



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
March 20, 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
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	Darrell Minor, Ex Officio Faculty
Connie Myers, Ex Officio Student	Paulette Fortea, President's Assistant

Guests: Aletha Shipley, Business and Administrative Services

In the absence of Ms. Edgar, the Board Chair, Mr. William Dolan, Vice Chairperson, called the meeting to order at 12:20 p.m.

(1) **Approval of Sixteen (16) New Full-time Staff Positions**

The President explained to the Board that, in order to maintain quality operations of the college and to enhance staff capacity due to the rapid growth of the college, additional staff positions are necessary. Specifically needed are the following sixteen (16) positions:

- One Office Associate (Human Resources Human Capacity Development)
- Two Communication Technicians (Dispatchers) Public Safety Department
- Three Police Shift Supervisors (Public Safety Department)
- One Emergency Management Coordinator (Public Safety Department)
- One Lab Technician (Applied Technologies Department)
- One Teaching Assistant (Hospitality, Massage Therapy)
- One Academic Coordinator (Nursing Department)
- One Advisor (K-12 Initiatives)
- One Coordinator of Judicial Affairs (Student Life Department)
- One Disability Services Assistant (Student Life Department)
- Two System Administrators, ERP Environments (Data Center)
- One Coordinator, Media Relations (Institutional Advancement)

The college is requesting that the Board of Trustees approve the sixteen (16) staff positions listed above as permanent staff positions. The total annual cost of the sixteen positions from the General Fund will be \$643,826 for salary, \$198,803 for benefits, \$32,200 for equipment, \$13,600 for other costs, totaling \$888,429.

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

(2) **Make Permanent One (1) Temporary Staff Position**

President Moeller explained that, in order to fill a temporary need and/or to test the need for a position, the college sometimes engages employees on a full-time temporary basis. This position is now considered necessary on a permanent basis for the more efficient operation of the President's office, Institutional Advancement, Knowledge Resources and Planning and Community Outreach departments. Funds for this position are already budgeted into the Revised FY-2008 Budget. No new funds would be needed for this position.

The college is requesting that the Board of Trustees approve the following permanent full-time staff position listed below:

Office Associate, Office of the President

The total annual cost from the General Fund will be \$28,652 for salary, \$10,842 for benefits totaling \$39,494.

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

(3) **Allocation for Public Safety Systems**

The President advised the Committee that, in November, 2007, the Board allocated \$2 million for strategic campus safety initiatives for system enhancements. As part of the college's public safety plan, there is a need for the upgrade of certain equipment and other aspects of its safety and security systems. Therefore, the college is asking the Board to allocate \$850,000 to begin the first phase of the safety plan.

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

(4) **27-S Parking Lot Renovation**

President Moeller asked the Board to authorize a project budget of \$616,000 for renovations to the 27-S parking lot which will provide additional student parking spaces as well replace sidewalk and curb areas; and, after consideration of several bids using the bidding process required, that the lowest responsible bidder be awarded the contract as follows:

<u>Company</u>	<u>Amount</u>
WB Republic Builders LLC	\$439,000

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

(5) Revisions to Policy 9-10, Investments

Ms. Gehr gave an overview of HB 119 and the changes in the law pertaining to the investments of public higher education institutions. She advised that these changes prompted the college to review and update its investment policy. The following are proposed changes:

1. Define more specifically the list of authorized investments;
2. Expand the specificity of the college's reporting requirements to align with practice, which is a strong internal control;
3. Outline the parameters within which securities can be sold prior to maturity.

Ms. Gehr also stated that the proposed changes have also been reviewed and recommended by the Councils of Shared Governance.

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

(6) Internal Audit Functions

The President directed the Committee's attention to a memorandum from Ms. Gehr which addressed the issue presented by the external auditors at the last Board meeting of not having the internal audit function covered. After extensive research of other Ohio colleges similar to Columbus State, it is the college's recommendation to go with an outside entity for the internal audit function and then reassess this decision at a later date.

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

(7) **College Goals**

Mr. Dolan explained that, at the Board Retreat in 2006, they discussed more specific goals, internal and external environmental scans, as well as performance measures for the president. It was explained that a Board committee, comprised of Trustees Edgar, Dolan and Keller had been working to develop measurable goals to align with the Strategic Plan for the University System of Ohio developed by the Chancellor for the State. Draft #3 of the Plan was given to the Committee for review.

It was also noted that these goals will not be an item for discussion at the Board meeting, but will be further discussed at the Retreat on May 8, 2008.

(8) **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.

(9) **Financial Statements as of February 29, 2008**

Ms. Gehr reported on the college's financial statements as of and for the eight months ended, February 29, 2008.

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

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