

COLUMBUS STATE

COMMUNITY COLLEGE

MINUTES

**Board of Trustees Committee of the Whole
Franklin Hall | Pete Grimes Boardroom
November 10, 2022 | 8:00 AM**

Present:

Corrine M. Burger, Chair	Jerome Revish, Trustee
James Fowler, Vice Chair (Virtual)	Rick Ritzler, Trustee
R. Anthony Joseph, Esq., Immediate Past-Chair	Dr. David Harrison, President
John Ammendola, Trustee	
Sandy Doyle-Ahern, Trustee	
Stephanie Green, Trustee	
Terri Meldrum, Esq., Trustee	

CALL TO ORDER:

The Columbus State Community College Committee of the Whole meeting was held on Thursday, November 10, 2022 at Franklin Hall in the Pete Grimes Boardroom. The meeting was called to order by Chair Corrine Burger at 8:00 a.m.

ROLL CALL

Corrine M. Burger
James Fowler
R. Anthony Joseph, Esq.
John Ammendola
Sandy Doyle-Ahern
Stephanie Green
Terri Meldrum, Esq.
Jerome Revish
Rick Ritzler

CERTIFICATION OF COMPLIANCE:

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

OPENING REMARKS FROM PRESIDENT HARRISON:

President Harrison shared that the go-live date for phase one of the Workday implementation is being postponed to allow for further testing and preparation. The college previously planned to go live by the start of the 2023 calendar year. The internal work team is coordinating with Workday and consultants to determine an updated schedule.

He also noted that the college recently embarked on the creation of a Bachelor of Science in Nursing program, which would be the first four-year degree program available at Columbus State. The program has been submitted to the Ohio Department of Higher Education for approval and will be reviewed by the Higher Learning Commission.

APPROVAL OF MINUTES:

Member Joseph moved, Member Meldrum seconded, that the minutes of the regular meeting of the Board of Trustees, Committee of the Whole, held on Friday, September 9, 2022, be approved, as presented.

A vote was taken, which resulted in:

AYES:	Members Burger, Fowler, Joseph, Ammendola, Doyle-Ahern, Meldrum, Ritzler
NAYS:	None
ABSTENTIONS:	Members Green, Revish

2023 DATES FOR COMMITTEE OF THE WHOLE AND BOARD OF TRUSTEES MEETINGS:

A calendar of 2023 dates for the Committee of the Whole and Board of Trustees meetings was provided for review and discussion.

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

APPROVAL OF THE NAMING OF FACILITIES IN THE SCHOOL OF HOSPITALITY MANAGEMENT AND CULINARY ARTS, MITCHELL HALL:

Policy No. 1-14 was established to bestow the honor of naming College facilities and units to recognize financial contributions to support the physical space named, to recognize exceptional service, and to recognize long-term and significant financial contributions to the College. The responsibility and authority for naming a unit or facility shall be that of the Board of Trustees, acting after receiving a recommendation from the Naming Advisory Committee.

Beginning with the lead gift of \$2.5 million from Cameron Mitchell, fundraising for the new School of Hospitality Management and Culinary Arts building now exceeds \$10 million. In accordance with policy, the Naming Advisory Committee recommends naming designations in recognition of contributions to the School of the Hospitality Management and Culinary Arts as indicated in Exhibit A of the Board action.

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

APPROVAL OF ADOPTION OF FY22 EFFICIENCY REPORT:

Section 3333.95 of the Ohio Revised Code requires that the Chancellor maintain an efficiency advisory committee made up of representatives from all of Ohio’s public higher education institutions for the purpose of “generating institutional efficiency reports for campuses, identifying shared services opportunities, streamlining administrative operations, and sharing best practices in efficiencies among public institutions of higher education.” The Ohio Revised Code also requires the Chancellor to compile efficiency reports from all public institutions into a statewide efficiency report, which must be provided to the Office of Budget and Management (OBM), the Governor, the President of the Senate, and the Speaker of the House of Representatives by December 31 of each year.

Columbus State’s FY22 Efficiency Report has been developed by college leaders guided by templates provided by the Ohio Department of Higher Education (ODHE). The report is organized into four sections: Efficiency and Effectiveness, Academic Practices, Policy Reforms, and Future Goals. It also includes three appendices that were requested by ODHE. The report was submitted to the Ohio Department of Higher Education on October 14, 2022, as required, pending Board approval.

Columbus State developed the Efficiency Report by consulting with leadership from across the college and includes many efficiency measures that exemplify the college’s commitment to stewardship, affordability, and student success.

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

APPROVAL OF PROPERTY ACQUISITION:

Discussion took place about the potential acquisition of property at 209-211, 215, 217, and 225-231 Cleveland Ave. and 212 N. Grant Ave, Columbus, Ohio 43215, and known as tax parcel IDs #010-027710, 010-045858, 010-047546, 010-044177, and 010-015083. The properties are recommended to be purchased at a price of \$2,750,000 which was informed by two appraisals of the property for use for the Fire Science program in the short-term, and space for storage and the College’s Grounds personnel.

Provided all contingencies are met, including approval of the purchase by the Controlling Board in December, the College will use proceeds from the Series 2020 Facilities Construction and Improvement bonds to purchase the property.

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

APPROVAL OF CONSTRUCTION CONTRACT – EXTERNAL EMERGENCY SPEAKER REPLACEMENT:

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 the emergency speakers across the Columbus campus. The existing speakers and equipment are ten years past the established life cycle and this project will replace them with new speakers and equipment that are compatible with the new emergency messaging system.

The Architect/Engineering design services contract of this project is \$78,820 with a total project budget estimated to be \$1,000,000, funded with a combination of Series 2020 Bond proceeds, State Capital funds, and potential grant funds. In addition to the Architect/Engineering contract, an additional 10% design contingency to address unforeseen issues during the design process is requested.

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

APPROVAL OF CONSTRUCTION CONTRACT – MOELLER HALL GEOLOGY LAB:

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 repurpose an existing, underutilized fitness center at Moeller Hall into a geology lab. This new lab will expand the number of science classes offered at the Delaware campus in addition to increasing opportunities for students seeking science degrees.

Using a competitive bid process, the General Contracting firm with the lowest responsible bid was Ferguson Construction, with a bid of \$121,314. In addition to the construction contract, we are requesting a 10% construction contingency. This construction contingency, combined with the previously approved design contract, design contingency, and IT equipment, brings the total project budget to \$368,000. This project will be funded entirely with State Capital funds.

With the approval of these contracts, construction is anticipated to commence in late fall 2022 and be completed by spring 2023.

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

APPROVAL OF CONSTRUCTION CONTRACT – CENTER FOR TECHNOLOGY AND LEARNING LAB UPGRADES:

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.

Using a competitive bid process, the General Contracting firm with the lowest responsible bid was Ferguson Construction, with a bid of \$643,630. In addition to the construction contract, we are requesting a 10% construction contingency. This construction contingency, combined with the previously approved design contract, design contingency, and preordered lab furnishings and IT equipment, brings the total project budget to \$1,216,000. This project will be funded entirely with State Capital funds.

With the approval of these contracts, construction is anticipated to commence in late fall 2022 and be completed in spring 2023.

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

APPROVAL OF REVISIONS TO EMPLOYMENT POLICY 3-02:

The College periodically conducts a review of Chapter 3 Policies and Procedures to ensure compliance with state and federal law and ongoing alignment with institutional objectives. The implementation of Workday, the College's new Enterprise Resource Planning System, and the need to modernize the College's human resource administration processes, necessitate the following revisions to current Policy 3-02:

- Specify the President may approve guidelines for all positions developed by the College's Human Resources Department.
- Specify that approved guidelines will be maintained in the Human Resources Information System.

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

APPROVAL OF REVISIONS TO EMPLOYMENT POLICY 3-07:

The College periodically conducts a review of Chapter 3 Policies and Procedures to ensure compliance with state and federal law and ongoing alignment with institutional objectives. The implementation of Workday, the College's new Enterprise Resource Planning System, and the need to modernize the College's human resource administration processes, necessitate the following revisions to current Policy 3-07:

- Specify employees will be paid every other Friday.
- Specify that all employees will use direct deposit, except where prohibited by law.
- Specify the Senior Vice President of Business Service or their designee is authorized to make payroll deductions required by law or approved by the Board of Trustees.

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

APPROVAL OF REVISIONS TO EMPLOYMENT POLICY 3-10:

The College periodically conducts a review of Chapter 3 Policies and Procedures to ensure compliance with state and federal law and ongoing alignment with institutional objectives. The implementation of Workday, the College's new Enterprise Resource Planning System, and the need to modernize the College's human resource administration processes, necessitate the following revisions to current Policy 3-10:

- Specify part-time eligibility for earning sick time.
- Specify that a full-time employee shall not earn additional sick time for secondary part-time employment.
- Specify part-time eligibility for bereavement leave.

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

APPROVAL OF REVISIONS TO EMPLOYMENT POLICY 3-36:

The College periodically conducts a review of Chapter 3 Policies and Procedures to ensure compliance with state and federal law and ongoing alignment with institutional objectives. The implementation of Workday, the College's new Enterprise Resource Planning System, and the need to modernize the College's human resource administration processes, necessitate the following revisions to current Policy 3-36:

- Specify eligibility for CSCC employees who meet the following criteria:
 - One year of service; and
 - 1250 hours during a twelve (12) month period

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

APPROVAL OF REVISIONS TO PROMOTION AND TENURE POLICY 5-19:

Promotion and Tenure Policy 5-19 was last updated in August 2015. Promotion and Tenure Policy 5-19 is being revised to align language with the CSEA collective bargaining agreement, and with the current organizational structure of the college.

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

APPROVAL OF REVISIONS TO OPERATIONAL BUDGET POLICY 9-01:

Policy 9-01 was last updated in 2007. The proposed revisions include the elimination of projections of income and expenses for the fiscal year as a required component of the operational budget each year,

while maintaining that the President establish a process for preparing an annual operational budget that meets the expectations of the Board of Trustees for its approval. The proposed revisions also include a provision to allow certain academic departments to purchase alcohol as part of an academic program and clarifies that the Board may delegate authority to the President to allocate funds for expenses not included in the approved operational budget.

Procedures related to Policy 9-01 will be updated and implemented subsequent to the Board of Trustees approval of the revised policy.

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

APPROVAL OF REVISIONS TO OPERATIONAL BUDGET POLICY 9-02:

Policy 9-02 was last updated in 2005. The proposed revision adds language to address the approval of overages on capital expenditure estimates that have been approved by the Board of Trustees. The proposed revisions include a general cleanup of the policy language and remove redundant language. Procedures related to the policy have been updated and will be implemented subsequent to the Board of Trustees approval of the revised policy.

After discussion of the inclusion of a materiality threshold, the Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

APPROVAL OF REVISIONS TO REPORTS POLICY 9-07:

Policy 9-07 was last updated in 1985. The proposed revision provides clarity and flexibility for periodic financial reporting to the Board of Trustees, which may continue to be monthly reporting but cannot be less than quarterly. This clarity considers periodic reporting that aligns to the budget approved for each fiscal year, which may be on a modified accrual basis, but recognizes that year-end financials are prepared on a basis required by accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

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

APPROVAL OF ADOPTION OF NEW FREE SPEECH POLICY 13-15:

The new Free Speech Policy is in response to Senate Bill (SB) 135, which requires each state institution of higher education to adopt a First Amendment policy that affirms very prescriptive principles that are deemed to be the public policy of Ohio. These principles are in addition to compliance with other state and federal laws regarding the regulation of free speech on public campuses. SB 135 also requires an anti-retaliation statement in the policy and a process by which a student, student group or employee may submit a complaint about an alleged violation by an employee of its First Amendment policy. This process will be implemented in a subsequent procedure.

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

FINANCIAL STATEMENTS AS OF AND FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2022:

Financial Statements as of and for the Three Months ended September 30, 2022, are presented to the Board for information only.

PERSONNEL INFORMATION ITEMS:

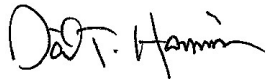
Personnel Information Items are presented to the Board for information only.

EXECUTIVE SESSION:

No Executive Session took place.

ADJOURNMENT:

There being no further items to come before the Board, the meeting was adjourned at 8:55 a.m.



Dr. David T. Harrison

Secretary, Board of Trustees

Office of the President/cef 11-10-22