



**COPY TO ALL BOARD MEMBERS**

*India Ashley, Ex Officio Staff Member*

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*Korie Jenkins, Ex Officio Student Member*

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550 East Spring Street  
P.O. Box 1609  
Columbus, Ohio 43216-1609  
614/287-2400

**BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE**

Thursday, July 15, 2010  
12:00 noon  
Pete Grimes Board Room

**AGENDA**

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(1) Revision of Policy 3-10, Sick Leave.....	1
(2) Revision of Policy 3-06, Overtime; Policy 3-24, Work Schedule .....	4
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# Columbus State Community College



Date \_\_\_\_\_

## Board Action

### **SUBJECT:**

Revision of Policy No. 3-10, Sick Leave

### **BACKGROUND INFORMATION:**

The College periodically reviews and revises Chapter 3 –Human Resource Policies, to stay up to date, clarify, and/or stay in compliance with changing law. There is a need for one basic clarification in this revision. Many years ago, the Board approved the use of sick leave for the purposes of bereavement for a death in the immediate family of one of the college employees. Because bereavement is not specifically mentioned in the prior versions of the policy, most employees do not know they have this benefit or can not find it in policy. Consequently, this revision is to more clearly identify that bereavement is an appropriate use of sick leave.

In addition, in light of the switch to semesters that will be effective fall of 2012, whenever policy is reviewed, we try to address and revise the use of the term “quarters” and substitute the word “terms”.

### **RECOMMENDATION:**

That the Board of Trustees adopts the proposed changes in the Sick Leave Policy 3-10 to provide clarification regarding the use of bereavement and adopt the updates that are necessary to the policy.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

Effective ~~December 1, 2008~~

**SICK LEAVE**  
**Policy No. 3-10**  
**Page 1 of 2**

- (A) The college recognizes that employees may need to take sick leave. Paid sick leave will be used only for personal illness, adoption, injury, pregnancy, exposure to a contagious disease which could be communicated to others, or for BEREAVEMENT ~~death~~, illness, or injury to a member of the employee's immediate family.

[See also benefits available under college's Family and Medical Leave Policy No. 3-36.]

- (B) Full-time employees who work a 100 percent schedule are credited with time for sick leave at a rate of 10.0 hours per calendar month of completed service. Other full-time employees working reduced work schedules shall have their time for sick leave credited and deducted at a rate in proportion to their appointment. Full-time faculty members, regardless of whether they are employed TWO OR THREE TERMS ~~three or four quarters~~ during a fiscal year, will be credited with time for sick leave at a rate of fifteen days per year. Time for sick leave may be accumulated without limit.
- (C) Adjunct instructors are credited with time for sick leave at a rate equal to the total number of contact hours for that quarter times 0.665, rounded to the nearest half hour. Adjunct instructors do not accumulate sick leave credit from quarter to quarter. A fulltime faculty member who is employed as an adjunct faculty member under a supplemental contract is eligible to be credited with sick leave in accordance with the above. Sick leave credit earned as a full-time faculty member and sick leave credit earned as an adjunct faculty member are not interchangeable.
- (D) If an employee is absent from work due to a work-related injury and receives lost-time compensation from the Bureau of Workers Compensation, that employee is not eligible to utilize sick leave or receive pay from the college for that absence or any subsequent related absence for which he/she receives lost-time compensation. (Such leave shall be counted as Family and Medical Leave under Policy No. 3-36.)
- (E) Sick leave accumulated by an employee while previously employed by another Public agency is transferable in accordance with the provisions of the Ohio Revised Code and related regulations. THE LEAVE IS CODED AS TRANSFERRED SICK LEAVE.

- (F) College employees who, at the time of their disability or service retirement, have ten or more years of service with the college or any agency of the state or any of its political sub-divisions, may convert only their accrued but unused time for sick leave with Columbus State Community College to monetary compensation. Sick leave balances transferred from another public agency employer shall not be paid out upon separation to employees hired after DECEMBER 1, 2008 ~~the effective date of this policy.~~

Unless otherwise addressed by the terms of an applicable collective bargaining agreement, employees, participating in a state retirement system or an alternative retirement program, who retire from the college after the effective date of this policy, may convert one-fourth of their accumulated sick leave earned as an employee of the college to a maximum of forty-five (45) days to a cash payment at the time of retirement. The conversion rate will be based upon the employee's rate of compensation at the time of retirement. Converting sick leave to Cash payment will reduce the employee's sick leave balance to zero (0), regardless of the number of hours accumulated from employment by the college or another employer.

- (G) **BEREAVEMENT LEAVE**  
FULL-TIME EMPLOYEES MAY USE UP TO FIVE (5) PAID SICK LEAVE DAYS FOR THE DEATH OF AN IMMEDIATE FAMILY MEMBER, OR OTHER PERSONS RESIDING IN THE HOME OF THE EMPLOYEE, OR A DOMESTIC PARTNER. IMMEDIATE FAMILY IS DEFINED IN SECTION 3-10 (H). THE APPROPRIATE REQUEST FOR LEAVE OF ABSENCE FORM MUST BE COMPLETED AND SUBMITTED TO THE EMPLOYEES SUPERVISOR.
- (H) The President will establish procedures to administer this policy.

# Columbus State Community College



Date \_\_\_\_\_

## Board Action

### **SUBJECT:**

Revision of Policy No. 3-06, Overtime, and Policy No. 3-24, Work Schedule

### **BACKGROUND INFORMATION:**

The College periodically reviews and revises Chapter 3-Human Resource Policies, to update, clarify and stay in compliance with changing law. The College is moving to an electronic time keeping process in order to remain in compliance with recent changes in state law. Consequently the policies for Work Schedules and Overtime need to be updated. The college moved to a 40-hour work week a number of years ago, and the Overtime policy needs to reflect that change.

Electronic time-keeping permits the college to more effectively document the actual hours worked for overtime eligible employees for pay purposes. Employees will need to have regular work schedules established in order for electronic time-keeping to function properly. Therefore, changes in policy are needed to properly comply with the reporting requirements.

### **RECOMMENDATION:**

That the Board of Trustees adopt the proposed changes in Policy 3-06, Overtime, and Policy 3-24, Work Schedules in order for the college to remain in compliance with changing state law, and to more efficiently and effectively report hours worked for payroll documentation purposes.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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OVERTIME  
Policy No. 3-06  
Page 1

Effective \_\_\_\_\_

- (A) Staff EMPLOYEES who are defined as non-exempt in current wage-hour regulations as they apply to the college are eligible for overtime compensation.
- (B) Overtime is defined as time worked in excess of FORTY (40) HOURS ~~thirty-seven and one-half hours~~ in any work week beginning at 12:01 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday. Accrued vacation, SICK, ~~disability absence~~, personal business absence, court service and holidays will be credited to the FORTY (40) HOURS FOR THE PURPOSE OF OVERTIME. ~~thirty-seven and one-half hours~~.
- (C) The rate of overtime compensation will be one and one-half times the employee's regular rate of pay, calculated on an hourly basis for every hour ~~wanted~~ WORKED over forty hours, WITHIN THE WORK WEEK.
- (D) ~~Budgeted~~ Overtime must be approved in advance by the appropriate SUPERVISOR manager. ~~Non-budgeted overtime must be approved by the President or a vice president.~~ SUPERVISORS SHOULD MAINTAIN A REGULAR WORK AND LUNCH BREAK SCHEDULE FOR ALL EMPLOYEES. GENERALLY, AN EMPLOYEE SHOULD NOT BE ALLOWED TO WORK THROUGH HIS/HER LUNCH PERIOD, COME IN EARLY OR WORK LATE UNLESS AUTHORIZED BY THE SUPERVISOR.

IF AN EMPLOYEE WORKS UNAUTHORIZED OVERTIME, HE/SHE SHOULD BE PAID ACCORDINGLY AND STEPS SHOULD BE TAKEN TO PREVENT FUTURE UNAUTHORIZED USE OF OVERTIME.

- (E) Employees MAY BE ~~are~~ expected to work overtime when requested by their managers, especially during an emergency situation.
- (F) THE PRESIDENT WILL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY. ~~Assignment and payment for overtime shall be in accordance with procedures adopted by the Vice President for Business and Administrative Services~~

REVISED July 8, 2010

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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WORK SCHEDULE  
Policy No. 3-24  
Page 1 of 1

Effective ~~October 15, 1985~~

- (A) ALL EMPLOYEES MUST ESTABLISH A WORK SCHEDULE WHICH HAS THEIR SUPERVISOR'S APPROVAL.
- (B) All employees ARE EXPECTED TO MAINTAIN A REGULAR AND PREDICTABLE WORK SCHEDULE (EXCLUDING EMPLOYEES WHO ARE IN AN ACTIVE ADA/FMLA STATUS). ~~established within their respective work areas.~~
- (C) FAILURE TO MAINTAIN A REGULAR AND PREDICTABLE WORK SCHEDULE ~~Repeated failure to meet the required work schedule~~ may result in ~~pay deductions for the missed time, DISCIPLINARY ACTION, warning, or suspension,~~ UP TO AND INCLUDING TERMINATION.
- (D) THE PRESIDENT WILL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.

**REVISED July 8, 2010**



# Columbus State Community College

Date \_\_\_\_\_

## Board Action

**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. The attached personnel actions took place during the months of May, June and July, 2010.

**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>
Flor Barone (L. Baisden)	Office Associate	Financial Aid	06/01/10	\$28,652
Emily Breece (Transfer)	Specialist (Safety & Security)	Public Safety (Delaware Campus)	06/01/10	\$28,652
Charles Dawson (Reclassification)	Supervisor I	Supervisor I	06/16/10	\$93,591
Zachary Dzikowski (Repl. J. Mellman)	Instructor	Integrated Media & Technology	06/16/10	\$41,065
Patricia Fabrisi (New B/A - 10 <sup>7</sup> /11 <sup>7</sup> )	Assistant Director	Delaware Campus	06/16/10	\$72,000
Katina Fitch (Repl. B. Barron)	Account Clerk	Business Office	06/16/10	\$26,204
Adam Ghiloni (Repl. J. Liddle)	Advisor	Financial Aid	06/16/10	\$44,034
Cynthia Hayes (Repl. A. Darst)	Groundskeeper I	Physical Plant	06/01/10	\$25,526
Matthew Heywood (New B/A – 10 <sup>7</sup> /11 <sup>7</sup> )	Instructor	Integrated Media & Technology (Delaware Campus)	06/16/10	\$39,486
Elisa Kaufman (Repl. S. Biggs)	Office Associate	Psychology	07/01/10	\$28,652
Denis Marketos (New B/A – 10 <sup>7</sup> /11 <sup>7</sup> )	Instructor	Mathematics	06/16/10	\$42,644
Ricky Neal Jr. (Repl. S. Habecker)	Police Officer	Public Safety	06/01/10	\$30,696

**BOARD OF TRUSTEES**

**INFORMATION ONLY**

Nelly Ongoro (Repl. C. Williams)	Associate Teacher	Child Development Center	06/16/10	\$28,652
Nancy Pine (New B/A – 10'11')	Instructor	English (Delaware Campus)	06/16/10	\$44,224
Danette Vance (Repl. M. Jablonka)	Specialist	Human Resources	06/16/10	\$34,500
Sandra Veach (Repl. G. Finkler)	Specialist	Testing Center	06/01/10	\$34,785
Michael Wright (New B/A – 10'11')	Instructor	English (Delaware Campus)	06/16/10	\$39,486

**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/terminations have been accepted.

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>DATE</u></b>
Patricia Baker (Retirement)	Program Coordinator	College Health Office	07/01/10
Heather Breedlove (Resignation)	Associate Teacher	Child Development Center	05/24/10
Valeriana Moeller (Retirement)	President	President's Office	07/01/10
Omar Mustafa (Termination)	Program Coordinator	Educational Resources Center	05/03/10
Tamika Rashid (Resignation)	Supervisor I	Student Activities & Athletics	07/02/10
Mindy Shinn (Resignation)	Technician	Public Safety	05/31/10
Sunday Zidonis (Termination)	Program Coordinator	Knowledge Resources & Planning	05/19/10

# Columbus State Community College



Date \_\_\_\_\_

## Board Action

### **SUBJECT:**

Preliminary year-end financial statements as of and for the year ended, June 30, 2010.

### **BACKGROUND INFORMATION:**

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

### **RECOMMENDATION:**

That the preliminary year-end financial statements as of and for the year ended, June 30, 2010, be accepted as presented.



550 East Spring Street  
P.O. Box 1609  
Columbus, Ohio 43216-1609  
614/287-2400

**TO:** Board of Trustees  
**FROM:** Dr. David T. Harrison, President  
**DATE:** July 8, 2010  
**SUBJECT:** Preliminary Year-End Financial Statements as of June 30, 2010

Attached are the preliminary year-end financial statements of Columbus State Community College, the Foundation, and the President’s Discretionary Fund for the period ended June 30, 2010.

**1. General Fund**

In FY 2010, the financial statements included for the first time the initial Delaware Campus budget approved by the Board in September 2009. See specifically Exhibit B which includes both the “transfer in” of revenues for the Delaware Campus (the first year yields no tuition or subsidy revenues), and budgeted expenses.

• **Enrollment**

Quarter	Budgeted Headcount	Headcount	Budget to Actual Increase/Decrease	Actual FY 09 FTEs	FY 10 FTEs	% Variance
Summer 2009	14,265	16,845	18.1%	7,859	9,532	21.3%
Autumn 2009	24,482	28,539	16.6%	16,065	18,882	17.5%
Winter 2010	28,049	28,534	1.7%	15,874	18,654	17.5%
Spring 2010*	27,535	28,486	3.5%	15,461	18,652	20.6%

\*Preliminary headcounts and FTEs

• **Revenues** (Exhibit B)

Total operating revenues through June 2010 are \$149,286,377, 13.2% higher than the same period last year. The difference in the two years is primarily due to increased tuition and fee revenue as a result of higher enrollment.

• **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$125,246,718 for the period, or 9.9% higher than the same period last year. Based on current spending, projected year end numbers for expenditures reflect lower-than-budgeted expenses for utilities, consultant and professional fees, untapped contingency funds and salary and benefit savings realized while positions are being filled.

- **Projected Net Income** (Exhibit B)

Operating net income after estimated year-end adjustments is projected at \$16.9 million, compared to \$7.5 million budgeted at mid-year. Year-end adjustments include depreciation expense, invoices that will be paid in July for expenses incurred in FY 10, capital equipment and board initiatives, payroll accruals, reserves for bad debt and banking fees. The projected \$16.9 million net income is largely the result of significant enrollment growth, lower-than-budgeted expenses, and interest income of just over \$1 million. Net income will be allocated in January after the annual audit is completed, as per Board guidelines.

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

Through June 30, the Auxiliary fund is showing a 16.1% operating gain over the same period last year which continues to be attributed to the college's enrollment growth compared to last year, resulting in higher textbook sales for the Bookstore. Auxiliary fund expenditures are higher this year by 4% compared to last year due in large part to the alignment of expenses that occurred at mid-year last year and to an increase in staffing levels required for quarterly rush.

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

The President's Discretionary Fund has a cash balance of \$4,744 at June 30, after disbursements of \$15,256.

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

Foundation contributions for the year are \$576,014 compared to \$1,028,855 last year. The majority of the decrease is due to significant in-kind contributions recorded as of June 2009. In-kind activity for FY2010 has not been recorded yet, but will be recorded as part of our year end process for proper presentation on the audited financial statements. Administration fees totaling \$43,579 were charged to the Endowed Accounts in May, per the new Foundation spending policy adopted this year. Investment earnings decreased by just over \$90,000 this month compared to last month; however, earnings for the year increased by over \$1,000,000 from last fiscal year, substantially reversing the losses incurred last year. Expenditures through June are \$482,965 compared to \$863,726 last year. This is also attributed to recognition of the in-kind contributions as mentioned above.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 37.2% currently invested in STAROhio and other money markets, with the balance in federal agencies.

**COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT JUNE 30, 2010  
With Comparative Figures at June 30, 2009**

**EXHIBIT A**

<u>Assets</u>	<u>June 30, 2010</u>	<u>June 30, 2009</u>	<u>Liabilities and Fund Balance</u>	<u>June 30, 2010</u>	<u>June 30, 2009</u>
<b>Current Funds</b>			<b>Current Funds</b>		
<b>Unrestricted</b>			<b>Unrestricted</b>		
<b>Educational and general</b>			<b>Educational and general</b>		
Cash	\$ 6,336,803	\$ 4,872,969	Accounts payable	\$ 4,787,846	\$ 8,458,356
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income		
Accounts receivable, net of allowance for doubtful accounts	139,160,150	124,660,546	Student tuition	14,429,589	11,177,292
Interest receivable	2,284,150	16,056,977	Lab fees and credit bank	-	-
Prepaid expense	-	-	Due to auxiliary funds	-	-
Net investment in Golf Course	373,666	72,597	Due to restricted funds	6,282,606	8,094,190
Due from agency funds	1,480,832	-	Due to plant funds	-	-
Due from auxiliary funds	405,084	223,739	Due to agency funds	-	7,135,892
Total educational & general	\$ 150,040,684	\$ 145,886,828	Fund balances (Exhibit C):		
			Allocated	83,544,873	78,434,929
			Unallocated	40,015,091	31,595,768
			Total fund balances	123,559,964	110,030,697
			Total educational & general	\$ 150,040,684	\$ 145,886,828
<b>Auxiliary enterprise</b>			<b>Auxiliary enterprise</b>		
Cash	\$ 513,305	\$ 553,895	Accounts payable	\$ 729,247	\$ 217,343
Investments	7,225,549	6,145,799	Due to educational & general fund	405,084	223,739
Accounts receivable	845,603	580,078			
Inventories, at cost as defined (note 2)	1,703,423	1,748,670	Fund balances (Exhibit D):		
Other Assets	280,626	328,241	Allocated	250,000	250,000
Due from general fund	-	-	Unallocated	9,544,505	8,859,879
Due from grant funds	360,330	194,278	Total fund balances	9,794,505	9,109,879
Total auxiliary enterprise	10,928,836	9,550,961	Total auxiliary enterprise	10,928,836	9,550,961
Total unrestricted	\$ 160,969,520	\$ 155,437,789	Total unrestricted	\$ 160,969,520	\$ 155,437,789
<b>Restricted</b>			<b>Restricted</b>		
Cash	\$ -	\$ -	Due to general fund	\$ -	\$ -
Due from educational & general fund	-	-	Fund balances		
Total restricted	-	-	Unallocated	-	-
Total current funds	\$ 160,969,520	\$ 155,437,789	Total restricted	-	-
	[A]	[B]	Total current funds	\$ 160,969,520	\$ 155,437,789
				[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE**  
**BALANCE SHEET AT JUNE 30, 2010**  
 With Comparative Figures at June 30, 2009

**EXHIBIT A**  
(Continued)

<u>Assets</u>	<u>June 30, 2010</u>	<u>June 30, 2009</u>	<u>Liabilities and Fund Balance</u>	<u>June 30, 2010</u>	<u>June 30, 2009</u>
<b>Plant funds</b>			<b>Plant funds</b>		
Unexpended			Unexpended		(1)
State appropriations receivable	-	-	Fund balances	2,442,874	1,801,635
Capital Improvement Fund	2,442,874	1,801,635	Restricted	-	-
Total unexpended	<u>2,442,874</u>	<u>1,801,635</u>	Total unexpended	<u>\$ 2,442,874</u>	<u>\$ 1,801,635</u>
Cash from Bond Proceeds	17,567	14,598	Investment in plant:		(2)
Deposit with trustees	-	2,908	Interest payable	-	-
Due from general fund	6,282,606	8,094,190	Capital lease payable	324,192	384,977
Land	29,235,190	29,674,722	Accounts payable	14,910,000	16,620,000
Improvements other than buildings	6,866,985	6,338,835	Bonds payable	-	2,260,945
Buildings	123,870,034	117,238,951	Deferred Gift Annuity	-	-
Movable equipment, furniture			Net investment in plant	145,317,571	129,079,071
and library books	44,439,980	43,060,283			(14)
Construction-in-progress	12,185,371	1,549,895	Total investment in plant	<u>160,551,764</u>	<u>148,344,993</u>
Other Assets	265,716	286,299	Total plant funds	<u>\$ 162,994,638</u>	<u>\$ 150,146,628</u>
Less: accumulated depreciation	(62,611,684)	(57,915,687)			(15)
Total investment in plant	<u>160,551,765</u>	<u>148,344,994</u>			(16)
Total plant funds	<u>\$ 162,994,638</u>	<u>\$ 150,146,628</u>			(17)
			<b>Agency funds</b>		(18)
			Cash	-	-
			Deposits held in custody for others	560,786	7,556,166
			Due to educational and general fund	1,480,832	-
			Total agency funds	<u>\$ 2,041,618</u>	<u>\$ 7,556,166</u>
				[C]	[D]
					(19)
					(20)
					(21)
					(22)
					(23)
					(24)

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



EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON  
FOR THE TWELVE MONTHS ENDED JUNE 30, 2010  
With Comparative Figures at June 30, 2009

	FY 10		FY 09		FY 10 Projected Year End			
	Revised Budget as approved January 2010	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2009	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 10 Year End Budget	Projected % of Budget
<b>Revenues</b>								
<b>Appropriations</b>								
Subsidy	\$ 62,168,736	\$ 53,265,704	86.68%	\$ 52,981,736	\$ 52,981,736	100.00%	\$ 53,265,704	85.68%
SSI - Stimulus	-	8,903,032	-	-	-	-	8,903,032	0.00%
Access Challenge	-	-	-	6,202,382	6,350,449	102.39%	-	-
Jobs Challenge	-	-	-	237,287	175,605	74.01%	-	-
Delaware - Transfer In	1,311,043	251,002	19.15%	-	-	-	300,000	22.88%
	63,479,779	62,419,738	98.33%	59,421,405	59,507,790	100.15%	62,468,736	98.41%
<b>Student</b>								
Tuition	78,583,740	80,277,572	102.16%	67,061,018	66,851,569	99.69%	80,277,572	102.16%
Fees	5,350,420	5,204,135	97.27%	4,529,209	4,360,831	96.28%	5,204,135	97.27%
Special courses	500,000	862,708	172.54%	600,000	753,768	125.63%	862,708	172.54%
	84,434,160	86,344,415	102.26%	72,190,227	71,966,168	99.69%	86,344,415	102.26%
<b>Contracted Services</b>								
Net	255,585	292,219	114.33%	255,585	210,512	82.36%	300,000	117.38%
	255,585	292,219	114.33%	255,585	210,512	82.36%	300,000	117.38%
<b>Other</b>								
Miscellaneous	250,000	230,004	92.00%	250,000	167,397	66.96%	250,000	100.00%
	250,000	230,004	92.00%	250,000	167,397	66.96%	250,000	100.00%
Total revenues	148,419,524	149,286,377	100.58%	132,117,217	131,851,867	99.80%	149,363,151	100.64%
<b>Operating Expenditures</b>								
Educational & general (Instructional)	79,202,176	73,265,967	92.50%	69,238,352	66,057,855	95.41%	75,242,067	95.00%
ERC	1,800,336	1,730,605	96.13%	1,726,302	1,724,844	99.92%	1,800,336	100.00%
General	11,393,334	9,919,826	87.07%	10,785,558	9,105,268	84.42%	10,554,001	92.63%
Information Technology	12,176,666	10,657,750	87.53%	10,425,696	9,708,954	93.13%	11,567,833	95.00%
Student Services	10,804,703	10,009,958	92.64%	10,059,852	9,256,617	92.02%	10,804,703	100.00%
Operation and maintenance of plant	12,690,986	11,357,853	89.50%	12,707,221	11,057,952	87.02%	12,056,437	95.00%
Administration	7,739,646	6,505,939	84.06%	6,743,806	5,503,580	81.61%	7,414,350	95.80%
Transfer for debt service	1,548,819	1,548,819	100.00%	1,548,818	1,548,818	100.00%	1,548,819	100.00%
Delaware Campus	1,311,043	251,002	19.15%	-	-	-	300,000	22.88%
	138,667,710	125,246,718	90.32%	123,235,605	113,953,888	92.48%	131,288,546	94.68%
<b>Non-operating &amp; Encumbered</b>								
Transfer for equipment and replacement	2,200,000	-	-	3,400,000	-	-	2,200,000	100.00%
Transfer for capital improvements	-	-	-	-	-	-	-	N/A
Transfer for scholarships	-	-	-	3,500,000	-	-	-	-
Total expenditures and transfers	140,867,710	125,246,718	88.91%	130,135,605	113,953,888	87.57%	133,488,546	94.76%
Operational revenues	7,551,814	24,039,658	N/A	1,981,612	17,887,979	N/A	15,874,604	N/A
<b>Interest Income</b>								
Total revenues	\$ 7,551,814	\$ 1,020,360	33.18%	\$ 1,981,612	\$ 3,527,503	100.00%	\$ 1,020,360	N/A
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]
		25,060,018		21,415,482		108,071%	16,894,964	223.72%

**EXHIBIT C**

**COLUMBUS STATE COMMUNITY COLLEGE  
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT  
EDUCATIONAL AND GENERAL FUNDS  
FOR THE TWELVE MONTHS ENDED JUNE 30, 2010**

	Balance at June 30, 2009	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at June 30, 2010
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 12,071,024	\$ -	\$ 2,750,000	(24,247)	\$ -	\$ 14,796,777
Carpet/Furniture Reupholstering	79,840	-	-	-	(36,960)	42,880
Bolton Field Site Analysis	33,883	-	-	-	-	33,883
Utility Mapping	12,912	-	-	(12,912)	-	-
HVAC Replacement/Switch Room	2,509	-	-	(2,509)	-	-
Eibling Hall Renovations (CCPC) and Lobby	23,082	-	-	-	-	23,082
Davidson Hall 229,230	12,091	-	-	(12,091)	-	-
Space Efficiency Upgrades	4,790,318	-	-	-	(132,633)	4,657,685
Delaware Site Planning	64,824	-	-	(64,824)	-	-
Wayfinding Services	43,962	-	-	(43,417)	(545)	-
Project Planning	81,824	-	-	150,000	(123,149)	108,675
Renovate Union Hall Ground for PC Support	6,505,117	-	-	-	(416,612)	461,925
Site Development Delaware Campus	4,154,180	-	-	-	(1,130,582)	6,088,505
Bookstore/DX Modifications	297,469	-	-	-	-	3,023,598
Facilities Infrastructure Improvements	164,612	-	-	-	(93,102)	297,469
Delaware Hall Renovation	120,757	-	-	10,000	(127,658)	71,510
Capital Equipment	4,461,671	-	2,200,000	-	(1,697,078)	3,099
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	63,252	-	-	-	-	63,252
Budget/Tuition Stabilization	14,400,000	-	4,020,499	-	-	18,420,499
Early Retirement Payback	1,595,670	-	-	-	-	1,595,670
Accumulated Lab Fees	1,038,082	-	-	428,125	(219,865)	1,246,343
Broadbanding	293,354	-	-	-	(40,920)	252,434
Think Again Scholarship	5,958,176	-	-	-	(2,785,582)	3,172,594
Teaching and Learning Initiatives	5,000,000	-	-	-	(85,789)	4,914,211
Strategic Growth Initiatives	2,500,000	-	-	-	-	2,500,000
Technology Initiatives	2,500,000	-	1,600,000	-	(1,084,834)	3,015,166
Human Capacity Development/Wellness	500,000	-	-	-	(49,840)	450,160
Campus Safety Initiatives	1,369,001	-	-	-	(247,921)	1,121,080
Energy Efficiency/Sustainability Initiatives	3,957,048	-	-	-	(129,898)	3,827,150
Delaware Campus Operations	2,500,000	-	3,000,000	(251,002)	(129,158)	5,119,841
Health Care Self-Insurance Escrow	1,500,000	-	-	-	(221,982)	1,278,018
Health Care HSA Incentive	1,295,259	-	-	-	(301,071)	994,188
Self-Insured Workers Compensation Benefits	-	-	182,500	-	(15,000)	167,500
PERFORMS	250,000	-	250,000	-	-	500,000
Unallocated	78,434,930	-	14,002,999	177,124	(9,070,180)	83,544,873
Total General Fund	\$ 106,484,497	\$ 17,075,466	\$ (14,002,999)	\$ (177,124)	\$ 9,070,180	\$ 40,015,091
	[A]	[B]	[C]	[D]	[E]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE**  
**BOND FUNDED PROJECTS**  
**FOR THE TWELVE MONTHS ENDED JUNE 30, 2010**

EXHIBIT C-1

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations	Budget Reallocation 2010	Proceeds Expended to Date	Bond Proceeds Encumbered	Available to Spend	
	\$	\$	\$	\$	\$	\$	\$	(1) - (23)
Refunding 1993 Bonds	3,445,000	3,445,000	706,227	3,408	3,445,000	-	-	(1)
Bookstore Facilities	7,000,000	7,000,000	-	-	7,709,635	-	-	(2)
Aquinas Hall*	3,400,000	1,631,673	(88,521)	588	1,538,816	-	-	(3)
366/370 N. Grant*		1,760,304	(51,066)		1,709,238	-	-	(4)
Unallocated		8,022	(8,022)		-	-	-	(5)
Child Development Center	3,000,000	3,000,000	(891,666)	(108,124)	2,000,210	-	-	(6)
Columbus Campus Facility Projects								(7)
356 N. Grant			158,931	(8,953)	149,978.43	-	-	(8)
Madison Hall			62,913	6,076	68,989	-	-	(9)
Rhodes Hall			27,979		27,979	-	-	(10)
Franklin Hall Suite Efficiencies			80,950	2,800	83,750	-	-	(11)
Planning			100,000	409	100,409	-	-	(12)
TRIO			67,500	432	67,932	-	-	(13)
Student Life/Judicial			48,000	(3,284)	44,716	-	-	(14)
K-12 Move			20,000	(20,000)	-	-	-	(15)
Cisco Lab			65,000	(16,289)	48,711	-	-	(16)
339 Cleveland Avenue			55,000	(22,015)	32,985	-	-	(17)
Automotive Flooring			-	137,832	137,832	-	-	(18)
Bolton Field Upgrades			-	75,500	-	-	75,500	(19)
CWD Space Adjustments			-	16,000	-	-	16,000	(20)
Rhodes Hall Space Efficiencies			-	98,000	-	-	98,000	(21)
Issuance Costs	315,000	315,000	(55,830)	27,797	286,967	-	-	(22)
Interest Income	-	-	(297,395)	(190,177)	-	-	897	(23)
<b>Total</b>	<b>\$ 17,160,000</b>	<b>\$ 17,160,000</b>	<b>\$ (297,395)</b>	<b>\$ (190,177)</b>	<b>\$ 17,453,149</b>	<b>\$ -</b>	<b>\$ 190,397</b>	

\* These two projects were funded from both the General Fund and the Bond Proceeds.

\*\* As approved by the Board of Trustees on January 26, 2006, available balances in projects funded by the 2003 bond proceeds were reallocated to the Bookstore/Retail Complex.

\*\*\*As approved by the Board of Trustees on September 28, 2006, certain Columbus Campus Facility Projects may be funded by unspent balances from 2003 bond proceeds.

EXHIBIT D

COLUMBUS STATE COMMUNITY COLLEGE  
 OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES  
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2010  
 With Comparative Figures at June 30, 2009

	FY 10		FY 09		Projected FY 10 Year End Budget	Projected % of Budget
	Revised Budget as approved January, 2010	Actual to Date	Budget Expended to Date	Revised Budget as approved January, 2009		
<b>Sales/Revenues</b>						
Bookstore	\$ 12,743,992	\$ 14,320,922	112.37%	\$ 10,909,020	\$ 12,076,100	110.70%
Child Development Center	965,895	915,633	94.80%	957,608	964,500	100.72%
Food Services	364,390	340,250	93.38%	342,412	329,678	96.28%
Bridgeview	502,301	443,968	88.39%	482,218	432,421	89.67%
<b>Total Revenues before Grant Activity</b>	<b>14,576,578</b>	<b>16,020,773</b>	<b>109.91%</b>	<b>12,691,258</b>	<b>13,802,899</b>	<b>108.76%</b>
<b>Cost of Goods Sold</b>						
Bookstore	9,750,995	10,907,428	111.86%	8,207,686	8,957,981	109.14%
Bridgeview	24,213	24,975	103.15%	35,118	45,173	128.63%
<b>Gross Margin</b>	<b>4,801,370</b>	<b>5,088,370</b>	<b>105.98%</b>	<b>4,446,454</b>	<b>4,799,545</b>	<b>107.89%</b>
<b>Operating Expenses</b>						
Bookstore	2,288,223	2,058,211	89.95%	2,705,956	2,409,382	89.04%
Child Development Center	1,237,493	1,073,903	86.78%	1,129,847	1,104,873	97.79%
Food Services	77,363	72,998	94.36%	74,130	69,466	93.71%
Bridgeview	541,404	478,391	88.36%	504,385	431,442	85.54%
Auxiliary Administration	608,109	493,960	81.23%	-	-	0.00%
<b>Total Expenses before Grant Activity</b>	<b>4,752,592</b>	<b>4,177,463</b>	<b>87.90%</b>	<b>4,414,318</b>	<b>4,015,163</b>	<b>90.96%</b>
<b>Auxiliary Net Operating Income/(Loss)</b>	<b>48,778</b>	<b>910,908</b>	<b>-</b>	<b>34,136</b>	<b>784,382</b>	<b>2297.81%</b>
<b>Grant Income</b>	<b>-</b>	<b>87,840</b>	<b>0.00%</b>	<b>-</b>	<b>206,986</b>	<b>-</b>
<b>Grant Expense</b>	<b>-</b>	<b>87,840</b>	<b>0.00%</b>	<b>-</b>	<b>206,986</b>	<b>-</b>
<b>Net Grant Income/(Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income/(Loss)</b>						
Bookstore	704,774	1,355,284	192.30%	(4,622)	708,737	15333.99%
CDC	(271,598)	(158,270)	58.27%	(172,239)	(140,373)	81.50%
Food Services	287,027	267,252	93.11%	268,282	260,212	96.99%
Bridgeview	(63,316)	(59,398)	93.81%	(57,285)	(44,194)	77.15%
Auxiliary Administration	(608,109)	(493,960)	81.23%	-	-	-
<b>Net Auxiliary Income/(Loss)</b>	<b>48,778</b>	<b>910,908</b>	<b>1867.46%</b>	<b>34,136</b>	<b>784,382</b>	<b>2297.81%</b>
<b>Auxiliary Fund Balance at June 30, 2009</b>	<b>8,965,443</b>				<b>8,403,576</b>	
<b>Board Approved Improvements</b>	<b>(82,845)</b>				<b>(78,079)</b>	
<b>Transfers</b>						
<b>Auxiliary Fund Balance at June 30, 2010</b>	<b>\$ 9,794,505</b>	<b>\$ 9,794,505</b>	<b>[C]</b>	<b>\$ 9,109,879</b>	<b>\$ 9,109,879</b>	<b>[F]</b>
	<b>[A]</b>	<b>[B]</b>	<b>[C]</b>	<b>[D]</b>	<b>[E]</b>	<b>[G]</b>
						<b>[H]</b>

NOTES: Grant income is separately identified for a holistic view of CDC's financial picture. It is accounted for as a project account and not part of the Auxiliary Fund.

EXHIBIT E

**COLUMBUS STATE COMMUNITY COLLEGE  
CASH FLOW FORECAST  
AS OF JUNE 30, 2010**

	Actual January 2010	Actual February 2010	Actual March 2010	Actual April 2010	Actual May 2010	Actual June 2010	
Beginning Cash	\$ 5,546,734	1,905,928	1,966,845	8,588,881	3,347,456	2,261,628	(1)
Cash Receipts	7,786,472	6,837,034	15,284,407	8,848,712	6,843,327	9,638,001	(2)
Cash Disbursements	(12,627,766)	(11,944,439)	(13,576,027)	(13,890,610)	(12,982,860)	(13,612,267)	(3)
Financial Aid	(11,799,512)	168,322	29,913,656	(14,979,527)	53,705	10,777,840	(4)
Outflow for investments	-	-	(30,000,000)	-	-	(10,000,000)	(5)
Inflow from investments	13,000,000	5,000,000	5,000,000	15,000,000	5,000,000	8,000,000	(6)
Ending Cash	\$ 1,905,928	1,966,845	8,588,881	3,567,456	2,261,628	7,065,202	(7)

	Forecasted July 2010	Forecasted August 2010	Forecasted September 2010	Forecasted October 2010	Forecasted November 2010	Forecasted December 2010	
Beginning Cash	\$ 7,065,202	2,860,990	1,356,778	4,602,566	2,848,354	2,594,142	(8)
Cash Receipts	7,245,788	6,245,788	17,245,788	9,245,788	7,245,788	16,245,788	(9)
Cash Disbursements	(13,000,000)	(13,200,000)	(14,000,000)	(14,000,000)	(13,000,000)	(13,000,000)	(10)
Financial Aid	(8,450,000)	450,000	30,000,000	(12,000,000)	(500,000)	27,000,000	(11)
Outflow for investments	-	-	(30,000,000)	-	-	(28,000,000)	(12)
Inflow from investments	10,000,000	5,000,000	-	15,000,000	6,000,000	-	(13)
Ending Cash	\$ 2,860,990	1,356,778	4,602,566	2,848,354	2,594,142	4,839,930	(14)

**COLUMBUS STATE COMMUNITY COLLEGE  
PRESIDENT'S DISCRETIONARY FUND  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE TWELVE MONTHS ENDED JUNE 30, 2010**

**EXHIBIT F**

Cash at Beginning of Period		\$ <u>2,570</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	17,430	17,430	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
American Red Cross	1,500		(9)
Bexley Monk	600		(10)
Business First	50		(11)
Children's Hunger Alliance	1,500		(12)
Choices	1,000		(13)
Columbus Chamber of Commerce	750		(14)
Columbus Council on World Affairs	1,000		(15)
Columbus Housing Parnership	200		(16)
Columbus International Program	200		(17)
Columbus Metropolitan Library	1,000		(18)
Discovery Exchange	320		(19)
Event Marketing Strategies	300		(20)
Flowers	1,287		(21)
Friends of the Conservatory	300		(22)
Goodwill Columbus	150		(23)
Greater Columbus Community Helping Hands	100		(24)
House of Hope, Inc.	450		(25)
M. Valeriana Moeller - WELD Keynote event	120		(26)
MLK Breakfast Committee	351		(27)
Prevent Blindness	500		(28)
Southeast, Inc.	270		(29)
Tech Columbus	516		(30)
The Gathering	1,250		(31)
Thersa J. Gehr Reimbursement	67		(32)
The Homeless Families Foundation	100		(33)
Thurber House	125		(34)
YWCA Columbus	1,250		(35)
		<u>15,256</u>	(36)
		\$ <u><u>4,744</u></u>	(37)
	[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, INC.**  
**BALANCE SHEET AT JUNE 30, 2010**  
**With Comparative Figures at June 30, 2009**

<u>Assets</u>	<u>June 30,</u> <u>2010</u>	<u>June 30,</u> <u>2009</u>	
Cash	\$ 468,619	\$ 498,468	(1)
Investments at market value (see note)	4,281,112	3,549,665	(2)
Pledges Receivable	150,734	353,734	(3)
Student Emergency Loans restricted - Net	<u>1,297</u>	<u>1,297</u>	(4)
			(5)
Total Assets	<u>\$ 4,901,762</u>	<u>\$ 4,403,164</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ 1,320	\$ 222	(7)
Pledge Payable	-	40,000	(8)
Trade Payables	<u>-</u>	<u>1,857</u>	(9)
Total Liabilities	<u>1,320</u>	<u>42,079</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	3,423,180	3,304,126	(11)
Temporarily Restricted	1,731,578	1,706,577	(12)
Unrestricted	<u>(254,316)</u>	<u>(649,618)</u>	(13)
			(14)
Total fund balance	<u>4,900,442</u>	<u>4,361,085</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 4,901,762</u>	<u>\$ 4,403,164</u>	(17)
	[A]	[B]	(18)
			(19)

Note: Investments

Investments are valued at market, which is generally determined by use of published market quotations. Realized gains and losses from sale or redemption of investments are based upon the cost of the specific investment sold or redeemed. Purchases and sales of investments are reflected on a trade-date basis. A summary of investments is as follows:

	<u>Cost</u>	<u>Market</u>	<u>Percent of</u> <u>Portfolio</u>
Cash	\$ 176,984	176,984	4.13%
Equities	2,166,247	2,084,575	48.69%
Fixed Income	485,623	534,071	12.48%
Mutual Funds	<u>1,402,196</u>	<u>1,485,482</u>	<u>34.70%</u>
Total Investments	<u>\$ 4,231,050</u>	<u>\$ 4,281,112</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2010  
 With Comparative Figures at June 30, 2009

	June 30, 2010			Total All Funds	June 30, 2009 Total All Funds	
	Unrestricted	Temporarily Restricted	Permanently Restricted			
Revenue						
Contributions	\$ 107,107	\$ 246,863	\$ 89,189	\$ 443,159	\$ 584,573	(1)
Contributions for Columbus State Administration Fee Income	-	89,276	-	89,276	444,282	(2)
Investment Income	43,579			43,579	-	(3)
Realized	233,039	39,474	-	272,513	(381,182)	(4)
Unrealized	154,310	19,485	-	173,795	(245,898)	(5)
Investment income-subtotal	387,349	58,959	-	446,308	(627,080)	(6)
Total revenues	538,035	395,098	89,189	1,022,322	401,775	(7)
Expenditures						(8)
Scholarships	-	212,804	-	212,804	295,306	(9)
Contributions to Columbus State Administrative Fee Expense	-	84,276	-	84,276	444,282	(10)
Management and general	142,306	-	-	142,306	124,138	(11)
Total expenditures	142,306	340,659	-	482,965	863,726	(12)
Excess (deficit) of revenues over expenditures	395,729	54,439	89,189	539,357	(461,951)	(14)
Transfers	(427)	(29,438)	29,865	-	-	(15)
Fund balance at beginning of period	(649,618)	1,706,577	3,304,126	4,361,085	4,823,036	(16)
Fund balance at end of period	\$ (254,316)	\$ 1,731,578	\$ 3,423,180	\$ 4,900,442	\$ 4,361,085	(17)
	[A]	[B]	[C]	[D]	[F]	(18)



**COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2010**

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	\$ 50,605,531	\$ 50,605,531	0.12%	1
STAR Ohio/Plant	2,442,874	2,442,874	0.12%	1
STAR Ohio/Auxiliary	534,040	534,040	0.12%	1
CSCC Operating Fund 1	49,294,938	49,360,950	0.32%	147.6
CSCC Operating Fund 2	33,648,599	33,990,905	1.96%	820
Bond Proceeds	478,524	478,524	0.55%	1
Auxiliary Services	5,642,729	5,695,384	2.04%	677
Plant Fund	4,689,356	4,724,240	1.97%	803
	<u>\$ 147,336,590</u>	<u>\$ 147,832,448</u>		

\* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	36.25%
	Agencies	62.83%
	Cash & Equivalents	0.93%
		<u>100.00%</u>

2) **Inventories**

Bookstore inventories at year-end are stated at actual cost. At or near year-end a complete physical inventory is taken and adjustments, if any, are recorded.

3) **Plant Funds**

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in case of gifts. Depreciation of physical plant and equipment is recorded.

4) **Long-term debt**

Long-term debt consists of bonds payable in annual installments varying from \$545,000 to \$1,120,000 with interest at rates varying from 2.00% to 4.50%, the final installment being due in 2023, collateralized by a gross pledge basis, of the general receipts of the college, which include the full of every type and character of receipts, excepting only those specifically excluded which are primarily those that are appropriated from the State of Ohio.

Debt service for this long-term debt is paid from an annual allocation in the College's Operating fund, the Auxiliary Services fund, and from the State's Capital Component Program.

5) **Interfund Accounts**

All interfund borrowings have been made from current funds and amounts are due currently without interest.