



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
May 15, 2008

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

MINUTES

Present:

William J. Dolan, Vice Chair	Michael E. Flowers, Board
Michael C. Keller	Suzanne Stilson Edgar, Chair
William A. Antonoplos	Michael E. Flowers
Deborah Plousha Moore	Poe A. Timmons, Board
Dr. Richard H. Owens	Dr. Val Moeller, President
Will Kopp, V.P.	Dr. Kay Adkins, Provost
Dr. Deborah Coleman, V.P.	Terri Gehr, Sr. V.P.
Hamid Danesh, VP	Tim Wagner, V.P.
Connie Myers, Ex Officio Student	Paulette Fortea, Assistant to the President
Teresa Lister, Ex Officio Staff	

Guests: James Wyant, Business and Administrative Services

Ms. Suzanne Stilson Edgar, the Board Chair, called the meeting to order at 12:15 p.m.

(1) Tenure Appointments and First Promotions in Rank

The President explained to the Board that, in accordance with Tenure Policy No. 5-02 approved by the Board of Trustees and effective December 1, 2005, all individuals having met the eligibility requirements for tenure and first promotion were reviewed by the Department Chairperson, the Division Dean, the Promotion and Tenure Review Committee, the Provost, and the President. Eleven (11) faculty members were recommended to the Board of Trustees for tenure. All eleven (11) of faculty members are also being recommended for first promotion in rank to Assistant Professor.

The college is requesting that the following individuals be granted tenure effective at the beginning of the 2008-2009 contract year:

Lisa L. Gordon	Communication skills
Erica D. Swarts	Social & Behavioral Sciences
Julia A. Shew	Mathematics
Shirley Keckley	Nursing and Related Services
Naomi Lee	Practical Nursing
James Higgins	Marketing & Graphics
Norman Clevenger	Marketing & Graphics
Jan Van Horn	Hospitality Management
Keith Sanders	Electronic Engineering Technology
Dean Bortz	Construction Management
Margaret Mayo	Allied Health Professions

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

(2) Revision of Policy 5-15, Advisory Committees

The President explained that, in order to gain clarity of the role of the Advisory Committees, and to make them more representative of Columbus State's community employers, and to ensure the committees receive advice that is objective from service area businesses and industry, it was necessary to revise Policy 5-15 which has not been revised since it was written in 1985. Dr. Moeller also advised that the proposed policy has been reviewed by both Councils of Shared Governance and that they give their recommendation.

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

(3) Performance Management Policy

Mr. Tim Wagner, Vice President of Human Resources, gave an overview of the proposed Performance Management Policy for non-bargaining employees and administrators. He explained that a compensation study was done by the college to determine the best way to align salary increases with the goals and direction of the college. This new compensation system is designed to reward high levels of performance and development along with years of service, as well as aid the institution in attracting, retaining and motivating those individuals best able to support the college in reaching and maintaining its strategic goals.

The proposed policy would establish:

1. salary administration via a broad banding pay delivery system;
2. a goal-setting methodology mutually between the supervisor and the employee;
3. a performance review system to include performance planning/goal setting—midyear review—and final review each year;
4. a career enrichment program for highly engaged employees;
5. multiple methods of pay including yearly salary increases as well as bonuses and other incentives;

6. a definition for a break in service that will better serve the college for salary and benefit administration;
7. an additional tool to attract hard-to-recruit positions used by private sector employers.
8. It would also provide for the benchmarking of salaries to private and public sector markets that are comparable to positions in higher education.

He indicated that, if approved, the new policy would go into effect starting July 1, 2009.

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

(4) Salary Adjustments

Dr. Moeller then requested that an annual salary adjustments pool for non-bargaining employees and administrators be set at a 3.75% increase. She explained that the increase is a merit increase and is based upon annual evaluations which are done on or close to each individual's anniversary date. The following adjustments were recommended:

For Full-time Employees

Due to the proposed broad banding provisions of the new Policy, it would be unnecessary to adjust salary ranges at this time.

For Adjunct Faculty:

All adjunct faculty to be paid the flat rate of \$43.06 per contact hour.

For Part-time Employees:

All part-time employees will receive a 3.75% increase per hour

It was noted that all three actions are to be effective with the pay period beginning July 1, 2008.

There was discussion regarding the means by which the college arrived at the 3.75%. Mr. Wagner explained that they used several study references in the industry comparing community colleges in the mid west.

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

(5) **Building E, Delaware Campus**

The President announced that the bids for the Delaware campus building project have been selected and have come in under budget. This has allowed for an increase in square footage to 88,000. The bids selected are as follows:

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General	Miles-McClellan	\$11,087,500
HVAC/Plumbing	TP Mechanical	3,383,400
Electrical	Vaughn Industries	\$ 2,512,900
IT	Jacobs Telephone	\$ 80,686
Building Automation	Johnson Controls	\$ 420,396

The question was asked if the college has a commitment to diversity when bidding out projects. Ms. Terri Gehr, Sr. Vice President for Business Administrative Services and CFO, stated that the college uses the state-mandated process when considering bids in that the state owns the construction, which is then turned over to the college upon completion.

It is anticipated that completion of the project will be in the spring of 2010.

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

(6) **Renovation of Delaware Hall**

The President advised the Committee that the renovation of Delaware Hall is part of the plan that the Board approved at its July 2005 meeting. Therefore, the College is requesting the Board to now approve \$175,000 in capital for the renovation costs.

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

(7) Acquinas Hall Boiler Replacement

Dr. Moeller explained that, as part of the Colleges' maintenance program, the boiler in Aquinas Hall is old and needs to be replaced with more energy efficient boilers. In the Capital Improvement Plan for 2009-2014, the Board previously approved this project. The College is requesting approval of the contract with CD Whitfield for this project in the amount of \$187,479 being the lowest most responsible bid.

Trustee Mead suggested that, since the construction projects on the agenda are of such importance, it might be best to pull them from the Consent Agenda and make them separate agenda items under "building projects and construction" for consideration. The Committee agreed with the recommendation.

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

(8) Nestor Hall Granite Replacement

Ms. Gehr advised the Committee that the granite façade on the exterior of Nestor Hall has greatly deteriorated and needs to be replaced. A copy of the bid submitted by Roger Fields & Associates, being the lowest and most responsible bid in the amount of \$152,400, was submitted to the Committee for review. The College is requesting approval to enter this contract as stated.

There was discussion on the College looking into the warranty of the materials and whether it may be prudent to talk to the previous contractor to determine if the original product may have been defective. Ms. Gehr stated that the College would look into this situation and report back.

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

(9) Capital Improvement Allocation

Ms. Gehr advised the Committee that the College is looking at a new process for how Capital Improvement funds are allocated. This would involve having an allocation set aside for ongoing maintenance to make the College more efficient and safe. This would allow the College more latitude to do ongoing projects. She stated that, in the past, those funds were set aside in the Operating Budget.

The College is asking the Board to authorize the allocation of \$250,000 for ongoing maintenance projects as needed for Auxiliary Enterprise facilities; that the President be authorized to pre-approve funds from the Capital Improvement & Land Acquisition account, who will then report to the Board on an annual basis those projects and allocation amounts.

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

(10) Operating Budget for Fiscal Year 2009

Ms. Gehr gave a narrative describing the revenue and expense assumptions being proposed for the Fiscal Year 2009 Operating Budget. She also introduced Jim Wyant who works closely with Ms. Gehr in putting the budgets together. Ms. Gehr explained that what the College is trying to accomplish is to ensure that the University System of Ohio Ten-year Plan aligns with the College's goals. She also gave an overview of the discussions at the May 8th Board Retreat, as well as the Resource Planning Guidelines which the Board approved in November, 2007, and other planning assumptions.

The Board is being requested to approve the Fiscal Year 2009 Operating Budget for Columbus State Community College, the Child Development Center, Bridgeview, the Bookstore, Food Service and Auxiliary Enterprises. The college is also seeking approval to spend up to \$900,000 for academic equipment and materials for student labs. This would come out of the Accumulated Lab Fees account.

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

(11) Personnel Information Items

There was no discussion of the personnel information items; they are presented to the Board for informational purposes only.

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

(12) Financial Statements as of April 30, 2008

Ms. Gehr reported on the college's financial statements as of and for the ten months ended, April 30, 2008.

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

Other Business

The President asked the Board if they would consider using some of the College fund balance for Fiscal Year 09 to create a scholarship fund that could be offered to potential students who would like to attend college, but do not qualify for available scholarships. Dr. Moeller stated that this program could be offered in conjunction with the Columbus State Development Foundation in order to obtain matching funds. She noted that this scholarship fund would be a good way to convey to the community the Board's support for the College.

The Committee of the Whole agreed to bring this action before the Board at its next meeting for approval in order to have it underway in time for fall quarter enrollment.

There being no further business to come before the Committee, the meeting was adjourned.