

COLUMBUS STATE

COMMUNITY COLLEGE

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**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Friday, May 20, 2022
Mitchell Hall
AEP Board Room

AGENDA

1. Call to Order
2. Roll Call
3. Certification of Conformity with Section 121.22(F) of the Ohio Revised Code
4. Opening Remarks from President Harrison
5. Approval of Minutes
6. Approval of Tenure Appointments and First Promotion in Rank..... 1
7. Approval of FY2023 Annual Appropriation Resolution 2
8. Approval of Agreement between Columbus State Community College and Columbus State Community College Development Foundation, Inc. 5
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13. Construction Contract Approvals: Parking Garage Upgrades and Connecting Pedestrian Bridge 19

14. Construction Contract Approvals: Center for Technology and Learning Lab Upgrades 20

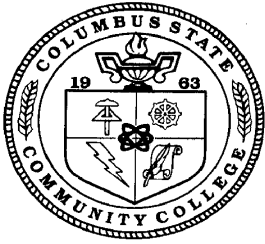
15. Approval of Operating Budget for Fiscal Year 2023..... 22

16. Financial Statements as of and for the Nine Months Ended March 31, 2022 (*Information Only*)..... 32

17. Personnel Information Items (*Information Only*) 46

18. Executive Session (*if needed*)

19. Adjournment



Columbus State Community College Board Action

DATE: _____

SUBJECT:

Tenure Appointments and First Promotion in Rank

BACKGROUND INFORMATION:

In accordance with Promotion and Tenure Policy No. 5-19 approved by the Board of Trustees and effective August 31, 2015, all individuals having met the eligibility requirements for tenure and first promotion were reviewed by the Department Chairperson, Department Promotion and Tenure Review Committee, the Division Promotion and Tenure Review Committee, the Division Dean, the College Promotion and Tenure Review Committee, the Interim Vice President for Academic Affairs, and the President. Eleven faculty members received recommendations that they be awarded tenure and promotion in rank to Assistant Professor by the Board of Trustees of the Columbus State Community College.

RECOMMENDATION:

That the following eleven individuals be granted tenure and be promoted in rank effective at the beginning of the 2022-2023 contract year and invited to attend the September Board Meeting to be recognized.

Health & Human Services

Erin Snyder	Vet, Imaging and Surgical Tech
Kimberly Stein	Nursing
Katelyn Zag	Nursing
Royce Carpenter	Human Services
Charvella McKaye	Human Services
Louis Ricciardi	Human Services

Business, Engineering & Tech

Rick Hyatt	Business Programs
Chris Dennis	Engineering and Transport Tech

Arts and Sciences

Felicia Smith	Mathematics
Andy Woodmansee	Languages and Communication
Valerie Powers	Biological and Physical Sciences



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Approval of FY2023 Annual Appropriation Resolution

BACKGROUND INFORMATION:

On or about the first day of each fiscal year, the taxing authority of each subdivision or other taxing unit shall pass an appropriation measure under Ohio Revised Code Section 5705.38. This Resolution establishes the required appropriation for the Bond Retirement Fund to meet debt service obligations for fiscal year 2023.

RECOMMENDATION:

That the Board of Trustees approves the FY2023 Annual Appropriation Resolution.

Approval of FY2023 Annual Appropriation Resolution.

Passed: May 26, 2022

Board of Trustees
Columbus State Community College District
Franklin County, Ohio

Attest: _____
Secretary

Board Chair

CERTIFICATE

The undersigned Secretary of the Columbus State Community College District, Franklin County, Ohio hereby certifies that the foregoing is a true copy of an action approved by the Board of Trustees of said College on May 26, 2022.

Secretary, Board of Trustees
Columbus State Community College District
Franklin County, Ohio

FY2023 ANNUAL APPROPRIATION RESOLUTION
CITY, EXEMPTED VILLAGE, JOINT VOCATIONAL OR LOCAL BOARD OF EDUCATION
Rev. Code Sec. 5705.38

The Board of Trustees of the Columbus State Community College District, Franklin County, Ohio, met in regular session on the 26th Day of May 2022 at the office of the Columbus State Community College District, WD Conference Center with the following members present:

_____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Trustees of the Columbus State Community College District, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending June 30, 2023 the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows

FUND	APPROPRIATION
002 - BOND RETIREMENT	\$15,811,589
TOTAL ALL FUNDS	\$15,811,589

_____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Approval of Agreement between Columbus State Community College and Columbus State Community College Development Foundation, Inc.

BACKGROUND INFORMATION:

The Memorandum of Understanding between Columbus State Community College and Columbus State Community College Development Foundation, Inc. was extended for five years by formal action in the Spring of 2017 and is therefore up for renewal. The Foundation is organized and operated exclusively to solicit, generate, receive, hold, invest, manage, and allocate funds and property for the advancement, achievement, and support of the educational programs and services of the College and is an affiliated entity of the College.

RECOMMENDATION:

That the Board of Trustees authorizes the extension of the Memorandum of Understanding between Columbus State Community College and Columbus State Community College Development Foundation, Inc for an additional five years.

**AGREEMENT BETWEEN COLUMBUS STATE COMMUNITY COLLEGE
AND COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT
FOUNDATION, INC.**

This Agreement is made by and between Columbus State Community College, (College or CSCC) and Columbus State Community College Development Foundation, Inc., (Foundation).

RECITALS

WHEREAS, College is an institution of higher education created pursuant to Ohio Revised Code Chapter 3358; and

WHEREAS, Foundation was organized and incorporated pursuant to Ohio Revised Code Chapter 1702 as a nonprofit corporation and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, College has the authority to enter into contracts as are necessary for the efficient management of the College; and

WHEREAS, Foundation is organized and operated exclusively to solicit, generate, receive, hold, invest, manage, and allocate funds and property for the advancement, achievement, and support of the educational programs and services of College and is an affiliated entity of the College; and

WHEREAS, the parties desire to formalize their relationship to achieve an efficient coordination between them to foster the educational programs and services of the College and to set forth each party’s respective responsibilities;

NOW, THEREFORE, in consideration of the mutual covenants, promises and conditions herein contained, College and Foundation agree as follows:

1.0 Responsibilities of College

1.1. College shall share with Foundation at least annually its strategic plan, institutional priorities and projects, and resource requirements so that Foundation may present the direction and needs of the College to donor prospects and align its programs and campaigns with the strategic objectives of College.

1.2. College shall promptly alert Foundation to prospective donors, gifts, and/or grants, so that each opportunity for enhancing gift/grant potential and donor relations is utilized fully.

1.3. College shall make available to Foundation office space, equipment, finance, accounting, and information technology and other support services as may be necessary for Foundation to carry out its responsibilities. Foundation shall reimburse College for space, equipment, and services at a reasonable cost as determined by the parties.

1.4. College shall cooperate with Foundation in the development of Foundation's fundraising programs and campaigns, including providing speakers, facilities for meetings and functions on the College campus, and to the extent permitted by law, information, data, and such other materials and services as may reasonably be necessary for the successful conduct of fundraising programs and campaigns.

1.5. Foundation acknowledges and agrees that all of College's trade names, service marks, trademarks, logos, and symbols utilized by College are and shall remain the sole and exclusive property of College throughout the Term and thereafter. College hereby grants and agrees to permit Foundation a limited right and license to use College's name, logo(s), marks, image, or symbol(s) during the Term of this Agreement, but solely in connection with the promotion of or for operation of business by the parties in connection with this Agreement. Foundation shall not adopt, register, assign, sell, distribute, lease, or sub-license the right to use, in whole or in part, College's name, logo(s), marks, or symbol(s).

1.6. College may assign College employees to perform duties for Foundation; provided, however, that Foundation and College shall agree on a reasonable value for any services provided to Foundation by College employees.

2.0 Responsibilities of Foundation

2.1. Foundation shall comply with applicable College policies and procedures as such policies and procedures may be adopted or amended from time-to-time. Foundation shall adopt written policies for ethics, conflicts of interest, whistleblowers, and other such policies.

2.2. Foundation shall solicit gifts and/or grants, where appropriate, in the name of Foundation. Its correspondence, solicitations, activities, and advertisements concerning Foundation shall be clearly discernible as being from Foundation.

2.3. Foundation shall conduct its activities in such a manner as will maintain its status as a tax-exempt, charitable organization in good standing under the state and federal tax and nonprofit corporation laws.

2.4. Foundation shall plan all fundraising activities and the promotion and sponsoring of programs in support of College activities in a manner consistent with the mission and purpose of College and in close cooperation with the College President or his or her designee for the development of College.

2.5. Foundation agrees to consult with College on the establishment of or any revisions to its spending policy. Foundation agrees to notify, coordinate, and solicit the comments of the College President regarding all significant disbursements and expenditures planned by Foundation on behalf of College. Foundation shall not engage in any activity or action that is in actual or apparent conflict with any action taken by the College Board of Trustees, including soliciting funds or withholding contributions due to a dispute or disagreement with the position of College or its Board of Trustees.

2.6. Foundation shall notify the College President, at the earliest possible date,

of any proposed purchase or acquisition of real estate and any associated debt and carrying costs and consult and coordinate its efforts with College.

2.7. Foundation shall obtain prior approval from College before accepting any non-monetary gift for the benefit of College or any gift that contains restrictive terms, conditions, obligations, or contingent liabilities upon College. Prior to accepting any gift of real estate for use by or the benefit of College rather than for investment purposes, Foundation shall:

- (a) advise prospective donors that any such gifts are subject to the prior approval of College under this Agreement and that potential naming rights to lands or buildings acquired are reserved to the College Board of Trustees, and
- (b) acquire property of a type and character that is consistent with College needs and current and strategic plans, and
- (c) obtain the written consent of College.

2.8. Foundation shall hold, invest, manage, and allocate, as appropriate, funds and property received in the name of Foundation, and any endowments received in the name of College and transferred to Foundation shall be managed on behalf of and for the benefit of College in accordance with any restrictions on said funds. Each such endowment shall be segregated and accounted for separately. Foundation shall develop procedures for documenting when gifts intended for Foundation are erroneously made payable to College and when an exchange check may be issued by College to Foundation.

2.9. For purposes of financial reporting, Foundation is a component unit of College. Foundation shall have in place an accounting system to assure financial activities are carried out and reported in accordance with generally accepted business and accounting practices and shall have an audit of its financial activities conducted annually by a certified public accountant. Foundation may rely on the accounting system and personnel and the external audit of the College to satisfy this requirement.

2.10. With the approval of the Foundation Board of Directors, which shall not be unreasonably withheld, the College President or his/her designee may inspect and audit Foundation's books and records at reasonable times.

2.11. Foundation shall provide to the College President at such times as may be mutually agreed, but not less than annually, a report including but not limited to the activities, programs, holdings, investments, income, and fiscal operations of Foundation, including without limitation, Foundation's Form 990/990-T or other required tax filings, filings with the Ohio Attorney General, annual budget reports, and minutes of Foundation's board meetings..

2.12. Foundation agrees to consult with and obtain the approval of College before any changes are made to the nature, scope or purpose of Foundation. Foundation shall provide the College President with an advance copy of any amendments, additions or deletions to Foundation's Code of Regulations or Articles of Incorporation.

2.13. Foundation shall retain its own independent legal counsel in all matters in which it seeks the advice of counsel.

2.14. Foundation's governing documents shall include a provision requiring that, in the event of its dissolution, after paying or making provision for the payment of all liabilities of Foundation, the assets of Foundation shall be distributed to College so long as College is then an organization described in Sections 170(c), 2055(a) and 2522(a) of the Code.

3.0 Relationship Between College and Foundation

3.1. College acknowledges and accepts the separate and independent nature of Foundation, and Foundation acknowledges and accepts the separate and independent nature of College and its other affiliates. Each party acknowledges and agrees that Foundation is not an agent of College and shall have no authority to legally bind College.

3.2. Foundation shall be managed in a manner consistent with its own governing documents and College's purpose, mission and procedures.

3.3. Each party agrees to cooperate with the other through consultation in the advancement, achievement, protection, and support of the educational programs and services of benefit to College. College and Foundation commit to a long-term, continuous fundraising program to benefit College.

3.4. College and Foundation agree that the College Board of Trustees member serving as ex-officio member/director of the Foundation Board of Directors will be designated solely by the College Board of Trustees and shall attend and fully participate in the meetings, voting, and activities of the Foundation Board of Directors.

3.5. Foundation, in consultation with the College President, shall designate two members of the Foundation Board of Directors to serve as directors of Columbus State Community Partners, an affiliate of College, who shall attend and fully participate in the meetings, voting, and activities of the Columbus State Community Partners Board of Directors.

3.6. Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities, and judgments. Foundation shall not use funds belonging to College and managed by Foundation on its behalf for the satisfaction of any such obligation, debt, liability, or judgment.

3.7. Foundation shall indemnify College, its governing board, officers, employees, agents, and students in their official and personal capacities, from and against any and all claims, damages, liabilities, injuries, expenses, demands, and judgments, including court costs and attorney's fees, arising out of Foundation's performance of this Agreement or arising out of service by any such person or persons at Foundation's request or on its behalf. Foundation shall maintain, at all times, a policy or policies of insurance for the benefit of the College and all persons referenced in this paragraph so as to satisfy its indemnification obligation hereunder. This paragraph shall survive the termination of this Agreement.

3.8. Prior to commencing any litigation by one party against the other party over a disputed matter, both College and Foundation agree to meet in good faith for the purpose of seeking amicable resolution. The parties agree to attempt mediation through the use of a neutral, qualified mediator acceptable to both parties. Neither party shall take any public action that would disparage the other or hold out the other party to public criticism.

3.9. No salaries, consulting fees, loans, or other compensation shall be paid to a College employee by Foundation without the prior written approval of the College President or his or her designee.

3.10. Transactions between College and Foundation shall meet the normal tests for ordinary business transaction, including proper documentation and approvals.

3.11. Foundation shall maintain a separate bank account

4.0 Term

The term of this Agreement shall be five years commencing on the date this Agreement is executed as set forth hereinafter. This Agreement may be renewed for an additional five years or the parties may mutually agree to amend the Agreement at any time within five years, provided that such renewal or amendment is set forth in writing and signed by both parties.

5.0 Governing Law

This Agreement shall be construed under and governed by the laws of the State of Ohio.

6.0 Miscellaneous Provisions

This Agreement constitutes the entire agreement between the parties. Modifications, amendments, or additions to this Agreement, in order to be effective, must be in writing and signed by both parties. Inaction or failure to demand strict performance of the terms hereof shall not be deemed a waiver of any provision of this Agreement. The contracting parties represent that each has the authority to execute this Agreement, to enter into the transactions contemplated by this Agreement, and to perform its obligations under this Agreement.

[Signature page to follow.]

IN WITNESS WHEREOF, the undersigned parties through their authorized representatives have executed this Agreement as of the _____ day of _____, 2022.

College:

Columbus State Community College

By: _____

Its: _____

Foundation:

Columbus State Community College
Development Foundation, Inc.

By: _____

Its: _____



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

New Policy No. 13-14, Anti-Hazing

BACKGROUND INFORMATION:

On July 6, 2021, Ohio Governor Mike DeWine signed Senate Bill 126 to deter and respond to hazing activities at Ohio's colleges and universities. The new law, commonly referred to as Collin's Law, expands the definition of hazing, increases the penalties for hazing, requires the Ohio Department of Higher Education (ODHE) to develop a statewide education plan for preventing hazing at institutions of higher education, directs colleges and universities (with assistance from ODHE) to adopt an anti-hazing policy and begin training on hazing awareness and prevention as well as imposes penalties on officials and staff who "recklessly permit" hazing activity.

RECOMMENDATION:

That the Board of Trustees adopts Policy No. 13-14, Anti-Hazing, as presented, with an effective date of May 26, 2022.

NEW POLICY

(A) The safety of the College community is a priority and Columbus State prohibits all acts of hazing. This policy applies to all members of the College community, including faculty, staff, students, volunteers and recognized student organizations as well as other licensees and invitees. This policy also applies to conduct that occurs on or off-campus, between two or more people who are affiliated with the College and to behavior conducted online, via e-mail or through electronic media.

(B) DEFINITIONS

(1) Hazing - intentionally, knowingly, or recklessly, for the purposes of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on or off-campus:

- (a) Violate federal or state law.
- (b) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
- (c) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- (d) Endure brutality of a mental nature, including actively adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- (e) Endure brutality of a sexual nature.
- (f) Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Student consent to the conduct shall not be a defense to a charge of hazing.

(2) Mandatory Reporter - any full or part-time employee of the College, including student employees; any volunteer acting in an official capacity who advises or coaches recognized student organizations and has direct contact with students; any student who holds a leadership position within a recognized student organization including, but not limited to, organizational board members such as Presidents, Vice-Presidents, team captains, etc.

Employees bound by legal confidentiality in their role at the College (e.g., Counselors) and who learn of an alleged hazing incident through confidential communication in that role are exempt from the mandatory reporting requirement.

An employee mandatory reporter who fails to make a timely report about suspected hazing may be subject to discipline up to and including termination and potential criminal liability.

A student mandatory reporter who fails to make a timely report about suspected hazing may be subject to sanctions up to and including expulsion and potential criminal liability.

- (3) Recognized Student Organizations - clubs, organizations, groups and affiliations that have complied with the formal requirements for Columbus State registration and/or any athletic team recognized by the College.

(C) REPORTING

Mandatory reporters are required to identify and report potential hazing concerns for the College to address and provide appropriate support services and resources.

- (1) All instances of suspected hazing should be promptly reported directly to the Columbus State Police Department or by using the online Incident Report Form found at: (https://cm.maxient.com/reportingform.php?ColumbusStateCC&layout_id=0). Anonymous reports may be filed; however, the College's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.
- (2) Members of the College community who learn of any immediate physical danger to other members of the College community must contact the Columbus State Police Department or dial 911.
- (3) Questions concerning the interpretation or application of this policy should be referred to the Columbus State Police Department.

(D) ENFORCEMENT

The Columbus State Police Department reviews all incoming reports of hazing allegations and investigates reports alleging criminal activity. Should the involved parties additionally fall under the jurisdiction of the Office of Student Conduct and/or Human Resources, the reports will be forwarded to those offices for appropriate administrative resolution in accordance with the Student Code of Conduct and/or Human Resource procedure, respectively.

For student matters, the Office of Student Conduct will assess the need for interim measures (i.e., suspension of current group activities, etc.). If a formal conduct charge is made against a recognized student organization, the national or oversight organization, if any, shall be notified.

(E) SANCTIONS/DISCIPLINE

Hazing is a serious offense and those found responsible will be subject to the full range of sanctions available through the Student Code of Conduct or through the employee disciplinary process, as appropriate. An individual or a recognized student organization also may be subject to other outcomes in accordance with the applicable outside constituents or groups in which the student is involved or from their governing bodies. The College has the right to take action regardless of the actions of the national or oversight organization.

(F) The President may establish procedure(s) to administer this policy.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Construction Contract Approvals: Davidson Hall Exterior Upgrades and Door Replacements

BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000.

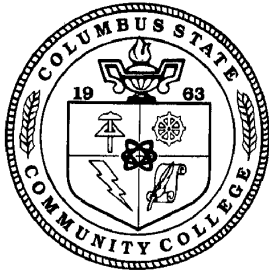
This project will make exterior building upgrades to Davidson Hall to address water infiltration and building envelope issues. The upgrades include roof, select window, and exterior door replacements.

The architect and engineering (AE) design services contract for this project is \$213,104 with a total project budget estimated to be \$2,125,000, funded entirely with Series 2020 Bond funds. In addition to the AE contract, we are requesting a 10% design contingency at this time to address unforeseen issues during the design process, which is within the overall project estimate. The final construction costs will be identified during the design and bidding phase, which is anticipated to be complete by fall of 2022. Using the statutorily-required, qualification-based AE design selection process, the AE firm selected for this project is Elevar Design Group. With the approval of this contract, design is anticipated to commence in spring 2022 and be complete in fall 2022. Bidding and construction will commence thereafter.

RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contract with the selected firm and to set aside the following contingency:

Project	Company	Amount
DH Exterior Upgrades/Doors (CTI-210012)	Elevar Design Group	\$213,104
Design Contingency (10%)	Columbus State	\$21,300



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Construction Contract Approvals: Campus Elevator Upgrades

BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000.

This project will replace and upgrade the elevators in six buildings on the Columbus Campus - Davidson Hall, Nestor Hall, Madison Hall, Rhodes Hall, Aquinas Hall, and Franklin Hall.

Using a competitive bid process, the General Contracting firm with the lowest responsible bid was Altman Construction Co. with a bid of \$1,765,000. In addition to the construction contract, we are requesting a 10% construction contingency, which along with the previously approved design contract brings the total project budget to \$2,142,061. This project will be funded entirely with Series 2020 Bond funds.

With the approval of these contracts, construction is anticipated to commence in fall 2022 due to material lead times. This project is expected to be complete by summer 2023.

RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contract with the selected firm and to set aside the following contingency:

Project	Company	Amount
Elevator Upgrades (CTI-210007)	Altman Construction Co.	\$1,765,000
Construction Contingency (10%)	Columbus State	\$176,500



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Construction Contract Approvals: Moeller Hall Boiler and Chiller Upgrades

BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000.

This project will upgrade the Moeller Hall boiler and chiller and associated mechanical and electrical equipment to provide a right-sized, energy efficient system compatible with the building heating and cooling demands.

The architect and engineering (AE) design services contract for this project is \$215,500 with a total project budget estimated to be \$2,300,000, funded entirely with FY21-22 State Capital funds. In addition to the AE contract, we are requesting a 10% design contingency at this time to address unforeseen issues during the design process, which is within the overall project estimate. The final construction costs will be identified during the design and bidding phase, which is anticipated to be complete by fall of 2022. Using the statutorily-required, qualification-based AE design selection process, the AE firm selected for this project is Prater Engineering Associates. With the approval of this contract, design is anticipated to commence in spring 2022 and be complete in fall 2022. Bidding and construction will commence thereafter.

RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contract with the selected firm and to set aside the following contingency:

Project	Company	Amount
MO Boiler and Chiller Upgrades (CTI-220042)	Prater Engineering Associates	\$215,500
Construction Contingency (10%)	Columbus State	\$21,550



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Construction Contract Approvals: Parking Garage Upgrades and Connecting Pedestrian Bridge

BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000.

This project will renovate and upgrade the Columbus campus parking garage, with the installation of fall protection screening on all levels, IT and security closets, and fiber connectivity to the campus data center and police dispatch. The project also includes upgrades to the connecting pedestrian bridge.

Using a competitive bid process, the General Contracting firm with the lowest responsible bid was Barton Malow with a bid of \$3,350,040. In addition to the construction contract, we are requesting a 10% construction contingency, which along with the previously approved design contract and design contingency brings the total project budget to \$4,083,440. This project will be funded entirely with Series 2020 Bond funds.

With the approval of these contracts, construction is anticipated to commence in summer 2022. This project is expected to be complete by spring 2023.

RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contract with the selected firm and to set aside the following contingency:

Project	Company	Amount
Parking Garage Upgrades (CTI-210004)	Barton Malow	\$3,350,040
Construction Contingency (10%)	Columbus State	\$335,000



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Construction Contract Approvals: Center for Technology and Learning Lab Upgrades

BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000.

This project will upgrade two teaching labs in the Center for Technology and Learning building. The renovation will include additional fume hoods; mechanical, electrical, and plumbing (MEP) updates to support the fume hoods and lighting; and upgraded casework.

The architect and engineering (AE) design services contract for this project is \$94,960 with a total project budget estimated to be \$1,000,000, funded entirely with FY21/22 State Capital funds. In addition to the AE contract, we are requesting a 10% design contingency at this time to address unforeseen issues during the design process, which is within the overall project estimate. The final construction costs will be identified during the design and bidding phase, which is anticipated to be complete by fall of 2022. Using the statutorily-required, qualification-based AE design selection process, the AE firm selected for this project is SPGB Architects. With the approval of this contract, design is anticipated to commence in spring 2022 and be complete in summer 2022. Bidding and construction will commence thereafter.

An additional request is being made to pre-purchase \$300,000 lab furnishings and IT equipment due to long lead times. This amount is also accounted for within the overall project estimate, and the pre-purchased items are common items that could be re-purposed for other projects if this project were to be canceled prior to the construction contract being approved. These items will be purchased under State and College policies and procedures, including bid requirements or the use of State Term or IUC contracts.

RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contract with the selected firm and to set aside the following contingency as well as authorizes the College to pre-purchase furnishings and IT equipment that have long lead times not to exceed \$300,000.

Project	Company	Amount
TL Lab Upgrades (CTI-210016)	SPGB Architects	\$94,960
Construction Contingency (10%)	Columbus State	\$9,500



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Operating Budget for Fiscal Year 2023

BACKGROUND:

Columbus State Community College Policy 9-01 requires that the Board of Trustees approves the District's operating budget prior to the beginning of each fiscal year. Fiscal Year 2023 (FY23) begins on July 1, 2022.

Columbus State has made significant progress since 2010 with helping students succeed and obtain credentials that lead to employment. In fact, the College's IPEDs graduation rate has more than tripled over this time. Progress has also been made with closing achievement gaps with students of color, but there is still much work to do. For example, in the 2015-16 academic year, 19.2% of the overall student body obtained a credential while only 13.5% of Black students received a credential – a 5.7% difference. In the 2020-21 academic year that gap was reduced by 2.3%.

The pandemic has shed new light on the challenges and barriers that many of our students face as well as what kind of supports are needed to continue to close racial equity gaps. Work that has proven successful, that will continue and deepen, includes providing holistic student supports, removing social and economic barriers, and providing streamlined system supports across the student life cycle.

Also critical to the continued advancement of closing equity gaps is the College's work in diversity, equity, and inclusion. A new Office of Diversity, Equity and Inclusion began a little over year ago and the Office immediately applied and was accepted to be one of only 10 community colleges to participate in the Racial Equity and Leadership Academy (RELA), which is led by Achieving the Dream and the University of Southern California Race and Equity Center. This year-long collaboration recently culminated and will inform the work ahead, which includes work such as finalizing the College's diversity statement and a glossary of terms, training for Columbus State employees, continued conversations through Campus Climate Townhalls, and analyzing a recently conducted climate assessment which will help advance the work.

FY23 represents the third full academic year since the pandemic began, and the College is also viewing next year as the first year of a three-year recovery. Enrollment has

declined by about 10% since before the pandemic, which directly hinders the region’s employers from obtaining the talent they need. Columbus State was a leader in the community’s efforts to navigate, respond to, and inform future strategies for community recovery. This leadership role will continue as the community looks to Columbus State as a key to talent development for the region’s economic recovery.

With equity-driven student success as the foundation, the following principles will guide the College over the next three years:

- *Strategic enrollment growth:* Primary strategies for enrollment growth are outlined in the Revenue Section under Tuition. It is expected that these strategies will allow the College to grow by 3-4% per year, recovering the enrollment decline during the pandemic;
- *Growth industries:* Healthcare, advanced manufacturing, and information technology are some of the main industries that will need skilled workers, and will provide students with well-paying jobs that lead to careers;
- *Partnerships:* Deep, collaborative partnerships are core to Columbus State. The College has a long history of partnering with high schools and districts throughout the region through the College Credit Plus program and career-technical (CTAG) arrangements; and
- *Modality/geography:* The College will optimize regional and virtual footprints to maximize results for students and communities.

Declining enrollment at a time when Columbus State’s leadership in the region is so critical will require revenue sources beyond what the operational budget can currently support. This support will be provided through two revenue sources:

- *Federal Relief Funds:* Over the past three years, the College was awarded federal relief funds that have provided necessary resources to sustain the College’s operations and provide emergency aid to its students. An automatic extension for use of the balance of these federal awards will provide an estimated \$18.3 million for FY23.
- *HEERF (Higher Education Emergency Relief Fund) – Institutional Funding:* This funding represents a little over half of all the federal relief funding the College received. A provision from this part of the funding allowed the College to draw down federal funds for operational revenue shortfalls. To the extent these revenue shortfalls are addressed through underspending, the federal funds drawn down for revenue shortfalls through this provision will be set aside through an operational reserve allocation called “Recovery Reserve” on Exhibit C of the monthly financials. Recovery reserve funds will be targeted to initiatives over the next three years that are expected to increase enrollment, thus providing a sustainable revenue source for the future stability of the College. To the extent increased revenue or other community benefits cannot be shown, these temporary expenses will be discontinued. More details on specific uses are outlined under the Expenditure Section.

Following are more specific revenue and expenditure assumptions supporting the FY23 budget as well as the proposed uses from the Recovery Reserve allocation and remaining HEERF-Institutional federal funding. Also outlined are additional one-time strategic investments from FY21 net operating revenues that were not previously allocated.

Revenue

The increase in operational revenue is driven by increases in State Subsidy and tuition revenue. Following are additional details:

- *Tuition Revenue:* Two drivers inform tuition revenue - the tuition rate, and enrollment. A tuition rate increase will take effect starting with the Autumn 2022 semester. The State's FY22-FY23 operating budget, H.B. 110, provided community colleges the ability to increase in-state tuition by up to \$5 per credit hour per fiscal year (FY22 and FY23). The Board of Trustees approved both of these increases in its Board Action entitled, *Tuition*, at its meeting in June 2021. It is assumed that enrollment in FY23 will grow by 3.0% compared to FY22 estimated enrollment. The increase assumes that College Credit Plus (CCP) enrollment will increase by 4.9% through a number of new school district partnerships, as well as the College being more aligned with school districts with regard to in-person operations. Other strategic enrollment strategies include implementing the first year of Columbus Promise, a new collaboration with the City of Columbus, Columbus City Schools, I Know I Can, and the College; offering more courses at the Delaware Campus so that students will be able to complete an entire certificate or degree at this location; implementing strategies that improve retention; and continuing to administer emergency aid to students through the final year of federal relief funding awarded to the College.
- *State Subsidy:* The College's FY23 State's Share of Instruction (SSI) funding represents the latest estimate from the Ohio Department of Higher Education (ODHE), which is projected to be almost \$2.1 million (2.7%) above FY22 before accounting for one-time federal bridge funding provided by the State in FY22 for changes made to the Student Success Points portion of the formula. This formulaic change now funds community colleges for students who complete college-level English and mathematics courses within their first 30 credit hours rather than for students taking a developmental education course, and then enrolling in a college-level English or mathematics course. To help students meet this objective, co-requisite English and mathematics courses are now offered to students who are not yet college-ready.
- *Fees:* This revenue category includes a number of student fees, the largest being lab fees. The 4.2% increase is mostly driven by the assumption for enrollment growth.
- *Special Courses:* Examples of fees collected through this revenue category include course offerings provided through employer collaborations, courses designed to improve the English language and literacy skills of speakers of other languages, recreational culinary offerings provided through *The Mix*, and revenue generated through the Conference Center. It is projected that this revenue category will increase by 18.7% due mostly to more in-person operations creating additional demand for these special courses.
- *Miscellaneous:* This revenue category represents various small revenue sources such as sales for Blend and Degrees, recycling income, and equipment sales

through GovDeals and does fluctuate from year to year. It is projected to decrease by 4.8% (about \$50K) in FY23, driven mostly by some one-time reconciliation entries in FY22 related to Colleague accounts as we prepare to move to Workday in January of 2023.

- *Transfers-In:* Revenue being transferred into the operating budget is expected to increase in FY23. No transfer-in is again assumed for the re-start-up of Mitchell Hall retail operations because federal relief funding will be available for this purpose. The transfer-in for debt service, representing pledges recorded by the Foundation, is increased by \$178,880 (21.5%) from FY22 to meet the debt service requirements due for FY23.
- *Recovery Reserve:* A \$5.1 million shortfall is estimated for FY23, the first year of an expected three-year recovery period. This shortfall (see Exhibit A, Column 5, Row ak) will be addressed through a transfer in from the Recovery Reserve, as previously discussed.

Expenditures

Total FY23 operational expenditures and transfers-out are proposed to increase compared to FY22 projected year-end. The increase is, in part, attributable to lower spending in FY22 due to some operations continuing to be on-line, supply chain delays, and challenges with hiring.

- *Student Success*
The operational budget continues to prioritize student success with an emphasis on continuing implementation of instructional and student support innovations that have yielded successful results. For example, co-requisite English and mathematics courses have now been scaled to provide extra support to students who are not yet college-ready in these subjects.
During the pandemic, increased wrap-around supports for students in the form of navigators, on-line tools, and the reduction or removal of financial barriers have shown successful results. These supports will be strengthened through investments from the Recovery Reserve. Emergency aid provided to students through HEERF (Student and Institutional Portions) will also continue to relieve students in FY23 from financial pressures in the areas of tuition, food, housing, physical and/or mental health services, and childcare.
Implementation of a new student information system, Workday, continues in FY23 through an operational reserve allocation, Technology Initiatives. The financial and human resource modules will go live in January 2023 as work on the student modules ramp up. This new system will ultimately improve students' experiences and help them more efficiently and effectively navigate the College. Also, capital upgrades and planning will continue in FY23 with the intent of beginning work on the first of several priority industry sectors. Construction will begin soon on the return of an early childcare facility that is expected to open in the fall of 2023.

For employees, funding is provided for a 2% increase as well as one-time compensation to help with inflationary impacts. The use of one-time compensation will provide financial relief to employees who are struggling with the impact of inflation while also safeguarding against the College over-committing to ongoing costs during very uncertain times.

Following are some additional possible investments proposed from College reserve allocations over the next three years and remaining FY23 federal funds:

- Continued investment in collegewide diversity, equity and inclusion strategies and initiatives;
 - Building institutional capacity to meet the industry and talent-pipeline needs of Central Ohio employers and respond to new industries including semiconductor, biotech, and electronic vehicle (EV) technology; and
 - Continued investment in high-impact student success practices, especially non-academic barriers to student success and emergency aid for students.
- *Transfers-Out*
 - *Debt Service:* The FY23 budget continues to support the entire debt service obligations for Mitchell Hall within the operating budget as well as the non-Auxiliary portion of the Series 2012 bonds. As the Series 2020 bonds are supported by a Franklin County tax levy, those debt service requirements are not part of the College operating budget.
 - *Capital Equipment:* It is proposed that \$500,000 continue to be transferred to reserves for the capital equipment needs of the College, which includes classroom equipment needed for instruction, furnishings for classrooms, offices, and public areas, and operational equipment like tractors and police vehicles.
 - *Capital Improvements:* It is again proposed funds be transferred to the Plant Fund to ensure that the College meets the Board's Resource Planning Principle to budget for 3-5% of the annual general fund operating budget to, in part, supplement State funding for capital improvements, and to address deferred maintenance and technological infrastructure needs. See the Plant Fund summary below for more details.
 - *Technology Initiatives:* The \$820,000 proposed transfer will continue the planned support for implementation of Workday, the College's new student information system.

Additional One-Time Strategic Investments from FY21 Net Operating Revenue

The Board of Trustees approved the allocation of \$4.5 million of FY21 net income at its June 2021 meeting. After the 2021 audit was finalized, it was confirmed that an additional \$4,861,556 was available for strategic allocations. Following is what is recommended:

- *Capital Improvements:* \$1.6 million to the Plant Fund to meet the College's FY21 Resource Planning Principle.

- *Capital Equipment:* \$400,000 for simulation equipment that was ordered in FY21 but paid out of reserves in FY22 due to supply chain delays.
- *Student Success and Innovation Fund:* The balance will be used for start-up funding for Columbus State Community Partners, a 501(C)(3) College affiliate created to activate un-productive spaces on the campus (like parking lots) to provide public and private benefits to students like affordable housing, healthcare, and childcare. The funds will also be used to provide the College with capacity to manage this work as well as other areas where there is need for capacity.

Auxiliary Fund

The proposed FY23 budget for the Auxiliary Fund is summarized in Exhibit B. Revenues for FY23, net of cost of sales, are budgeted at 16.0% above FY22 projected year-end due primarily to the expectation of more activity in the Bookstore and the increased vending and beverage sales resulting from more in-person classes and the assumption of a 3% increase in enrollment. Bookstore and Food Services expenses are budgeted up due primarily to higher anticipated credit card and on-line transaction fees associated with increased retail sales, compensation adjustments, and normal operating expenses that were lower during FY22 while continuing to operate in a more hybrid environment. Debt service is again being budgeted from an allocation from prior year's net income versus budgeted within a declining operating budget.

Bookstore: The continuing combined efforts of the Bookstore's representatives, faculty and administrators on the *Textbook Affordability Committee* as well as the *OER Core Team* continue to yield savings to students through more price reductions negotiated with publishers, faculty choosing OERs and other lower-cost options like Inclusive Access, and an approach by publishers to convert physical course materials into instantly accessible, totally interactive and adaptive digital content. While the Bookstore had more in-store activity in FY22, the impact of the 10% enrollment decline since the pandemic began significantly hurt sales. Bookstore revenues (net) are anticipated to increase in FY23 as a result of a higher enrollment assumption (discussed above), the retail store having more pre-pandemic in-person operating hours, and tight control of margins with less excess inventory on hand. Textbook revenues continue to decrease as a result of the initiatives to yield savings to students indicated above. The Bookstore also continues to evaluate how to best use its space and general merchandise offerings to better meet the needs of students, faculty, and staff.

Food Services: Operations for food service are anticipated to phase back in over the coming year with all food venues available for the Autumn 2022 semester. While the College continued to manage a food and dining services agreement, operations were suspended in March of 2020 as the College transitioned to remote instruction and operations, and only limited food offerings were available through FY21 and FY22 as activity remained in a low-density format, Federal relief funding helped to sustain limited operations throughout this period.

Parking: An evaluation is being finalized now for the College's parking operations. The recommendations from this evaluation will begin to be implemented in FY23. Since there is some uncertainty related to FY23 operations, revenue is conservatively projected at \$250,000 in FY23.

Plant Fund

The Board's *Resource Planning Principles* call for reserving 3-5% of operating revenues to meet capital improvement and deferred maintenance costs. Historically, the Technology and Facilities Fee helped the College to meet this principle. Starting with the Spring 2021 semester, a \$20 rebate was offered for Autumn and Spring semesters to students from Franklin County who complete their courses. The rebate acknowledges Franklin County residents' increased expense for support of the \$300 million capital bond issue that is being used to meet Columbus State's Franklin County capital needs. In order to continue meeting this resource planning principle, it is proposed that \$1.1 million be transferred from operating revenue as outlined under the Transfers-Out section. The transfer has increased by \$600,000 from FY22 due to enrollment being less than before the pandemic and more students expected to request reimbursement through the Franklin County rebate.

RECOMMENDATION:

That the Board of Trustees authorizes:

- **FY23 Operating Budget for:**
 - Columbus State Community College District (Exhibit A)
 - Auxiliary Enterprises (Exhibit B)
 - Plant Fund (Exhibit C)

- **Authority for the President to:**
 - Adjust operating, auxiliary, or plant fund expenses commensurate with enrollments and other revenue fluctuations ensuring that balanced budgets are maintained.

- **Strategic Reserves for:**
 - The President to allocate \$4,861,556 from FY21 net operational revenues to support strategic investments to the reserve allocations of Capital Improvements, Capital Equipment, and the Student Success and Innovation Fund (SSIF).

**Columbus State Community College
District Operational Budget Comparison
Proposed FY23 Budget Compared to FY22 Projected YE, FY19, FY20 and FY21 Audited**

	(1) FY19 Audited	(2) FY20 Audited	(3) FY21 Audited	(4) FY22 Projected YE	(5) FY23 Proposed	(6) Difference PYE22/FY23	(7) Percent Inc./(Dec.)
Revenues							
Appropriations							
(a) Subsidy	\$67,507,998	\$67,136,142	\$73,264,542	\$75,629,791	\$77,706,937	\$ 2,077,146	2.7%
(b) Student Support Services	66,587	-	-	-	-	-	0.0%
(c)	67,574,585	67,136,142	73,264,542	75,629,791	77,706,937	2,077,146	2.7%
Student							
(d) Tuition	73,868,656	76,773,210	76,597,678	72,264,122	76,744,604	4,480,482	6.2%
(e) Fees	3,681,913	3,125,549	1,309,133	2,976,180	3,102,150	125,970	4.2%
(f) Special Courses	1,844,365	1,777,489	963,847	995,866	1,181,849	185,983	18.7%
(g)	79,394,934	81,676,248	78,870,658	76,236,168	81,028,603	4,792,435	6.3%
Other							
(h) Partnership Revenue	6,228	42,505	33,162	131,608	90,813	(40,795)	-31.0%
(i) Contract Services	598,781	878,673	938,313	1,061,708	988,640	(73,068)	-6.9%
(j) Miscellaneous	610,923	606,098	425,695	1,034,056	984,364	(49,692)	-4.8%
(k) Mitchell Hall Transfer-In	-	869,394	-	-	-	-	0.0%
(l) Transfer-in for Debt Service	-	-	877,169	831,107	1,009,987	178,880	21.5%
(m)	1,215,932	2,396,670	2,274,339	3,058,479	3,073,804	15,325	0.5%
(n) Total Revenues	148,185,451	151,209,060	154,409,539	154,924,438	161,809,344	6,884,906	4.4%
Expenditures							
(o) Educational & General (Instructional)	79,235,986	80,458,779	77,101,953	82,115,237	83,879,317	1,764,080	2.1%
(p) Library	1,958,067	1,910,486	1,671,493	1,628,432	1,823,111	194,679	12.0%
(q) General	11,596,412	10,190,479	9,964,608	11,678,160	14,450,877	2,772,717	23.7%
(r) Information Technology	12,861,534	13,171,649	12,738,781	13,109,936	13,591,605	481,669	3.7%
(s) Student Services	14,819,312	14,046,193	13,430,622	15,987,868	19,238,144	3,250,276	20.3%
(t) Operation & Maint. of Plant	15,788,471	15,645,921	14,520,185	14,971,404	15,658,944	687,540	4.6%
(u) Administration	8,972,041	8,664,014	8,641,623	10,730,751	13,683,262	2,952,511	27.5%
(v) Operational Expenditures	145,231,823	144,087,521	138,069,265	150,221,786	162,325,260	12,103,474	8.1%
(w) Federal Relief	-	-	(2,894,732)	(711,375)	-	711,375	-100.0%
Transfer for:							
(x) Capital Equipment	750,000	500,000	500,000	500,000	500,000	-	0.0%
(y) Debt Service	1,437,967	2,669,662	2,602,949	2,197,525	2,174,801	(22,724)	-1.0%
(z) Capital Improvements	-	-	820,000	500,000	1,100,000	600,000	120.0%
(aa) One-Time Compensation	-	3,450,000	4,130,000	-	-	-	0.0%
(ab) Scholarships	1,000,000	-	700,000	-	-	-	0.0%
(ac) Student Success & Innovation	-	-	4,200,000	-	-	-	0.0%
(ad) Technology Initiatives	818,850	820,000	1,820,000	820,000	820,000	-	0.0%
(ae) Workforce Development	-	-	-	-	-	-	0.0%
(af) Advancement	-	-	-	-	-	-	0.0%
(ag) Mitchell Hall	-	600,000	-	-	-	-	0.0%
(ah) Total Expenditures & Transfers	149,238,640	152,127,183	149,947,482	153,527,937	166,920,061	13,392,124	8.7%
(ai) Net Operational Revenues	(1,053,189)	(918,123)	4,462,057	1,396,502	(5,110,717)		
(aj) Interest Income	3,562,931	3,643,051	399,500	(3,490,579)	-		
(ak) Transfer-In from Recovery Reserves	-	-	-	-	5,110,717		
(al) Net Revenues	\$ 2,509,742	\$ 2,724,928	\$ 4,861,557	(2,094,077)	-		

Notes

- (d,5) Tuition revenue is based on an enrollment projection of 3% up and a \$5 increase to the current in-state tuition rate effective Autumn 2022.
- (e, 4-5) Fees represent various student charges, the largest being lab fees. Parking fees were moved to the Auxiliary Fund (Exhibit B) starting in FY22.
- (f,5) Special Courses include revenue for The Mix, the Conference Center, the Mitchell Hall Event Center, workforce revenue generated through employer partnerships, and the Language Institute.
- (j,5) Miscellaneous includes various revenue sources including sales from Degrees and Blend at Mitchell Hall and revenue for Print Shop services.
- (k,5) The Mitchell Hall Transfer-In is suspended because the re-start-up of Mitchell Hall retail operations will be supported by federal relief funds.
- (l,5) Transfer-In for Debt Service revenue reflects fundraising by the Foundation for Mitchell Hall, which is also reflected in Debt Service expenditures (y,5).
- (o) Education and General (Instructional) includes the Schools of Arts & Sciences, Health & Human Services, and Business, Engineering & Technologies; Workforce Innovation; Digital Education; College Credit Plus Curriculum Office; Conference Center; Curriculum Management; Academic Affairs VP Office; and the Delaware Campus and Regional Learning Centers.
- (q) General includes VP Administration, Facilities Design & Construction, Human Resources, Employment Services, Equity & Compliance, Procurement & College Services, Mail & Warehouse, Marketing & Communication, Grants Office and the Foundation Office.
- (s) Student Services includes Disability Services, Admissions, Student Conduct, Career Services, Testing Center, Telephone Information, Registrar, Financial Aid, Counseling, Advising, Student Advocacy, Student Central, Student Engagement & Inclusion, Veterans Office, College Credit Plus Services, Orientation, TRIO/Special Projects, Dean/VP Offices, Athletics, Enrollment Management & Student Services, Holistic Student Experience, Inclusive Advising Innovations, Retention Support Services, Student Affairs and Student Life.
- (u) Administration includes VP Business Services, Resource Planning, President's Office, Diversity, Equity and Inclusion (DEI), Delaware Campus Admin, Office of Controller, Accounting Services, Payroll Operations, Institutional Effectiveness, General Counsel and an allocation for bad debt.
- (w,4) Federal Relief is the estimated amount of operating costs identified to be offset with federal funds received due to the pandemic.
- (ak,5) Transfer-In from Recovery Reserve is the College's estimated shortfall for FY23, the first year of a 3-yr recovery.

Columbus State Community College
Auxiliary Services Budget Comparison
Proposed FY23 Budget Compared to FY22 Projected YE, FY19, FY20 and FY21 Audited

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	FY19	FY20	FY21	FY22	FY23 Proposed	Difference	Percent
	Audited	Audited	Audited	Projected YE		PYE22/FY23	Inc/(Dec)
Revenues							
(a) Bookstore	\$ 2,539,321	\$ 2,120,502	\$ 1,528,645	\$ 1,114,995	\$ 1,261,818	\$ 146,823	13.2%
(b) Food Services/Parking	233,504	212,608	89,583	118,918	420,000	301,082	253.2%
(c) Total Revenues	2,772,825	2,333,110	1,618,228	1,233,913	1,681,818	447,905	36.3%
Expenses							
(d) Bookstore	1,723,829	1,281,685	1,182,198	1,237,058	1,314,526	77,468	6.3%
(e) Food Services/Parking	82,087	81,314	76,892	81,453	336,444	254,991	313.1%
(f) Total Expenses	1,805,916	1,362,999	1,259,090	1,318,511	1,650,970	332,459	25.2%
Net Income/(Loss)							
(g) Bookstore	815,492	838,817	346,447	(122,063)	(52,708)	69,355	-56.8%
(h) Food Services/Parking	151,417	131,294	12,691	37,465	83,556	46,091	123.0%
(i) Total Net Income/(Loss)	966,909	970,111	359,138	(84,598)	30,848	115,446	-136.5%
Miscellaneous							
(j) Administrative Office	157,603	139,760	150,912	162,502	169,606	7,104	4.4%
(k) Marketing	25,317	20,804	-	7,500	25,000	17,500	233.3%
(l) Transfer-In from Recovery Reserve	-	-	-	(254,600)	(163,758)	90,842	-35.7%
(m) Total Miscellaneous	182,920	160,564	150,912	(84,598)	30,848	115,446	-136.5%
(n) Total Auxiliary Net Income	\$ 783,989	\$ 809,547	\$ 208,226	\$ -	\$ -		
(o) Capital Equipment & Improvement, One-Time Comp. College Credit Plus textbooks, Food Services/Renovations	\$ 1,209,702	\$ 12,744	\$ -	\$ 30,000	\$ 30,000	\$ -	0.0%
(p) College Strategic Priorities	61,000	61,000	56,000	85,000	100,000	15,000	17.6%
(q) Debt Service	-	323,015	331,301	339,367	347,216	7,848	2.3%

Notes

- (a) Bookstore sales are budgeted at \$7,338,445.
- (j) Administrative Office includes expenses related to administrative expenses common to both enterprises.
- (l) Transfer-In for Recovery Reserve represents projected operational shortfalls for FY22 and FY23.
- (o) Capital Equipment & Improvement, One-Time Comp, and College Credit Plus textbooks to be funded from Auxiliary's reserves.
- (q) Debt Service was allocated from FY19 net income as part of the FY19 Revised Budget.

Columbus State Community College
Plant Fund
Proposed FY23 Budget Compared to FY22 Projected YE, FY19, FY20 and FY21 Actual

	(1) FY19 Actual	(2) FY20 Actual	(3) FY21 Actual	(4) FY22 Projected YE	(5) FY23 Proposed	(6) Difference PYE22/FY23	(7) Percent Inc./(Dec.)
Revenues							
(a) Technology/Facilities	\$ 2,738,335	\$ 2,674,529	\$ 2,905,060	\$ 2,181,395	\$ 2,228,638	\$ 47,243	2.2%
(b) On-line courses	1,577,584	1,596,687	1,000,727	1,500,769	1,545,792	45,023	3.0%
(c) Transfer-In from Operating			500,000	500,000	1,100,000	600,000	120.0%
(d) Total Revenues	\$ 4,315,919	\$ 4,271,216	\$ 4,405,787	\$ 4,182,164	\$ 4,874,430	\$ 692,266	16.6%
Expenditures							
(e) Ongoing Technology	\$ 1,615,636	\$ 2,154,869	\$ 1,936,769	\$ 248,279	\$ 2,878,141	\$ 2,629,862	1059.2%
(f) Ongoing Maintenance/Facilities	1,095,154	845,695	413,802	449,303	1,996,289	1,546,986	344.3%
(g) Total Expenses	\$ 2,710,790	\$ 3,000,564	\$ 2,350,571	\$ 697,583	\$ 4,874,430	\$ 4,176,848	598.8%
(h) Net Plant Fund Revenue	\$ 1,605,129	\$ 1,270,652	\$ 2,055,216	\$ 3,484,581	\$ -		

Notes

- (a,5) FY23 Proposed Plant Fund revenues incorporate estimated rebates to students from Franklin County. The \$20 rebate (for Autumn and Spring semesters) approximates the average cost that Franklin County residents are paying for the capital bond issue that voters approved for upgrading Columbus State's Franklin County facilities.
- (c,5) The Transfer-In from Operating will help the College to adhere to the Resource Planning Principle that calls for budgeting 3-5% of operating revenue to supplement state funding for capital improvements and deferred maintenance.
- (g,4) FY22 expenditures is less than in past years due mostly to the availability of federal relief funding.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of and for the Nine Months Ended March 31, 2022.

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.

FOR INFORMATION ONLY

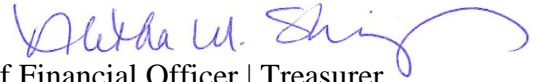
COLUMBUS STATE

COMMUNITY COLLEGE

April 29, 2022

TO: Dr. David T. Harrison, President

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



SUBJECT: Financial Statements as of March 31, 2022

Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended March 31, 2022.

1. General Fund (Exhibit B)

Revenues. Total revenues reported through March are up 0.6% (\$656K) from last year. FY22 tuition is down 6.3% (\$3.9M), which is entirely offset by SSI and fees. In FY22, the tuition rate increased by 3.1% per credit hour. This tuition increase took effect in Autumn 2021.

Enrollment for FY22 was budgeted 5.0% up from FY21, but Autumn 2021 and Spring 2022 are both estimated to be down by 9.4% and 7.4%, respectively. Revenue shortfalls will be addressed through underspending and, if necessary, federal pandemic recovery funds. See the COVID-19 Federal Support section for a more detailed analysis. As a result of the interdependency of the operating budget and federal relief funding allocated to the College as a result of the pandemic, the year-end projection will not change from what the Board approved in June, but the "Operating Budget for Fiscal Year 2023" Board Action does include a year-end projection for FY22.

The budget for state subsidy (State Share of Instruction or SSI) is 3.8% higher than what was received in FY21, which was based on ODHE's preliminary FY22 calculation for Columbus State as well as estimated bridge funding for a change made to the Success Points portion of the SSI formula. ODHE has now provided the final FY22 subsidy allocation, which is \$79K more than projected before including the one-time bridge funding. FY22 state subsidy including bridge funding, which will be accounted for as an offset to operating expenditures (see Column B, Row 25), will be \$320K above what was budgeted because the College was originally told that the bridge funding would be provided over two years but was instead provided all in FY22.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to		Prior Year FTEs	Current Year FTEs*	% Variance
			Increase/ Decrease	Actual			
Summer 2021**	35,773	35,537	-0.7%		5,946	5,150	-13.4%
Autumn 2021	227,374	196,197	-13.7%		14,436	13,080	-9.4%
Spring 2022	207,623	175,699	-15.4%		12,650	11,713	-7.4%
Summer 2022**	44,075						

* Summer 2021 and Autumn 2021 credit hours and FTEs are Census Day numbers provided by the Ohio Department of Higher Education (ODHE). Spring 2022 credit hours and FTEs are estimates provided by the Office of Institutional Effectiveness (IE).

** Summer semester 2021 straddles both FY21 and FY22, with 46% of the revenue attributed to FY22. Likewise, Summer semester 2022 straddles both FY22 and FY23, with 54% of the revenue attributed to FY22.

Expenses and Transfers. Through the month of March, total expenditures are 7.7% (\$8M) higher than the same period last year. A portion of this increase is due to the timing and implementation of federal relief funding in FY21. The CARES Act Offset through the end of March in FY21 was \$2.9M (Column E, Row 25), whereas the offset this year via SSI bridge funding is currently \$471K at the same point in FY22 (Column B, Row 25). Additionally, due to the delay with implementing compensation increases in FY21, the current increase percentage over last year is probably higher than where expenses will land by year-end if current spending trends continue.

Resource Planning & Analysis (RPA) closely monitors cost trends. One expenditure trending up from last year at this time is group insurance. This expense is always difficult to project given the time lag between services rendered and determination of what costs are owed by the College. This year projections are even more difficult to estimate given the uncertain impact from the pandemic. Group insurance costs, net of any costs covered by federal grants, will continue to be monitored at a macro level and in comparison to years past.

COVID-19 Federal Support. The College has been awarded a number of federal grants to address needs related to the pandemic. Following is a table that shows the total awarded for each grant as well as the estimated amount available at the start of FY22. The HEERF Institutional funds can support the operating budget for any revenue shortfalls. To the extent they are not needed for this purpose, they can still be drawn down but set aside in a Recovery Reserve account on Exhibit C (see Row 25). See the “Operating Budget for Fiscal Year 2023” Board Action for a more detailed explanation.

	Total Awarded	Available for FY22	Notes
HEERF I, II, III - Institutional	\$53.6M	\$43.8M	Support for operating budget revenue shortfalls; automatic 1-year extension announced in March 2022
HEERF I, II, III - Students	\$38.4M	\$30.2M	On pace to spend significant portion in FY22; included in 1-year extension announced for Institutional funds
Title III (3 allocations)	\$4.1M	\$3.1M	Will be used in conjunction with HEERF Institutional funding; 1-year extension granted
CRF from State	\$4.7M	--	Entirely used in FY21
Mental Health CRF	\$134K	--	Entirely used in FY21
Mental Health GEER	\$227K	\$173K	On pace to entirely spend in FY22
GEER SSI	\$711K	\$711K	Amount assumed within SSI estimated for FY22 operating budget

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

Bookstore revenues are down \$587K, or 8.7%, compared to the same period last year, while gross margin is down \$198K, 16.2%. More merchandise was deeply discounted last year with smaller gross margin while inventories have been lower this year as the impact of the pandemic continued. The gross margin on Inclusive Access (IA) was a bit higher due to a higher rate earned more comparable to other IA institutions. Interest income was \$173K lower this year, and textbook sales were down \$1.1M, while IA revenue was up \$532K and General Merchandise increased \$204K. Bookstore operating expense is up \$21K, or 2.4%, while Auxiliary Administration expense is \$38K lower. The bulk of the Bookstore operating expense increase is in temporary employment expense (\$25K) and payroll and benefits (\$12K), and with a decrease in Sales and Supplies Expense (\$15K). Food Service revenues are up \$25K to last year and expenses are flat. Overall operating results are flat to last year.

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

To-date disbursements of \$2,131 left a balance of \$15,091 for March in this fund.

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

Total Foundation revenues are down \$4.6M, or 56.6%. Contributions for Columbus State this year totaled \$2.7M, including \$2.5M recognized in December 2021 for a Bloomberg CTE award, but total contributions are down \$2.5M, or 39.4%, from the prior year with last year including a \$1.4M pledge from JPMorgan Chase for a new career readiness initiative, \$2.5M from AEP to continue the Credit Counts grant, and a \$1M gift from the Wexner Family for Mitchell Hall, all in late 2020 (FY 21). There was approximately \$238K in new endowed gifts this year while Taste the Future contributions are down \$33.1K from last year. Net investment activity (loss), which is \$(338K) through March, was down \$2.1M from activity through the same period in FY21 but up \$61K from last month. Unrestricted expenses are up 1.9% from the previous year, with Investment Fees and Fund Raising up \$18K and \$5K respectively, while Community Outreach and Sponsorships, Staff Expense and Professional Fees combined for a decrease of \$32K.

5. **Investments**

The College's portfolio is invested consistently with its investment policy, with 20.1% currently invested in STAR Ohio and other money markets, and the balance in various federal agencies, municipal bonds, and treasury notes. Several investment funds were created in FY21 to maximize earnings on the proceeds from the \$150M of bonds issued in October 2020 and proceeds from Franklin County tax collections for debt service for the College's first ever voted bond issue. Of the \$3.491M net loss in interest income reported on Exhibit B, \$4.280M is unrealized loss while \$789.4K is realized income and includes earnings generated from bond proceeds.

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT MARCH 31, 2022
With Comparative Figures at March 31, 2021**

EXHIBIT A

<u>Assets</u>	<u>March 31, 2022</u>	<u>March 31, 2021</u>		<u>Liabilities and Fund Balance</u>	<u>March 31, 2022</u>	<u>March 31, 2021</u>	
Current Funds			(1)	Current Funds			(1)
Unrestricted			(2)	Unrestricted			(2)
Educational and general			(3)	Educational and general			(3)
Cash	\$ 15,344,512	\$ 6,984,470	(4)	Accounts payable	\$ 11,998,768	\$ 14,108,887	(4)
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)	138,844,761	131,924,276	(5)	Deferred income			(5)
Accounts receivable, net of allowance for doubtful accounts	13,417,707	17,272,786	(6)	Student tuition	14,839,708	16,182,687	(6)
Interest receivable	-	-	(7)	Lab fees and credit bank	148,585	214,736	(7)
Prepaid expense	897,289	824,414	(8)	State CARES funds	-	1,896,023	(8)
Inventory	31,730	117,878	(9)	Due to auxiliary funds	-	-	(9)
Due from agency funds	-	-	(10)	Due to plant funds	17,116,743	58,675,912	(10)
Due from auxiliary funds	641,916	584,082	(11)	Due to agency funds	1,025,699	307,630	(11)
			(12)	Fund balances (Exhibit C):			(12)
			(13)	Allocated	74,812,749	59,559,333	(13)
			(14)	Unallocated	49,235,663	6,762,698	(14)
			(15)	Total fund balances	<u>124,048,411</u>	<u>66,322,031</u>	(15)
Total educational & general	<u>\$ 169,177,914</u>	<u>\$ 157,707,906</u>	(16)	Total educational & general	<u>\$ 169,177,914</u>	<u>\$ 157,707,906</u>	(16)
Auxiliary enterprise				Auxiliary enterprise			
Cash	\$ 3,077,310	\$ 1,560,964	(17)	Accounts payable	\$ 700,117	\$ 129,782	(17)
Investments	11,040,560	11,181,239	(18)	Due to educational & general fund	641,916	584,082	(18)
Accounts receivable	1,346,222	1,762,388	(19)	Due to Plant Fund	274,038	270,878	(19)
Inventories, at cost as defined (note 2)	1,303,372	1,994,302	(20)	Fund balances (Exhibit D):			(20)
Other Assets	70,178	70,178	(21)	Allocated	452,367	462,301	(21)
Due from general fund	-	-	(22)	Unallocated	14,869,003	15,225,078	(22)
Due from grant funds	99,800	103,050	(23)	Total fund balances	<u>15,321,370</u>	<u>15,687,379</u>	(23)
Total auxiliary enterprise	<u>16,937,442</u>	<u>16,672,121</u>	(24)	Total auxiliary enterprise	<u>16,937,442</u>	<u>16,672,121</u>	(24)
Total unrestricted	<u>\$ 186,115,355</u>	<u>\$ 174,380,027</u>	(25)	Total unrestricted	<u>\$ 186,115,355</u>	<u>\$ 174,380,027</u>	(25)
Total current funds	<u>\$ 186,115,355</u>	<u>\$ 174,380,027</u>	(26)	Total current funds	<u>\$ 186,115,355</u>	<u>\$ 174,380,027</u>	(26)
	[A]	[B]			[C]	[D]	

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT MARCH 31, 2022
With Comparative Figures at March 31, 2021**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>March 31, 2022</u>	<u>March 31, 2021</u>		<u>Liabilities and Fund Balance</u>	<u>March 31, 2022</u>	<u>March 31, 2021</u>	
Plant funds			(1)	Plant funds			(1)
Unexpended			(2)	Unexpended			(2)
State appropriations receivable	\$ -	\$ -	(3)	Fund balances			(3)
Capital Improvement Fund	1,542,888	1,541,288	(4)	Restricted	\$ 1,542,888	\$ 1,541,288	(4)
Total unexpended	<u>1,542,888</u>	<u>1,541,288</u>	(5)	Total unexpended	<u>1,542,888</u>	<u>1,541,288</u>	(5)
Cash from Bond Proceeds	1,493,693	1,991,858	(6)				(6)
Investments	152,186,175	157,015,175	(7)	Investment in plant:			(7)
Deposit with trustees/Bond Retirement Fund	2,142,340	3,282,659	(8)				(8)
Due from general fund	17,116,743	58,675,914	(9)	Interest payable	-	-	(9)
Due from Auxiliary	274,038	3,851,526	(10)	Capital lease payable	-	195,290	(10)
Due from Grants	3,608,548	-	(11)	Accounts payable	264,371	51,810	(11)
Land	28,375,580	30,161,442	(12)	Bonds payable	162,171,903	177,666,694	(12)
Improvements other than buildings	16,219,770	14,781,441	(13)	Deferred Gift Annuity	-	-	(13)
Buildings	216,259,993	177,052,980	(14)	Due from Grant Funds	195,170	232,000	(14)
Movable equipment, furniture and library books	59,429,074	57,989,237	(15)	Net investment in plant	194,931,967	227,384,243	(15)
Construction-in-progress	5,640,055	36,700,962	(16)				(16)
Other Assets	139,317	57,954	(17)				(17)
Less: accumulated depreciation	(145,321,914)	(136,031,111)	(18)				(18)
Total investment in plant	<u>357,563,411</u>	<u>405,530,037</u>	(19)	Total investment in plant	<u>357,563,411</u>	<u>405,530,037</u>	(19)
Total plant funds	<u>\$ 359,106,300</u>	<u>\$ 407,071,325</u>	(20)	Total plant funds	<u>\$ 359,106,300</u>	<u>\$ 407,071,325</u>	(20)
			(21)				(21)
Agency funds		\$	(22)	Agency funds			(22)
Cash	\$ -	-	(23)	Deposits held in custody for others	\$ 1,025,699	\$ 307,630	(23)
Due from agencies	-	-	(24)	Due to educational and general fund	-	-	(24)
Due from general fund	1,025,699	307,630	(25)				(25)
Total agency funds	<u>\$ 1,025,699</u>	<u>\$ 307,630</u>	(26)	Total agency funds	<u>\$ 1,025,699</u>	<u>\$ 307,630</u>	(26)
	[A]	[B]			[C]	[D]	

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

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE NINE MONTHS ENDED MARCH 31, 2022
With Comparative Figures at March 31, 2021**

EXHIBIT B

	FY 22			FY 21			FY 22 Projected Year End		FY 21 Audited Year End		
	Budget as approved June 2021	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved March 2021	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 22 Projected Year End	Projected % of Budget	FY 21 Audited Year End	% of Budget	
Revenues											
Appropriations											
Subsidy	\$ 76,021,245	\$ 56,694,622	74.58%	\$ 73,264,542	\$ 53,845,027	73.49%	\$ 76,021,245	100.00%	\$ 73,264,542	100.00%	(1)
Student Support Services	-	-	-	-	-	-	-	-	-	-	(2)
	<u>76,021,245</u>	<u>56,694,622</u>	<u>74.58%</u>	<u>73,264,542</u>	<u>53,845,027</u>	<u>73.49%</u>	<u>76,021,245</u>	<u>100.00%</u>	<u>73,264,542</u>	<u>100.00%</u>	(3)
Student											
Tuition	82,370,801	57,972,650	70.38%	75,547,268	61,895,125	81.93%	82,370,801	100.00%	76,597,678	101.39%	(4)
Fees	3,381,799	2,407,312	71.18%	1,337,908	1,047,706	78.31%	3,381,799	100.00%	1,309,133	97.85%	(5)
Special Courses	1,200,030	689,031	57.42%	890,013	709,390	79.71%	1,200,030	100.00%	963,847	108.30%	(6)
	<u>86,952,630</u>	<u>61,068,993</u>	<u>70.23%</u>	<u>77,775,189</u>	<u>63,652,221</u>	<u>81.84%</u>	<u>86,952,630</u>	<u>100.00%</u>	<u>78,870,658</u>	<u>101.41%</u>	(7)
Contracted Services											
Net	640,584	492,084	76.82%	640,023	455,893	71.23%	640,584	100.00%	938,313	146.61%	(8)
	<u>640,584</u>	<u>492,084</u>	<u>76.82%</u>	<u>640,023</u>	<u>455,893</u>	<u>71.23%</u>	<u>640,584</u>	<u>100.00%</u>	<u>938,313</u>	<u>146.61%</u>	(9)
Other											
Partnership Revenue	41,125	68,667	166.97%	29,811	15,000	50.32%	41,125	100.00%	33,162	111.24%	(10)
Miscellaneous	1,010,625	584,075	57.79%	469,166	284,460	60.63%	1,010,625	100.00%	425,695	90.73%	(11)
Mitchell Hall Transfer In	-	-	-	-	-	-	-	-	-	-	(12)
Transfer In for Debt Service	831,107	-	-	1,228,463	-	-	831,107	100.00%	877,169	71.40%	(13)
Lost Revenue	-	-	-	-	-	-	-	-	1,963,655	-	(14)
	<u>1,882,857</u>	<u>652,742</u>	<u>34.67%</u>	<u>1,727,440</u>	<u>299,460</u>	<u>17.34%</u>	<u>1,882,857</u>	<u>100.00%</u>	<u>3,299,681</u>	<u>191.02%</u>	(15)
Total Revenues	<u>165,497,316</u>	<u>118,908,440</u>	<u>71.85%</u>	<u>153,407,194</u>	<u>118,252,601</u>	<u>77.08%</u>	<u>165,497,316</u>	<u>100.00%</u>	<u>156,373,194</u>	<u>101.93%</u>	(16)
Operating Expenditures											
Educational & General (Instructional)	86,069,585	60,679,965	70.50%	79,956,976	58,568,179	73.25%	86,069,585	100.00%	77,101,953	96.43%	(17)
Library	1,816,490	1,171,633	64.50%	1,837,590	1,270,199	69.12%	1,816,490	100.00%	1,671,493	90.96%	(18)
General	14,189,335	8,453,260	59.57%	11,409,678	7,290,412	63.90%	14,189,335	100.00%	9,964,608	87.33%	(19)
Information Technology	13,638,508	10,391,567	76.19%	13,182,337	10,369,072	78.66%	13,638,508	100.00%	12,738,781	96.64%	(20)
Student Services	16,730,303	11,424,581	68.29%	14,348,710	9,770,591	68.09%	16,730,303	100.00%	13,430,622	93.60%	(21)
Operation and maintenance of plant	16,158,946	11,022,386	68.21%	15,731,481	10,436,555	66.34%	16,158,946	100.00%	14,520,185	92.30%	(22)
Administration	12,876,624	7,225,484	56.11%	9,747,333	6,765,388	69.41%	12,876,624	100.00%	8,641,623	88.66%	(23)
Transfer for debt service	2,197,525	1,648,144	75.00%	2,602,949	1,952,212	75.00%	2,197,525	100.00%	2,602,949	100.00%	(24)
CARES Act Offset	-	(471,114)	-	(3,079,860)	(2,869,069)	-	-	0.00%	(2,894,732)	-	(25)
Total Expenditures	<u>163,677,316</u>	<u>111,545,905</u>	<u>68.15%</u>	<u>145,737,194</u>	<u>103,553,538</u>	<u>71.05%</u>	<u>163,677,316</u>	<u>100.00%</u>	<u>137,777,482</u>	<u>94.54%</u>	(26)
Non-operating & Encumbered											
Transfer for Capital Equipment	500,000	See Exhibit C	-	500,000	See Exhibit C	-	500,000	N/A	500,000	N/A	(27)
Transfer for Capital Improvements	500,000	-	-	620,000	-	-	500,000	N/A	820,000	N/A	(28)
Transfer for Student Success & Innovation	-	-	-	600,000	-	-	-	N/A	4,200,000	N/A	(29)
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	700,000	N/A	(30)
Transfer for Technology Initiatives	820,000	-	-	1,820,000	-	-	820,000	N/A	1,820,000	N/A	(31)
Transfer for Mitchell Hall Start Up Costs	-	-	-	-	-	-	-	N/A	-	N/A	(32)
Transfer for One Time Compensation	-	-	-	4,130,000	-	-	-	N/A	4,130,000	N/A	(33)
COVID-19	-	-	-	-	-	-	-	N/A	-	N/A	(34)
Total expenditures and transfers	<u>165,497,316</u>	<u>111,545,905</u>	<u>67.40%</u>	<u>153,407,194</u>	<u>103,553,538</u>	<u>67.50%</u>	<u>165,497,316</u>	<u>100.00%</u>	<u>149,947,482</u>	<u>97.74%</u>	(35)
Operational Revenues	-	7,362,536	N/A	-	14,699,063	N/A	-	N/A	6,425,712	N/A	(36)
Interest Income											
Net Operating Revenues	\$ -	\$ (3,490,579)	-	\$ -	\$ 168,569	-	\$ (3,490,579)	-	\$ 399,500	-	(36)
	<u>-</u>	<u>3,871,956</u>	<u>-</u>	<u>-</u>	<u>14,867,632</u>	<u>-</u>	<u>(3,490,579)</u>	<u>-</u>	<u>6,825,212</u>	<u>-</u>	(37)
Reserve expenditures from Exhibit C											
Net Revenues/(Expenditures)	-	4,353,174	-	-	8,298,473	-	4,657,540 *	-	9,130,755	-	(38)
	<u>-</u>	<u>(481,217)</u>	<u>-</u>	<u>-</u>	<u>6,569,159</u>	<u>-</u>	<u>(8,148,119)</u>	<u>-</u>	<u>(2,305,543)</u>	<u>-</u>	(39)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	

**COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE NINE MONTHS ENDED MARCH 31, 2022**

EXHIBIT C

	Balance at June 30, 2021	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at March 31, 2022	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 9,351,045	\$ -	\$ 500,000	\$ -	\$ (621,659)	\$ 9,229,386	(1)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(2)
Student Support Services	199,785	-	-	-	-	199,785	(3)
Creative Campus Advancement	157,491	-	-	-	(80,000)	77,491	(4)
Fire Science	1,103,268	-	-	-	(218,918)	884,350	(5)
Mitchell Hall Start-Up Costs	318,660	-	-	-	-	318,660	(6)
COVID-19	1,128,481	-	-	-	-	1,128,481	(7)
Capital Equipment	267,073	-	-	-	(13,610)	253,463	(8)
Budget/Tuition Stabilization	5,803,462	-	500,000	-	(404,737)	5,898,725	(9)
Accumulated Lab Fees	20,756,987	-	-	-	-	20,756,987	(10)
Broadbanding	1,970,618	-	-	-	(171,254)	1,799,364	(11)
Scholarships	103,337	-	-	-	-	103,337	(12)
Student Success and Innovation	1,334,362	-	-	-	(30,810)	1,303,552	(13)
Strategic Growth Initiatives	12,976,980	-	-	-	(319,837)	12,657,144	(14)
Technology Initiatives	689,107	-	-	-	-	689,107	(15)
Human Capacity Development/Wellness	4,538,129	-	820,000	-	(2,492,349)	2,865,780	(16)
Campus Safety Initiatives	311,266	-	-	-	-	311,266	(17)
Energy Efficiency/Sustainability Initiatives	176,134	-	-	-	-	176,134	(18)
Health Care Self-Insurance Escrow	1,570,416	-	-	-	-	1,570,416	(19)
Health Care HSA Incentive	1,241,018	-	-	-	-	1,241,018	(20)
Self-Insured Workers Compensation Benefits	86,636	-	-	-	-	86,636	(21)
One-Time Compensation	152,500	-	-	-	-	152,500	(22)
Partnerships for Student Success	699,476	-	-	-	-	699,476	(23)
Recovery Reserve	20,529	-	-	-	-	20,529	(24)
	1,963,655	10,162,017	-	-	-	12,125,672	(25)
	67,183,905	10,162,017	1,820,000	-	(4,353,174)	74,812,749	(26)
Unallocated	46,643,106	59,383	(1,820,000)	-	4,353,174	49,235,663	(27)
Total General Fund	\$ 113,827,012	\$ 10,221,400	\$ -	\$ -	\$ -	\$ 124,048,411	(28)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE NINE MONTHS ENDED MARCH 31, 2022
With Comparative Figures at March 31, 2021**

EXHIBIT D

	FY 22			FY 21			FY 22 Projected Year End		FY 21 Audited Year End		
	Budget as approved June 2021	Actual to Date	% of Budget Expended to Date	Revised Budget as approved March 2021	Actual to Date	% of Budget Expended to Date	FY 22 Projected Year End	Projected % of Budget	FY 21 Audited Year End	% of Budget	
Auxiliary											
Sales/Revenues											
Bookstore	\$ 8,288,587	\$ 6,184,965	74.62%	\$ 7,161,013	\$ 6,772,676	94.58%	\$ 8,288,587	100.00%	\$ 7,987,101	111.54%	(1)
Food Services	144,500	107,756	74.57%	82,500	82,531	100.04%	144,500	100.00%	89,583	108.59%	(2)
Other	180,634	167,044	92.48%	-	-	-	180,634	100.00%	-	-	(3)
Total Revenues	8,613,721	6,459,765	74.99%	7,243,513	6,855,207	94.64%	8,613,721	100.00%	8,076,684	111.50%	(4)
Cost of Goods Sold											
Bookstore	6,827,880	5,160,560	75.58%	6,081,744	5,550,071	91.26%	6,827,880	100.00%	6,458,456	106.19%	(5)
Food Service	-	56	-	-	-	-	-	-	-	-	(6)
Gross Margin	1,785,841	1,299,149	72.75%	1,161,769	1,305,136	112.34%	1,785,841	100.00%	1,618,228	139.29%	(7)
Operating Expenses											
Bookstore	1,367,371	892,544	65.27%	1,296,657	871,463	67.21%	1,367,371	100.00%	1,182,198	91.17%	(8)
Food Services	84,884	60,646	71.45%	77,502	57,576	74.29%	84,884	100.00%	76,892	99.21%	(9)
Other	64,674	-	-	-	-	-	64,674	100.00%	-	-	(10)
Auxiliary Administration	151,805	123,506	81.36%	161,562	162,156	100.37%	151,805	100.00%	150,912	93.41%	(11)
Total Expenses	1,668,734	1,076,697	64.52%	1,535,721	1,091,195	71.05%	1,668,734	100.00%	1,410,002	91.81%	(12)
Auxiliary Net Operating Income/(Loss)	117,107	222,452	189.96%	(373,952)	213,941	-57.21%	117,107	100.00%	208,226	-55.68%	(13)
Net Income/(Loss)											
Bookstore	93,336	131,861	141.28%	(217,388)	351,142	-161.53%	93,336	100.00%	346,447	-159.37%	(14)
Food Services	59,616	47,054	78.93%	4,998	24,955	499.30%	59,616	100.00%	12,691	253.92%	(15)
Other	115,960	167,044	144.05%	-	-	-	115,960	100.00%	-	-	(16)
Auxiliary Administration	(151,805)	(123,506)	81.36%	(161,562)	(162,156)	100.37%	(151,805)	100.00%	(150,912)	93.41%	(17)
CARES Offset/Transfer-In	-	-	-	373,952	-	-	-	-	-	-	(18)
Net Auxiliary Income/(Loss)	\$ 117,107	\$ 222,452	189.96%	\$ -	\$ 213,941	-	\$ 117,107	100.00%	\$ 208,226	0.00%	(19)
Reserve Expenditures											
Non-operating Revenues/Expenditures	(40,000)	-	-	(30,000)	-	-	-	-	-	-	(20)
College Credit Plus	-	-	-	-	-	-	-	-	-	-	(21)
College Strategic Priorities	(100,000)	(27,000)	-	(101,000)	-	-	(70,000)	-	(56,000)	-	(22)
Food Services/Renovations	-	-	-	-	-	-	-	-	-	-	(23)
Transfer for Debt Service	(339,367)	(254,526)	-	(331,301)	(248,476)	-	(331,301)	-	(331,301)	-	(24)

**COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF MARCH 31, 2022**

EXHIBIT E

	Actual October 2021	Actual November 2021	Actual December 2021	Actual January 2022	Actual February 2022	Actual March 2022	
Beginning Cash	\$ 5,695,748	9,359,520	5,160,570	5,201,397	11,877,701	7,839,915	(1)
Cash Receipts	8,561,298	8,237,916	21,484,737	21,516,769	9,283,462	19,803,499	(2)
Cash Disbursements	(15,443,394)	(14,344,369)	(14,310,462)	(14,180,712)	(15,052,601)	(15,236,584)	(3)
Financial Aid	2,545,868	(1,092,497)	(1,133,448)	11,340,247	1,731,353	2,851,609	(4)
Outflow for investments	-	-	(6,000,000)	(12,000,000)	-	-	(5)
Inflow from investments	8,000,000	3,000,000	-	-	-	-	(6)
Ending Cash	<u>\$ 9,359,520</u>	<u>5,160,570</u>	<u>5,201,397</u>	<u>11,877,701</u>	<u>7,839,915</u>	<u>15,258,439</u>	(7)

	Forecasted April 2022	Forecasted May 2022	Forecasted June 2022	Forecasted July 2022	Forecasted August 2022	Forecasted September 2022	
Beginning Cash	\$ 15,258,439	5,235,368	5,567,241	5,519,171	4,856,100	5,638,029	(8)
Cash Receipts	(480,000)	14,370,000	9,300,000	9,075,000	21,980,000	8,770,000	(9)
Cash Disbursements	(13,548,071)	(14,968,127)	(16,548,070)	(14,748,071)	(14,548,071)	(15,048,071)	(10)
Financial Aid	5,000	3,930,000	200,000	(990,000)	10,350,000	3,180,000	(11)
Outflow for investments	(3,000,000)	(3,000,000)	-	-	(21,000,000)	-	(12)
Inflow from investments	7,000,000	-	7,000,000	6,000,000	4,000,000	3,000,000	(13)
Ending Cash	<u>\$ 5,235,368</u>	<u>5,567,241</u>	<u>5,519,171</u>	<u>4,856,100</u>	<u>5,638,029</u>	<u>5,539,958</u>	(14)

**COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE NINE MONTHS ENDED MARCH 31, 2022**

EXHIBIT F

Cash at Beginning of Period		\$ <u>17,223</u>	(1)
<u>Receipts:</u>			
Deposit from General Fund	-	-	(2)
<u>Disbursements:</u>			
Oberer's Flowers	1,655		(3)
Contribution	180		(4)
Discovery Exchange	296		(5)
		<u>2,131</u>	(6)
		\$ <u><u>15,091</u></u>	(7)
	[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 MARCH 31, 2022
With Comparative Figures at March 31, 2021**

<u>Assets</u>	<u>March 31, 2022</u>	<u>March 31, 2021</u>	
Cash	\$ 6,070,591	\$ 3,115,094	(1)
Investments at market value (see note)	16,673,532	16,367,685	(2)
Pledges Receivable - Mitchell Hall	1,683,226	2,430,252	(3)
Pledges Receivable - Other	5,580,298	5,971,245	(4)
Accounts Receivable	-	-	(5)
Other Assets	<u>377,123</u>	<u>377,123</u>	(6)
Total Assets	<u>\$ 30,384,770</u>	<u>\$ 28,261,399</u>	(7)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(8)
Pledge Payable	-	-	(9)
Trade Payables	<u>1,981,993</u>	<u>280,000</u>	(10)
Total Liabilities	<u>1,981,993</u>	<u>280,000</u>	(11)
<u>Fund balance</u>			
Permanently Restricted	5,627,469	5,119,925	(12)
Temporarily Restricted	18,027,239	18,339,698	(13)
Unrestricted			
Allocated	86,634	134,363	(14)
Unallocated	<u>4,661,435</u>	<u>4,387,413</u>	(15)
Total fund balance	<u>28,402,777</u>	<u>27,981,399</u>	(16)
Total Liabilities and fund balance	<u>\$ 30,384,770</u> [A]	<u>\$ 28,261,399</u> [B]	(17)

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 & Equivalents	\$ 897,197	897,197	5.38%
Equities	5,712,003	6,774,640	40.63%
Fixed Income	6,955,250	6,679,430	40.06%
Mutual Funds	<u>2,401,568</u>	<u>2,322,265</u>	<u>13.93%</u>
Total Investments	<u>\$ 15,966,018</u>	<u>\$ 16,673,532</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE NINE MONTHS ENDED MARCH 31, 2022
With Comparative Figures at March 31, 2021**

	March 31, 2022					March 31 2021	
	Unrestricted Allocated	Unrestricted Unallocated	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds	
Revenue							
Contributions							
Scholarships and Programs	\$ -	\$ 115,092	\$ 119,591	\$ 447,586	\$ 682,269	\$ 523,832	(1)
Taste the Future	-	82,121	-	-	82,121	115,210	(2)
Contributions for Columbus State	-	-	2,722,030	-	2,722,030	4,252,871	(3)
Mitchell Hall	-	-	216,021	-	216,021	1,375,223	(4)
Creative Campus	-	-	120,000	-	120,000	40,000	(5)
Administration Fee Income	-	-	-	-	-	-	(6)
Rental Income	-	-	-	-	-	-	(7)
Interest Income	-	20,286	5,052	-	25,338	16,680	(8)
Investment Income							
Realized	-	305,199	748,835	-	1,054,034	1,095,937	(9)
Unrealized	-	(393,385)	(998,771)	-	(1,392,156)	670,617	(10)
Investment income-subtotal	-	(88,186)	(249,936)	-	(338,122)	1,766,554	(11)
Total revenues	-	129,313	2,932,758	447,586	3,509,657	8,090,370	(12)
Expenditures							
Scholarships and Programs	-	-	270,360	-	270,360	319,716	(13)
Contributions to Columbus State	-	-	389,907	-	389,907	817,314	(14)
Corporate Gift	-	-	1,496,373	-	1,496,373	2,282,310	(15)
Creative Campus	-	-	19,375	-	19,375	-	(16)
Mitchell Hall	-	-	-	-	-	-	(17)
Administrative Fee Expense	-	-	-	-	-	-	(18)
Management and general	-	257,508	2,250	-	259,758	264,907	(20)
Total expenditures	-	257,508	2,178,265	-	2,435,773	3,684,247	(21)
Excess (deficit) of revenues over expenditures	-	(128,195)	754,493	447,586	1,073,884	4,406,123	(22)
Transfers	-	-	(27,663)	27,663	-	-	(23)
Other Board Distributions	-	-	-	-	-	-	(24)
Fund balance at beginning of period	86,634	4,789,630	17,300,409	5,152,220	27,328,893	23,575,276	(25)
Fund balance at end of period	\$ 86,634	\$ 4,661,435	\$ 18,027,239	\$ 5,627,469	\$ 28,402,777	\$ 27,981,399	(26)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF MARCH 31, 2022**

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	\$ 36,749,192	\$ 36,749,192	0.36%	1
STAR Ohio/Plant	1,542,888	1,542,888	0.36%	1
STAR Ohio/Auxiliary	2,731,014	2,731,014	0.36%	1
STAR 2020A Bonds	-	-	n/a	1
STAR 2020B Bonds	1,068,948	1,068,948	0.36%	1
CSCC Operating Fund	105,808,114	102,095,569	0.97%	836
Auxiliary Services	8,453,181	8,185,636	1.26%	825
2020A Bond Proceeds	26,008,108	25,874,830	0.33%	124
2020B Bond Proceeds	59,140,360	56,512,481	0.52%	858
2020B Bond Proceeds PNC	59,438,102	56,503,550	2.30%	829
County Proceeds	2,707,968	2,704,746	0.26%	102
Plant Fund	9,830,191	9,521,620	0.98%	781
	<u>\$ 313,478,065</u>	<u>\$ 303,490,474</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	13.87%
	Agencies	10.78% *
	Municipal Bonds	28.49%
	Corporate Issues	20.25%
	Treasury Notes	20.37%
	Stocks	0.00%
	Cash & Equivalents	<u>6.23%</u>
		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. A complete physical inventory is taken annually and adjustments, if any, are recorded.

A weighted average cost is used for inventory for the Retail Operations in Mitchell Hall. Inventory is taken monthly 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 \$1,285,000 with interest rates of 1.65% to 5%, the final installment being due in 2041, 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>
Chris Brown	Supervisor	Partnerships & Programs	04/01/2022	\$60,000
Terrence Brown	Dean	Health & Human Services	05/01/2022	\$137,500
Michael Carroll	Specialist	Accounting Services	03/16/2022	\$36,442
Dana Cummings	Executive Assistant	Office of Diversity, Equity & Inclusion	04/18/2022	\$62,000
Cristi Escobar	Lead Facilities Support Worker	Building Services	04/18/2022	\$41,267
Renee Fambro	Deputy General Counsel	Legal Office	04/01/2022	\$120,000
Allison Franz	Program Coordinator	Orientation	04/18/2022	\$50,253
David Gelo	Specialist	EMSS	04/01/2022	\$43,389
Mohammed Hassan	Technician I	IT Support Services	05/02/2022	\$41,704
Melissa Helpman	Specialist	Student Affairs	04/16/2022	\$43,867
Hyunjin Kim	Office Associate	Psychology & Education	04/01/2022	\$32,760
Sophia Lombardo	Specialist	Student Engagement & Inclusion	03/16/2022	\$37,877
Marty Maliwesky	Senior Vice President of Academic Affairs	Academic Affairs	04/16/2022	\$182,000
Charles Noble	General Counsel	Legal Office	04/01/2022	\$160,000
Pam Perry	Senior Instructional Designer	Organizational Development & People Analytics	03/07/2022	\$80,000
Gretchen Persohn	Specialist	Student Affairs	03/16/2022	\$36,442
Zeid Rawahneh	Benefits Analyst	Benefits & Compensation	04/01/2022	\$56,000
Rini Saha	Instructional Designer II	Digital Education & Instructional Service	04/01/2022	\$53,196
Christy Schaffner	Supervisor	Language Institute	05/01/2022	\$55,262

Steve Simons	Office Associate	Biological & Physical Sciences	04/01/2022	\$34,590
Taylor Slocum	Trainer	Organizational Development & People Analytics	04/18/2022	\$59,000
Sarah Spaulding	Recruiter	EMSS	04/01/2022	\$44,034
Mathew Stuckey	Trainer	Organizational Development & People Analytics	04/11/2022	\$67,500
Amanda Talbott	Program Coordinator	EMSS	04/18/2022	\$50,330
Marcelo Zelaya	Groundskeeper I	Grounds	04/01/2022	\$34,840

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>
Janette Beckley	Instructor	Nursing	05/14/2022
Teresa Berry	Office Associate	Design, Construction & Trades	05/13/2022
John Blaha	Professor	Biological & Physical Science	05/14/2022
David Busch	Professor	Design, Construction & Trades	05/14/2022
Emma Clark	Program Coordinator	Admissions	03/03/2022
Jeffrey Gruber	Associate Professor	Engineering & Transport Tech	04/22/2022
Robert Fittrakis	Professor	Social Sciences	05/14/2022
Gabriela Hopler	Administrative Assistant	Human Resources	03/11/2022
Fernando Mojica	Executive Chef	Hospitality Management	04/11/2022
Karen Muir	Professor	Social Sciences	05/14/2022
Andrea Romero	Instructor	English	05/14/2022
Brian Steele	Recruiter	Admissions	03/16/2022
Hannah Stanberry	Executive Assistant	Office of Academic Affairs	04/15/2022
Terrie Stolte	Associate Professor	Business Programs	05/14/2022
Edgar Velez	Professor	Humanities	05/14/2022
Doug Wright	Project Manager	Facilities Planning, Design & Construction	04/29/2022