144,769	88.82%	7,862,360	93.69%	7,580,601	82.77%		
Transfer for debt service	1,417,598	1,417,598	100.00%	1,423,739	1,423,739	100.00%	1,417,598	100.00%	1,423,739	100.00%		
Total expenditures	136,801,303	135,696,400	99.19%	137,002,421	130,835,332	95.50%	136,689,710	99.93%	131,053,953	95.65%		
Non-operating & Encumbered												
Transfer for Capital Equipment	-	-	-	-	-	-	-	-	1,100,000	0.00%		
Transfer for One-Time Compensation	-	-	-	-	-	-	1,700,000	N/A	-	0.00%		
Transfer for Capital Improvements	-	-	-	300,000	-	-	-	-	4,300,000	0.00%		
Transfer for Scholarships	-	-	-	-	-	-	-	-	-	0.00%		
Transfer for Budget/ Tuition Stabilization	-	-	-	-	-	-	700,000	N/A	-	0.00%		
Transfer for Campus Safety	1,318,956	-	-	-	-	-	-	-	-	0.00%		
Transfer for Student Success and Innovation	700,000	-	-	-	-	-	4,300,000	N/A	-	0.00%		
Transfer for Technology initiatives	4,300,000	-	-	-	-	-	-	-	1,000,000	0.00%		
Total expenditures and transfers	143,120,259	135,696,400	94.81%	139,102,421	130,835,332	94.06%	143,399,710	100.20%	139,253,953	100.11%		
Operational revenues	22,975	7,264,171	N/A	21,369	10,156,553	N/A	134,251	N/A	1,907,098	N/A		
Interest Income	-	565,181	-	-	1,123,213	-	565,181	-	1,128,321	-		
Net Operating revenues	\$ 22,975	\$ 7,829,352	-	\$ 21,369	\$ 11,279,766	-	\$ 699,432	-	\$ 3,035,419	-		
Reserve expenditures from Exhibit C	-	-	-	-	-	-	-	-	-	-		
Net Revenues/(Expenditures)	(A) \$ 11,181,561	(B) \$ (3,352,209)	(C)	(D) \$ 8,232,158	(E) \$ 3,047,608	(F)	(G) \$ (544,488)	(H)	(I) \$ 8,522,625	(J)		

*Reserve expenditures from Exhibit C also include estimated year-end audit adjustments such as State capital appropriations, capitalization of assets, depreciation expense and other required adjustments.

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE TWELVE MONTHS ENDED JUNE 30, 2017

EXHIBIT C

	Balance at June 30, 2016	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at June 30, 2017
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 15,866,021	\$ -	\$ -	(1,152,100)	(3,071,221)	11,632,700
Carpet/Furniture Reupholstering	90,116	-	-	-	(66,304)	23,812
Jefferson Ave/Grove Street Repaving	562,126	-	-	-	(513,167)	48,959
Space Efficiency Upgrades	604,121	-	-	200,000	(456,158)	347,963
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279
Bookstore/DX Modifications	263,490	-	-	-	-	263,490
Facilities Infrastructure Improvements	496,666	-	-	(297,264)	(98,961)	100,441
Student Support Services	107,077	-	-	42,836	(86,604)	63,309
Creative Campus	-	-	-	300,000	(100,000)	200,000
School of Hospitality Management	-	-	-	668,100	(340,176)	327,924
COTA	-	-	-	125,000	(50,000)	75,000
EB 302 Renovation	-	-	-	110,810	(70,846)	39,964
Vet Tech Upgrade	-	-	-	100,000	(4,422)	95,578
Capital Equipment	8,394,863	-	-	-	(1,508,386)	6,886,477
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	33,104	-	-	-	-	33,104
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987
Accumulated Lab Fees	1,692,142	-	-	-	(323,286)	1,368,855
Broadbanding	125,353	-	-	-	-	125,353
Think Again Scholarship	1,950,321	-	-	-	(624,624)	1,325,697
Student Success and Innovation	8,077,648	-	4,300,000	-	(1,450,566)	10,927,082
Strategic Growth Initiatives	696,178	-	-	-	(41,367)	654,811
Technology Initiatives	3,007,018	-	-	-	(1,705,731)	1,301,287
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266
Campus Safety Initiatives	508,665	-	700,000	-	(273,377)	935,288
Energy Efficiency/Sustainability Initiatives	2,063,721	-	-	-	(356,109)	1,800,566
Health Care Self-Insurance Escrow	1,241,018	-	-	92,954	-	1,241,018
Health Care HSA Incentive	86,636	-	-	-	-	86,636
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500
One-Time Compensation	44,501	-	-	-	-	44,501
Partnerships for Student Success	17,903	-	-	-	(4,107)	13,796
Workforce Development	500,000	-	-	-	(36,150)	463,850
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219
PERFORMS	1,499	-	-	-	-	1,499
Unallocated	69,213,526	-	5,000,000	180,336	(11,181,561)	63,212,301
Total General Fund	\$ 16,740,625	(2,811,609)	(5,000,000)	(180,336)	11,181,561	\$ 19,930,240
	\$ 85,954,150	(2,811,609)	-	-	-	\$ 83,142,541
	[A]	[B]	[C]	[D]	[E]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TWELVE MONTHS ENDED JUNE 30, 2017
With Comparative Figures at June 30, 2016**

EXHIBIT D

Auxiliary	FY 17		FY 16		FY 17 Projected Year End		FY 16 Audited				
	Revised Budget as approved January 2017	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2016	Actual to Date	% of Budget Expended to Date	FY 17 Projected Year End	FY 16 Audited Year End	Projected % of Budget		
Sales/Revenues											
Bookstore	12,448,652	\$ 12,965,094	104.15%	\$ 12,474,706	\$ 12,938,442	103.72%	\$ 12,938,442	12,938,442	103.72%		
Food Services	269,325	291,687	108.30%	389,227	388,419	99.79%	291,687	390,721	100.38%		
Total Revenues	12,717,977	13,256,781	104.24%	12,863,933	13,326,861	103.60%	13,256,781	13,329,163	103.62%		
Cost of Goods Sold											
Bookstore	10,069,231	10,235,378	101.65%	9,712,295	9,843,611	101.35%	10,440,086	9,843,611	101.35%		
Food Service	25,871	28,509	110.20%	65,000	55,983	86.13%	28,509	55,983	86.13%		
Gross Margin	2,622,875	2,992,895	114.11%	3,086,638	3,427,267	111.04%	2,788,186	3,429,569	111.11%		
Operating Expenses											
Bookstore	1,893,683	1,810,094	95.59%	1,856,351	1,632,338	87.93%	1,910,094	1,794,608	96.67%		
Food Services	144,321	111,216	77.06%	250,745	179,434	71.56%	111,828	191,070	76.20%		
Auxiliary Administration	584,193	512,122	87.66%	916,034	604,003	65.94%	537,728	621,603	67.86%		
Total Expenses	2,622,197	2,433,433	92.80%	3,023,130	2,415,775	79.91%	2,559,650	2,607,281	86.24%		
Auxiliary Net Operating Income/(Loss)	678	559,462	82516.51%	63,508	1,011,492	1592.70%	228,536	822,288	1294.78%		
Net Income/(Loss)											
Bookstore	485,738	919,623	189.32%	905,050	1,462,493	161.41%	614,914	1,300,223	143.50%		
Food Services	99,133	151,962	153.29%	73,482	153,002	208.22%	151,350	143,668	195.51%		
Auxiliary Administration	(584,193)	(512,122)	87.66%	(916,034)	(604,003)	65.94%	(537,728)	(621,603)	67.86%		
Net Auxiliary Income/(Loss)	678	559,462	82516.51%	63,508	1,011,492	1592.70%	228,536	822,288	1294.78%		
Auxiliary Fund Balance at June 30, 2016		13,401,641			13,336,320						
Non-operating Revenues/Expenditures	(300,000)	(27,904)		(250,000)	(102,933)		(60,000)	-			
College Credit Plus	(237,103)	25,884		(1,000,000)	(757,057)		25,881	(757,057)			
Food Services/Renovations	-	-		(250,000)	-		-	-			
Transfers	-	-		-	-		-	-			
Audit Entries	-	-		-	-		-	-			
Auxiliary Fund Balance at June 30, 2017	(A)	\$ 13,959,083	(B)	(D)	\$ 13,487,822	(E)	(F)	(G)	(H)	(I)	(J)

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JUNE 30, 2017

EXHIBIT E

	Actual January 2017	Actual February 2017	Actual March 2017	Actual April 2017	Actual May 2017	Actual June 2017	
Beginning Cash	\$ 7,649,295	7,859,164	6,237,931	7,003,776	6,228,767	7,912,129	(1)
Cash Receipts	16,778,578	6,979,305	9,172,328	7,902,933	14,729,987	9,387,190	(2)
Cash Disbursements	(11,564,865)	(11,611,857)	(13,072,067)	(12,124,903)	(14,181,923)	(16,064,639)	(3)
Financial Aid	13,996,156	(488,681)	1,665,584	(2,553,038)	2,635,288	476,245	(4)
Outflow for investments	(19,000,000)	-	-	-	(6,500,000)	-	(5)
Inflow from investments	-	3,500,000	3,000,000	6,000,000	5,000,000	4,000,000	(6)
Ending Cash	\$ 7,859,164	6,237,931	7,003,776	6,228,767	7,912,129	5,712,925	(7)

	Forecasted July 2017	Forecasted August 2017	Forecasted September 2017	Forecasted October 2017	Forecasted November 2017	Forecasted December 2017	
Beginning Cash	\$ 5,712,925	5,865,925	5,055,925	5,222,925	5,252,925	5,227,925	(8)
Cash Receipts	8,095,000	18,350,000	8,692,000	6,750,000	5,880,000	9,020,000	(9)
Cash Disbursements	(12,950,000)	(13,850,000)	(12,750,000)	(12,750,000)	(13,100,000)	(12,000,000)	(10)
Financial Aid	(992,000)	8,690,000	4,225,000	2,030,000	(2,805,000)	1,010,000	(11)
Outflow for investments	-	(14,000,000)	-	-	-	-	(12)
Inflow from investments	6,000,000	-	-	4,000,000	10,000,000	2,000,000	(13)
Ending Cash	\$ 5,865,925	5,055,925	5,222,925	5,252,925	5,227,925	5,257,925	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2017

EXHIBIT F

Cash at Beginning of Period		\$ 17,175	(1)
		<u> </u>	(2)
<u>Receipts:</u>			(3)
Deposit from General Fund	2,825	2,825	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	2,277		(8)
Transfer to Staff Advisory Council	1,000		(9)
Columbus State Bookstore	492		(10)
Condolence Contribution	60		(11)
		<u>3,829</u>	(12)
		<u>\$ 16,171</u>	(13)
	[A]	[B]	[C]

NOTE:

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

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

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
BALANCE SHEET AT JUNE 30, 2017
With Comparative Figures at June 30, 2016

<u>Assets</u>	<u>June 30,</u> <u>2017</u>	<u>June 30,</u> <u>2016</u>	
Cash	\$ 1,375,991	\$ 877,159	(1)
Investments at market value (see note)	8,066,075	7,355,294	(2)
Pledges Receivable	3,802,504	4,279,790	(3)
Accounts Receivable	2,870	57,591	(4)
Total Assets	<u>\$ 13,247,440</u>	<u>\$ 12,569,834</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(6)
Pledge Payable	-	-	(7)
Trade Payables	306,703	243,910	(8)
Total Liabilities	<u>306,703</u>	<u>243,910</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,138,218	4,110,420	(10)
Temporarily Restricted	5,759,968	5,483,440	(11)
Unrestricted	<u>3,042,551</u>	<u>2,732,064</u>	(12)
			(13)
Total fund balance	<u>12,940,737</u>	<u>12,325,924</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 13,247,440</u>	<u>\$ 12,569,834</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</u> <u>Portfolio</u>
Cash	\$ 167,017	167,036	2.08%
Equities	3,642,511	4,113,857	51.00%
Fixed Income	2,699,004	2,691,862	33.37%
Mutual Funds	<u>1,089,945</u>	<u>1,093,320</u>	<u>13.55%</u>
Total Investments	<u>\$ 7,598,477</u>	<u>\$ 8,066,075</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TWELVE MONTHS ENDED JUNE 30, 2017
With Comparative Figures at June 30, 2016

	June 30, 2017			June 30, 2016	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds
Revenue					
Contributions					
Scholarships and Programs	\$ 165,633	\$ 184,837	\$ 26,621	\$ 377,091	\$ 296,444 (1)
Taste the Future	202,710	-	-	202,710	196,642 (2)
Contributions for Columbus State	-	29,591	-	29,591	74,050 (3)
Creative Campus	-	260,000	-	260,000	- (4)
Hospitality & Culinary Arts	-	200,990	-	200,990	- (5)
Administration Fee Income	38,115	-	-	38,115	- (6)
Interest Income	428	185	-	613	558 (7)
Investment Income					
Realized	146,820	262,395	-	409,215	300,602 (8)
Unrealized	123,951	222,010	-	345,961	(227,471) (9)
Investment income-subtotal	270,771	484,405	-	755,176	73,131 (10)
Total revenues	677,657	1,160,008	26,621	1,864,286	640,625 (11)
Expenditures					
Scholarships and Programs	-	238,810	-	238,810	229,492 (13)
Contributions to Columbus State	-	74,805	-	74,805	28,750 (14)
Corporate Gift	-	500,000	-	500,000	1,084,513 (15)
Creative Campus	-	117,509	-	117,509	- (16)
Hospitality & Culinary Arts	-	-	-	-	- (17)
Administrative Fee Expense	-	38,115	-	38,115	- (18)
Management and general	286,903	-	-	286,903	225,371 (19)
Total expenditures	286,903	969,239	-	1,256,142	1,566,126 (20)
Excess (deficit) of revenues over expenditures	390,754	190,769	26,621	608,144	(927,301) (21)
Transfers	-	(1,727)	1,727	-	- (22)
Fund balance at beginning of period	2,651,797	5,570,926	4,109,870	12,332,593	13,253,225 (23)
Fund balance at end of period	3,042,551 (A)	5,759,968 (B)	4,138,218 (C)	12,940,737 (D)	12,325,924 (E)

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF JUNE 30, 2017**

1) **Investments**

<u>Investment Fund</u>	<u>Cost</u>	<u>Market Value</u>	<u>Yield to Maturity*</u>	<u>Average Maturity (days)</u>
STAR Ohio/Operating	\$ 32,590,583	\$ 32,590,583	1.07%	1
STAR Ohio/Plant	1,334,521	1,334,521	1.07%	1
STAR Ohio/Auxiliary	3,423,942	3,423,942	1.07%	1
STAR Plus	1,907	1,907	0.65%	1
CSCC Operating Fund 1	35,810,214	35,767,391	1.40%	640
CSCC Operating Fund 2	35,047,079	34,966,633	1.48%	905
Auxiliary Services	5,002,110	5,013,678	1.42%	470
Plant Fund	9,120,629	9,095,830	1.41%	798
	<u>\$ 122,330,985</u>	<u>\$ 122,194,485</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	30.57%
	Agencies	52.60% *
	Municipal Bonds	3.69%
	Treasury Notes	3.60%
	Stocks	0.00%
	Cash & Equivalents	9.55%
		<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 \$835,000 to \$920,000 with an interest rate of 1.65%, 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>
Michelle Baker	Specialist	Human Services	05/16/17	\$33,134
Rita Bedritis	Supervisor 1	Conference Center	06/16/17	\$70,713
Lori Bolton	Advisor	Center for Advising Support & Exploration	06/16/17	\$48,651
Sidney Carey	Groundskeeper 1	Grounds	06/16/17	\$25,771
Benjamin Dalton	Information Security Officer	I.T. Support Center	07/03/17	\$96,000
Jessica Eberly	Specialist	Telephone Information Center	07/03/17	\$33,134
Lori Gage	Operations Coordinator	Conference Center	07/03/17	\$53,196
Mary Ellen Gauither	Coordinator	Bookstore	05/16/17	\$47,476
Timothy Kennedy	System Administrator	I.T. Support Center	05/16/17	\$58,000
Ivy Lamb	Senior Writer	Marketing & Communications	05/16/17	\$63,000
Jennifer McCord	Instructor	Business Management	08/16/17	\$41,065
Pamela McGough	Office Associate	Biological & Physical Sciences	06/01/17	\$28,662
Robert Neutzling	Specialist	Bookstore	06/16/17	\$33,134
Marsha Phillips	Specialist	Non-Credit Registration Office	06/01/17	\$38,750
Tina Pickering	Transcript Evaluator	Office of the Registrar	07/03/17	\$36,400
Michelle Schleppe	Specialist	Telephone Information Center	07/03/17	\$33,134
Jason Stover	Residency Specialist	Office of the Registrar	06/16/17	\$38,500
Brianne Wears	Specialist	Conference Center	06/01/17	\$39,998
Jason Woltja	Coordinator	Regional Learning Center	05/16/17	\$63,000

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>
Leland Bateman	Coordinator	Bookstore	08/01/17
Richard Bickerstaff	Chairperson	Engineering & Transportation Technology	05/31/17
Paul Boaz	Coordinator	Conference Center	07/01/17
Robbie Campbell	Administrative Assistant	Delaware Campus	06/30/17
Scott Corney	Material Handler	Printing Services	06/02/17
Brittany Cramer	Police Officer	Police Department	06/01/17
Adam Darst	Groundskeeper II	Grounds	03/10/17
Nina Ewing	Program Coordinator	Information Technology	06/29/17
Abdinasir Hassan	Specialist	Financial Aid	07/06/17
Matthew Hubbard	Instructional Designer	Instructional Technology & Innovation	06/30/17
Linda Kauffman	Office Associate	Conference Center	07/01/17
Travis Lynch	Groundskeeper	Grounds	04/28/17
Joseph Murphy	Police Officer	Police Department	06/30/17
Terence Olive	Professor	Veterinary, Imaging & Surgical Technology	07/31/17
Margaret Power	Specialist	Bookstore	07/01/17
Kimberly Rhyan	Director	Student Engagement & Leadership	06/15/17
Donna Robinson	Office Associate	Computer Science	06/30/17
Janet Rogers	Administrator	Enrollment Services & Student Services	06/30/17
Barbara Shea	Office Associate	Telephone Information Center	06/30/17
Renee Witcher	Coordinator	Information Technology	07/01/17