

COLUMBUS STATE

COMMUNITY COLLEGE



COPY TO ALL BOARD MEMBERS

Susan Goeschl, Ex Officio Student Member
Michael Hicks, Ex Officio Staff Member
Thomas Shanahan, Ex Officio Faculty Member

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Thursday, September 14, 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) Awarding of Emeritus Status1
- (8) Financial Statements as of, and for the one month ended July 31, 20174
- (9) Personnel Information Items (Information Only)17
- (10) Discussion of Current Issues
- (11) Executive Session (*if needed*)

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



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Awarding of Emeritus Status: Dick Bickerstaff, Chair, Engineering and Transportation Technologies
Terry Cooke, System Specialist, Facilities Management
Martha (Marty) Nesser, Administrative Assistant, Information Technology

BACKGROUND INFORMATION:

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

RECOMMENDATION:

That the Board of Trustees grant emeritus status to Dick Bickerstaff, Chair, Engineering and Transportation Technologies; Martha (Marty) Nesser, Administrative Assistant, Information Technology; and Terry Cooke, System Specialist, Facilities Management, effective September 21, 2017.

Dick Bickerstaff, Chair, Engineering and Transportation Technologies

Mr. Bickerstaff began his career at Columbus State Community College as an adjunct faculty and faculty member teaching Engineering technologies disciplines. He became the Chairperson managing the Engineering Technologies organization. Later he was given additional responsibilities to also manage our Construction Programs, GIS Programs, Environmental Programs, Landscaping and Design Programs, and our Engineering Survey Programs.

Mr. Bickerstaff has consistently demonstrated his strong commitment to his students, faculty, management, the College and the industries that he served. He consistently went above and beyond the requirements of his position to ensure that the technologies he managed continued to have a success rate for our students as well as the College.

Under his direction he continued to improve the programs and provided high creditability for students graduating with certificates and degrees to the various industries that he served. Mr. Bickerstaff ensured that all of his faculty were supported with what they needed to promote and deliver their programs with top quality and relevant learning. Through his dedication to other community groups he improved the image of the college and the programs he represented.

Terry Cooke, System Specialist, Facilities Management

Terry began his career at Columbus State Community College on Oct. 12, 1993, and he served with distinction within our campus Police Department for 20 years. During that time, he served as a police officer, corporal, sergeant, and lieutenant. He also held assignments as Court Liaison Officer, Background Investigator, Field Training Officer, Law Enforcement Automated Data System (LEADS) Terminal Agency Coordinator (LEADS/TAC), Accreditation Manager for the Commission for Accreditation of Law Enforcement Agencies (CALEA), and served on the department mental health Crisis Intervention Team (CIT), where he was the first CSCC police officer to utilize this unique training and best practice which prevented a student from causing further injury to herself in an attempted suicide.

Terry assisted in the formulation of standard operational procedures for the College's Police Department and was a member of the department Operational Input Team. He also served on the College Staff Advisory Council for one year. Terry was instrumental in the transformation of the College Police Department into a national best practice, providing high level administrative support to the Department's Labor Management Relations Committee, Strategic Planning, personnel matters, implementation of the Rave emergency text system, Security Systems Integration Phase I & II, and The Ohio State University/Columbus State MARCs radio communication system partnership which resulted in \$1 million in savings to OSU, and state of the art radio equipment valued at \$240,000 to CSCC PD at no cost. Much was accomplished due to Terry's dedication and his trusted high level administrative support on multiple and simultaneous endeavors.

In July of 2013, Terry transferred from the Police Department to the Facilities Management Department to assist with Asset Management in Facilities Management. Shortly thereafter, he was re-classified to System Specialist and assumed a lead role in utilization of the College work order database tracking system. Terry also assisted with the Design and Construction team with the completion of our College design and construction standards for Columbus State just prior to his retirement.

Martha (Marty) Nesser

Marty was a loyal and hardworking Columbus Technical Institute and Columbus State Community College employee. As the Office Associate in Computer Science she assisted thousands of students in making their way through the College. Her helpful and receptive manor made her a favorite contact for anyone seeking assistance on the second floor of Delaware Hall. She was truly “a walking, talking, shouting advocate of Columbus State Community College.”

Her move from Computer Science to the Office Associate position in Information Technology brought her a new set of challenges which she met with aplomb. Her ability to work as the trusted assistant to a vice president while still maintaining her comfortable and open manner with employees, vendors, and students made her a perfect match for this position. Her assistance to Hamid Danesh when he was a newly minted vice president was of immeasurable benefit to the Information Technology division and to the whole College. I know he relied on her very heavily.

Marty was always the perfect example of a dedicated employee who understood and loved the mission of the College.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of, and for the one month ended July 31, 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 financial statements as of, and for the one month ended July 31, 2017, be accepted as presented.

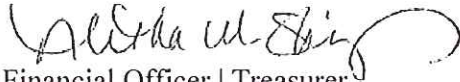
COLUMBUS STATE

COMMUNITY COLLEGE

August 31, 2017

TO: Dr. David T. Harrison, President

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



SUBJECT: Financial Statements as of July 31, 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 July 31, 2017.

1. General Fund (Exhibit B)

Revenues. Total Revenues for this July are \$58,483 lower (or 0.6%) than July of last year. This is mostly due to Summer 2017 enrollment being down compared to last Summer.

Year-to-date State subsidy (State Share of Instruction or SSI) is 1.1% higher than last July based on the Ohio Department of Higher Education's latest FY18 estimate for Columbus State. This SSI increase is expected despite the State not increasing SSI funding statewide due to the College performing better on the formula's metrics relative to other community colleges. Final FY18 SSI allocations from the State should be known by December.

Year-end revenue projections still reflect what the Board approved in May and will be updated once a better sense for Autumn term enrollment is known. While Autumn 2017 enrollment has been trending down compared to the Autumn 2016 term, the gap has been closing.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to Actual Increase/ Decrease	Prior Year FTEs	Current Year FTEs*	% Variance
Summer 2017**	38,970	37,939	-2.6%	5,822	5,498	-5.6%
Autumn 2017	221,154			14,551	-	
Spring 2018	208,623			13,566	-	
Summer 2018**	45,747			5,498	-	

* Summer 2017 credit hours and FTE are the preliminary Census day numbers provided by the Institutional Effectiveness Office.

** Summer semester 2017 straddles both FY17 and FY18, with 46% of the revenue attributed to FY17. Likewise, Summer semester 2018 straddles both FY18 and FY19, with 54% of the revenue attributed to FY18.

Expenses. For the month of July, expenditures are approximately 0.9% higher than the same period last year. July 2017 spending within the *Information Technology* financial category is almost 10% below July 2016 spending but this is more than offset by higher spending within other financial categories: *General* (23.7% higher) and the *Operation and maintenance of plant* (25.5% higher). Some of the higher spending in these financial categories appears to be timing but lease payments and utilities are trending higher than last year.

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

Bookstore revenues are down nearly 12% compared to the same period last year, as some school districts that participate in College Credit + have elected to re-use their textbooks from last year rather than purchase new ones for the upcoming school year. Textbook sales are down approximately \$56k this year compared to last year. Bookstore expenses are down slightly and should continue to decrease compared to the same time last year as the bookstore is utilizing current employees to help with the sales floor rather than use additional part-time employees for that same function. Food Service revenues are up due to the receipt of the Pepsi funds in July this year compared to in February in FY17. Expenses are down as well as there are no longer costs associated with running the café in the DX.

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

To-date disbursements of \$468 left a balance of \$19,532 through July in this fund.

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

Foundation contributions through July are \$93,578 compared to \$45,793 for the same period last year. The Foundation received \$25,000 in large one-time gifts this year that were not received last year, as well as \$10,000 for larger initiatives (Creative Campus, Hospitality Management & Culinary Arts). Net investment activity through July is \$214,238 compared with \$222,171 last year, a decrease of \$7,933. Management and General expenses are higher, primarily due to timing differences in Community Outreach and Campus Outreach.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 37.52% currently invested in STAR Ohio, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

EXHIBIT A
COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JULY 31, 2017
With Comparative Figures at July 31, 2016

<u>Assets</u>	<u>July 31, 2017</u>	<u>July 31, 2016</u>	<u>Liabilities and Fund Balance</u>	<u>July 31, 2017</u>	<u>July 31, 2016</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 6,972,505	\$ 5,041,543	Accounts payable	\$ 9,497,517	\$ 9,911,573
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	106,650,505	112,927,413	Student tuition	24,523,130	25,082,438
Interest receivable	31,115,010	30,753,957	Lab fees and credit bank Due to auxiliary funds	413,235	426,161
Prepaid expense	687,784	672,987	Due to restricted funds	-	-
Due from agency funds	2,407,357	952,845	Due to plant funds	33,052,181	28,592,137
Due from auxiliary funds	1,261,535	1,235,834	Due to agency funds	-	-
Total educational & general	<u>\$ 149,094,696</u>	<u>\$ 151,584,578</u>	Fund balances (Exhibit C):		
			Allocated	68,031,997	68,904,775
			Unallocated	18,576,637	18,667,494
			Total fund balances	<u>81,608,633</u>	<u>87,572,269</u>
			Total educational & general	<u>\$ 149,094,696</u>	<u>\$ 151,584,578</u>
Auxiliary enterprise			Auxiliary enterprise		
Cash	\$ 4,570,347	\$ 2,902,354	Accounts payable	\$ 195,816	\$ 37,092
Investments	8,454,672	8,383,860	Due to educational & general fund	1,261,535	1,235,834
Accounts receivable	943,234	1,068,627	Due to Plant Fund	1,459,520	1,459,351
Inventories, at cost as defined (note 2)	2,755,870	3,576,963	Fund balances (Exhibit D):		
Other Assets	59,274	59,274	Allocated		
Due from general fund	-	-	Unallocated	13,866,527	13,258,821
Due from grant funds	-	-	Total fund balances	<u>13,866,527</u>	<u>13,258,821</u>
Total auxiliary enterprise	<u>16,783,397</u>	<u>15,991,098</u>	Total auxiliary enterprise	<u>16,783,397</u>	<u>15,991,098</u>
Total unrestricted	<u>\$ 165,878,093</u>	<u>\$ 167,575,676</u>	Total unrestricted	<u>\$ 165,878,093</u>	<u>\$ 167,575,676</u>
Total current funds	<u>\$ 165,878,093</u>	<u>\$ 167,575,676</u>	Total current funds	<u>\$ 165,878,093</u>	<u>\$ 167,575,676</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 JULY 31, 2017
With Comparative Figures at July 31, 2016**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>July 31, 2017</u>	<u>July 31, 2016</u>	<u>Liabilities and Fund Balance</u>	<u>July 31, 2017</u>	<u>July 31, 2016</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	-	-	Fund balances	1,335,797	1,160,401
Capital Improvement Fund	1,335,797	1,160,401	Restricted	-	-
Total unexpended	1,335,797	1,160,401	Total unexpended	1,335,797	1,160,401
Cash from Bond Proceeds	-	-			
Deposit with trustees/Escrow	-	-	Investment in plant:		
Due from general fund	33,052,181	28,592,137	Interest payable	-	-
Due from Auxiliary	1,459,520	1,459,351	Capital lease payable	-	-
Land	25,518,235	25,518,235	Accounts payable	-	-
Improvements other than buildings	13,304,974	12,433,778	Bonds payable	5,320,000	6,920,000
Buildings	169,493,823	168,151,168	Deferred Gift Annuity	-	-
Movable equipment, furniture	47,427,609	45,264,800	Due from Grant Funds	240,000	-
and library books	1,224,344	253,502	Net investment in plant	182,829,744	179,096,650
Construction-in-progress	231,535	(181,620)			
Other Assets	(103,322,477)	(95,474,701)	Total investment in plant	188,389,744	186,016,650
Less: accumulated depreciation	188,389,744	186,016,650	Total plant funds	189,725,541	187,177,051
Total investment in plant	188,389,744	186,016,650			
Total plant funds	189,725,541	187,177,051			
	\$	\$	<u>Agency funds</u>		
<u>Agency funds</u>			Cash	-	-
Cash	-	-	Deposits held in custody for others	-	-
Due from agencies	2,407,357	952,845	Due to educational and general fund	2,407,357	952,845
Due from general fund	-	-			
Total agency funds	2,407,357	952,845	Total agency funds	2,407,357	952,845
	\$	\$		[C]	[D]

EXHIBIT B
COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE ONE MONTH ENDED JULY 31, 2017
 With Comparative Figures at July 31, 2016

	FY 18			FY 17			FY 18 Projected Year End			FY 17 Projected Year End		
	Budget as approved May 2017	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2017	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 18 Projected Year End	Projected % of Budget	FY 17 Projected Year End	Projected % of Budget		
Revenues												
Appropriations												
Subsidy	\$ 67,039,588	\$ 5,645,000	8.42%	\$ 67,039,588	\$ 5,584,715	8.33%	\$ 67,039,588	100.00%	\$ 67,039,588	100.00%		
Student Support Services	67,039,588	5,645,000	8.42%	67,039,588	5,584,715	8.33%	67,039,588	100.00%	67,039,588	100.00%		
Student												
Tuition	69,972,393	2,772,734	3.96%	69,528,706	2,831,068	4.07%	69,972,393	100.00%	69,419,486	99.84%		
Fees	4,189,986	762,498	18.20%	4,286,267	847,476	19.77%	4,189,986	100.00%	4,276,856	99.78%		
Special courses	1,333,802	71,172	5.34%	1,419,371	75,883	5.35%	1,333,802	100.00%	1,437,388	101.27%		
	75,496,181	3,606,405	4.78%	75,234,344	3,754,427	4.99%	75,496,181	100.00%	75,133,730	99.87%		
Contracted Services												
Net	525,158	(4,595)	-0.87%	364,124	(38,748)	-10.64%	525,158	100.00%	770,605	211.63%		
	525,158	(4,595)	-0.87%	364,124	(38,748)	-10.64%	525,158	100.00%	770,605	211.63%		
Other												
Partnership Revenue	8,352	-	-	6,960	-	0.00%	8,352	100.00%	6,963	100.33%		
Miscellaneous	544,692	19,037	3.49%	498,218	23,936	4.80%	544,692	100.00%	540,218	108.43%		
	553,044	19,037	3.44%	505,178	23,936	4.74%	553,044	100.00%	547,201	108.32%		
Total revenues	143,613,971	9,265,846	6.45%	143,143,234	9,324,329	6.51%	143,613,971	100.00%	143,533,961	100.27%		
Operating Expenditures												
Educational & general (Instructional)	76,096,153	5,651,360	7.43%	72,237,586	5,612,034	7.77%	76,096,153	100.00%	73,318,166	101.50%		
Library	1,886,339	174,931	9.27%	1,872,706	178,622	9.54%	1,886,339	100.00%	1,754,047	88.66%		
General	11,351,461	734,576	6.47%	11,012,428	593,912	5.39%	11,351,461	100.00%	11,088,761	100.69%		
Information Technology	13,650,302	1,886,096	13.82%	13,204,782	2,088,306	15.80%	13,650,302	100.00%	12,388,292	93.82%		
Student Services	14,822,660	1,037,237	7.00%	13,893,827	1,051,140	7.57%	14,822,660	100.00%	13,541,145	87.46%		
Operation and maintenance of plant	15,749,670	1,090,115	6.92%	14,770,498	868,702	5.88%	15,749,670	100.00%	15,329,342	103.78%		
Administration	8,089,789	754,770	9.33%	8,391,878	776,804	9.26%	8,089,789	100.00%	7,862,360	88.69%		
Transfer for debt service	1,417,598	59,067	4.17%	1,417,598	118,133	8.33%	1,417,598	100.00%	1,417,588	100.00%		
Total expenditures	143,063,971	11,388,210	7.96%	136,801,303	11,285,654	8.25%	143,063,971	100.00%	136,699,710	99.93%		
Non-operating & Encumbered												
Transfer for Capital Equipment	550,000	-	-	-	See Exhibit C	-	550,000	N/A	-	0.00%		
Transfer for One-Time Compensation	-	-	-	-	-	-	-	N/A	1,700,000	0.00%		
Transfer for Capital Improvements	-	-	-	-	-	-	-	N/A	-	0.00%		
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	-	0.00%		
Transfer for Budget/Tuition Stabilization	-	-	-	1,318,956	-	-	-	N/A	-	0.00%		
Transfer for Campus Safety	-	-	-	700,000	-	-	-	N/A	700,000	0.00%		
Transfer for Student Success and Innovation	-	-	-	4,300,000	-	-	-	N/A	4,300,000	0.00%		
Transfer for Technology Initiatives	-	-	-	-	-	-	-	N/A	-	0.00%		
Total expenditures and transfers	143,613,971	11,388,210	7.93%	143,120,259	11,285,654	7.89%	143,613,971	100.00%	143,399,710	100.20%		
Operational revenues	(0)	(2,122,364)	N/A	22,975	(1,961,325)	N/A	(0)	N/A	134,251	N/A		
Interest Income												
Net Operating revenues	(0)	228,161	-	22,975	4,812	-	228,161	-	565,181	-		
	(0)	(1,894,203)	-	(1,956,519)	-	-	228,161	-	699,432	-		
Reserve expenditures from Exhibit C												
Net Revenues/(Expenditures)	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)		
	\$ 1,243,920	\$ (2,074,508)		\$ (415,778)	\$ (2,372,291)		\$ (1,015,759)	\$	\$ 1,243,920	\$		

*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 ONE MONTH ENDED JULY 31, 2017

EXHIBIT C

	Balance at June 30, 2017	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at July 31, 2017	
Unrestricted Allocated							
Capital Improvements & Land Acquisition	\$ 11,632,700	\$ -	\$ -	(1,874,516)	(7,284)	\$ 9,750,900	(1)
Carpet/Furniture Reupholstering	23,812	-	-	-	-	23,812	(2)
Jefferson Ave/Grove Street Repaving	48,959	-	-	-	-	48,959	(3)
Space Efficiency Upgrades	347,963	-	-	-	(7,446)	340,517	(4)
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279	(5)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(6)
Facilities Infrastructure Improvements	100,441	-	-	-	-	100,441	(7)
Student Support Services	63,309	-	-	-	-	63,309	(8)
Creative Campus	200,000	-	-	-	-	200,000	(9)
School of Hospitality Management	327,924	-	-	-	-	327,924	(10)
COTA	75,000	-	-	-	-	75,000	(11)
EB 302 Renovation	39,964	-	-	-	(2,450)	37,514	(12)
Vet Tech Upgrade	95,578	-	-	-	-	95,578	(13)
Fire Science	-	-	-	1,550,000	-	1,550,000	(14)
Ongoing Maintenance	-	-	-	324,516	-	324,516	(15)
Capital Equipment	6,886,479	-	-	-	23,335	6,909,814	(16)
Target 2002	333,088	-	-	-	-	333,088	(17)
Collective Bargaining	33,104	-	-	-	-	33,104	(18)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(19)
Accumulated Lab Fees	1,368,855	-	-	-	-	1,368,855	(20)
Broadbanding	125,353	-	-	-	-	125,353	(21)
Think Again Scholarship	1,325,697	-	-	-	(22,531)	1,303,166	(22)
Student Success and Innovation	10,927,082	-	-	-	(147,998)	10,779,084	(23)
Strategic Growth Initiatives	654,811	-	-	-	-	654,811	(24)
Technology Initiatives	1,301,287	-	-	-	-	1,301,287	(25)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(26)
Campus Safety Initiatives	935,288	-	-	-	(6,480)	928,808	(27)
Energy Efficiency/Sustainability Initiatives	1,800,566	-	-	-	-	1,800,566	(28)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(29)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(30)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(31)
One-Time Compensation	44,501	-	-	-	-	44,501	(32)
Partnerships for Student Success	13,796	-	-	-	-	13,796	(33)
Workforce Development	463,850	-	-	-	(9,450)	454,400	(34)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(35)
PERFORMS	1,499	-	-	-	-	1,499	(36)
Unallocated	63,212,301	-	-	-	(180,304)	63,031,997	(37)
Total General Fund	\$ 83,142,541	\$ (1,533,908)	\$ -	\$ -	\$ 180,304	\$ 81,608,633	(38)
	[A]	[B]	[C]	[D]	[E]	[F]	(39)

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE ONE MONTH ENDED JULY 31, 2017**
With Comparative Figures at July 31, 2016

EXHIBIT D

	FY 18		FY 17		FY 18 Projected Year End		FY 17 Projected Year End	
	Budget as approved May 2017	% of Budget Expended to Date	Revised Budget as approved January 2017	% of Budget Expended to Date	FY 18 Projected Year End	Projected % of Budget	FY 17 Audited Year End	Projected % of Budget
Auxiliary								
Sales/Revenues								
Bookstore	\$ 328,561	2.60%	\$ 12,448,652	2.99%	\$ 12,655,400	100.00%	\$ 12,965,094	104.15%
Food Services	88,395	45.33%	269,325	2.70%	195,000	100.00%	291,687	105.30%
Total Revenues	416,956	3.24%	12,717,977	2.98%	12,850,400	100.00%	13,256,781	104.24%
Cost of Goods Sold								
Bookstore	276,025	2.63%	10,059,231	3.37%	10,505,000	100.00%	10,440,086	103.68%
Food Service	-	0.00%	25,871	7.67%	-	0.00%	28,509	110.20%
Gross Margin	140,931	6.01%	2,622,875	1.44%	2,345,400	100.00%	2,788,186	106.30%
Operating Expenses								
Bookstore	137,464	7.18%	1,893,683	7.34%	1,913,318	100.00%	1,910,094	100.87%
Food Services	6,892	7.89%	144,321	7.11%	87,342	100.00%	111,828	77.49%
Auxiliary Administration	28,520	8.28%	584,193	5.71%	344,622	100.00%	537,728	92.05%
Total Expenses	172,876	7.37%	2,622,197	6.97%	2,345,282	100.00%	2,559,650	97.61%
Auxiliary Net Operating Income/(Loss)	118	-27071.79%	678	-21354.18%	118	100.00%	228,536	33707.42%
Net Income/(Loss)								
Bookstore	237,082	-35.82%	485,738	-21.91%	237,082	100.00%	614,914	126.59%
Food Services	81,503	75.71%	99,133	-5.01%	107,658	100.00%	151,350	152.67%
Auxiliary Administration	(28,520)	8.28%	(584,193)	5.71%	(344,622)	100.00%	(537,728)	92.05%
Net Auxiliary Income/(Loss)	118	-27071.79%	678	-21354.18%	118	100.00%	228,536	33707.42%
Auxiliary Fund Balance at June 30, 2017	13,896,231		13,401,796					
Non-Operating Revenues/Expenditures	2,240		(300,000)		(150,000)		(60,000)	
College Credit Plus	-		(237,103)		-		25,881	
College Strategic Priorities	-		1,807		(156,000)		-	
Food Services/Renovations	-		-		-		-	
Transfers	-		-		-		-	
Audit Entries	-		-		-		-	
Auxiliary Fund Balance at July 31, 2017	\$ 13,866,527	[B]	\$ 13,258,821	[E]	\$ (305,882)	[G]	\$ 194,417	[J]
	[A]	[C]	[D]	[F]	[H]	[I]		

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JULY 31, 2017

EXHIBIT E

	Actual February 2017	Actual March 2017	Actual April 2017	Actual May 2017	Actual June 2017	Actual July 2017	
Beginning Cash	\$ 7,859,164	6,237,931	7,003,776	6,228,767	7,912,129	5,712,925	(1)
Cash Receipts	6,979,305	9,172,328	7,902,933	14,729,997	9,387,190	7,844,977	(2)
Cash Disbursements	(11,611,857)	(13,072,067)	(12,124,903)	(14,181,923)	(16,064,639)	(12,831,905)	(3)
Financial Aid	(488,681)	1,665,584	(2,553,038)	2,635,288	478,245	(22,393)	(4)
Outflow for investments	-	-	-	(6,500,000)	-	-	(5)
Inflow from investments	3,500,000	3,000,000	6,000,000	5,000,000	4,000,000	6,000,000	(6)
Ending Cash	\$ 6,237,931	7,003,776	6,228,767	7,912,129	5,712,925	6,703,604	(7)

	Forecasted August 2017	Forecasted September 2017	Forecasted October 2017	Forecasted November 2017	Forecasted December 2017	Forecasted January 2018	
Beginning Cash	\$ 6,703,604	5,893,604	6,060,604	6,090,604	6,065,604	6,095,604	(8)
Cash Receipts	18,350,000	8,692,000	6,750,000	5,880,000	9,020,000	16,375,000	(9)
Cash Disbursements	(13,850,000)	(12,750,000)	(12,750,000)	(13,100,000)	(12,000,000)	(12,250,000)	(10)
Financial Aid	8,690,000	4,225,000	2,030,000	(2,805,000)	1,010,000	14,025,000	(11)
Outflow for investments	(14,000,000)	-	-	-	-	(18,500,000)	(12)
Inflow from investments	-	-	4,000,000	10,000,000	2,000,000	-	(13)
Ending Cash	\$ 5,893,604	6,060,604	6,090,604	6,065,604	6,095,604	5,745,604	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE ONE MONTH ENDED JULY 31, 2017

EXHIBIT F

Cash at Beginning of Period		\$ 16,171	(1)
			(2)
<u>Receipts:</u>			(3)
Deposit from General Fund	3,829	3,829	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	300		(8)
Columbus State Bookstore	168		(9)
			(10)
		468	(11)
		\$ 19,532	(12)
	[A]	[B]	(13)
		[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 JULY 31, 2017
With Comparative Figures at July 31, 2016

<u>Assets</u>	<u>July 31, 2017</u>	<u>July 31, 2016</u>	
Cash	\$ 1,425,816	\$ 920,428	(1)
Investments at market value (see note)	8,253,254	7,553,125	(2)
Pledges Receivable	4,030,224	4,290,198	(3)
Accounts Receivable	5,058	4,093	(4)
Total Assets	<u>\$ 13,714,352</u>	<u>\$ 12,767,844</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(6)
Pledge Payable	-	-	(7)
Trade Payables	306,703	243,312	(8)
Total Liabilities	<u>306,703</u>	<u>243,312</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,140,044	4,111,941	(10)
Temporarily Restricted	6,091,799	5,674,265	(11)
Unrestricted	3,175,806	2,738,326	(12)
			(13)
Total fund balance	<u>13,407,649</u>	<u>12,524,532</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 13,714,352</u>	<u>\$ 12,767,844</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	\$ 108,205	108,205	1.31%
Equities	3,707,034	4,358,485	52.81%
Fixed Income	2,691,726	2,688,121	32.57%
Mutual Funds	<u>1,089,945</u>	<u>1,098,443</u>	<u>13.31%</u>
Total Investments	<u>\$ 7,596,910</u>	<u>\$ 8,253,254</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE ONE MONTH ENDED JULY 31, 2017
With Comparative Figures at July 31, 2016**

	July 31, 2017			July 31, 2016	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	
Revenue					
Contributions					
Scholarships and Programs	\$ 8,919	\$ 4,742	\$ 1,828	\$ 15,489	(1)
Taste the Future	67,750	-	-	67,750	(2)
Contributions for Columbus State	-	219	-	219	(3)
Creative Campus	-	10,000	-	10,000	(4)
Hospitality & Culinary Arts	-	120	-	120	(5)
Administration Fee Income	-	-	-	-	(6)
Interest Income	47	13	-	60	(7)
Investment Income					
Realized	9,207	16,285	-	25,492	(8)
Unrealized	68,172	120,574	-	188,746	(9)
Investment income-subtotal	77,379	136,859	-	214,238	(10)
Total revenues	154,095	151,953	1,828	307,876	(11)
				268,003	(12)
Expenditures					
Scholarships and Programs	-	47	-	47	(13)
Contributions to Columbus State	-	-	-	-	(14)
Corporate Gift	-	-	-	-	(15)
Creative Campus	-	-	-	-	(16)
Hospitality & Culinary Arts	-	-	-	-	(17)
Administrative Fee Expense	-	-	-	-	(18)
Management and general	37,152	-	-	37,152	(19)
Total expenditures	37,152	47	-	37,199	(20)
				32,365	
				76,064	
Excess (deficit) of revenues over expenditures	116,943	151,906	1,828	270,677	(21)
Transfers	-	-	-	-	(22)
Fund balance at beginning of period	3,058,863	5,939,893	4,138,216	13,136,972	(23)
Fund balance at end of period	\$ 3,175,806	\$ 6,091,799	\$ 4,140,044	\$ 13,407,649	(24)
	[A]	[B]	[C]	[D]	[F]
					(25)

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF JULY 31, 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	\$ 26,620,108	\$ 26,620,108	1.13%	1
STAR Ohio/Plant	1,335,797	1,335,797	1.13%	1
STAR Ohio/Auxiliary	3,427,215	3,427,215	1.13%	1
CSCC Operating Fund 1	35,810,214	35,847,417	1.43%	648
CSCC Operating Fund 2	35,090,494	35,064,467	1.48%	874
Auxiliary Services	5,012,715	5,027,457	1.44%	452
Plant Fund	9,129,992	9,118,513	1.41%	767
	<u>\$ 116,426,534</u>	<u>\$ 116,440,974</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	26.95%
	Agencies	56.49% *
	Municipal Bonds	2.76%
	Treasury Notes	3.23%
	Stocks	0.00%
	Cash & Equivalents	10.57%
		<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>
John Bland	Material Handler II	Procurement & College Services	08/01/17	\$28,662
James Mike Bradley	System Administrator II	Server Engineering	08/07/17	\$59,000
Madeline Cardona-Lebron	Instructor	Computer Science	08/16/17	\$44,224
Manykhone Chanthavong	Functional Analyst	Financial Aid	07/17/17	\$48,375
Allison Franz	Retail Specialist	Bookstore	08/01/17	\$33,134
Mark Gerko	Chairperson	Engineering & Transportation	09/01/17	\$87,000
James Henestofel	Programmer/Analyst	Enterprise Applications	07/24/17	\$58,000
Judy Holt	Specialist – HRIS	Human Resources	09/01/17	\$49,500
Kathryn Howe	Specialist	Library - Circulation	08/24/17	\$33,134
Aloysius Kienee	Coordinator	IT – Frontliners	08/15/17	\$53,196
Joy Livergood	Transcript Evaluator	Transcript Evaluation	09/01/17	\$36,400
Aisha McGraph	Office Associate	Computer Science	09/01/17	\$34,133
David Nowak	Instructor	Computer Science	08/16/17	\$44,224
Adam Polen	Assistant	Bookstore	08/01/17	\$24,232
Lenore Southerland	Supervisor	Veterinary, Imaging & Surgical Technology	07/03/17	\$60,000
Corey Terry	Groundskeeper 1	Grounds	08/01/17	\$25,771
Amy Jo Williams	Clinical Coordinator	Veterinary, Imaging & Surgical Technology	08/01/17	\$50,000
Stafford Williams	Programmer/Analyst	Enterprise Applications	07/24/17	\$77,000

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>
Connie Feeney	Analyst	Information Technology	07/31/17
Nicholas Hammond	Groundskeeper	Grounds	06/20/17
Abdinasir Hassan	Specialist	Financial Aid - Awarding	07/06/17
Johnathan Liu	Material Handler	Mail, Shipping/Receiving Warehouse	07/31/17
Suzanne May	Senior Writer	Marketing & Communications	06/30/17
Christian Merrill	Instructional Designer	Digital Education & Instructional Services	07/07/17
Douglas Montanaro	Chairperson	Humanities	08/21/17
Donna Robinson	Office Associate	Computer Science	06/30/17
Stephen Sharron	Building Services	Building Services	07/07/17
Jorge Vallejos	Assistant Professor	Computer Science	08/21/17
Stafford Williams	Programmer/Analyst	Information Technology	08/21/17