

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
March 17, 2005

MINUTES

Present:

Paula A. Inniss	Dr. Deborah Coleman
Dwight E. Smith	Jeanne Patton
Jeffrey L. Scheiman	Will Kopp
Suzanne Stilson Edgar	Hamid Danesh
Priscilla D. Mead	Tim Wagner
Dr. Val Moeller	Jennifer Snider, Ex Officio Staff
Terri Gehr	Karl Rieppel, Faculty
Dr. Michael Snider	Cheryl Hacker, Asst. Attorney General

Paula Inniss, Board Vice-Chair, called the meeting to order.

(1) Revision of Policy No. 9-06 (Employee Travel and Reimbursement)

This policy has not been updated since 1985, so it is being revised to make it current with college rules and practices. The corresponding procedure will also be updated. The proposed policy makes clear that travel expenses must be incurred for the purpose of advancing the college's mission and goals.

The college is requesting that the Board of Trustees approve the revision to Policy No. 9-06 (Employee Travel and Reimbursement) to become effective April 18, 2005.

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

(2) Rescission of Policy No. 13-04 (Telephone Service)

This policy is being rescinded because it has become redundant; it is now covered in the Operational Budget Policy and Procedures, No. 9-01.

The college is requesting that the Board of Trustees rescind Policy No. 13-04 (Telephone Service) effective April 18, 2005.

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

(3) Tuition Fee Increase

Dr. Val Moeller, President, advised that given the significant uncertainty of state funding and the decrease in enrollment, the college needs to assess its financial status and implement cost-saving initiatives. Several actions in this agenda address those issues, including the tuition increase, the Early Retirement Incentive Plan, and the guiding principles for planning a second campus. The college is recommending increasing tuition rates by 4.1 percent, which would increase in-state tuition by \$3 per quarter credit hour. This increase in student fee revenue will give the college the resources it needs to continue providing instructional services to its students. Winter Quarter 2005 enrollment is down about 10 percent from last year at this time. Board members commented that the college needs to try to determine why we are experiencing such an enrollment decline and try to address that situation.

The college is requesting that the Board of Trustees approve, effective Summer Quarter 2005, the following tuition rates:

- (1) Ohio Resident Fee: \$76 per credit hour. This fee will include a \$67 instructional fee and a \$9 general fee.
- (2) Non-Ohio, U.S. Resident Fee: \$168 per credit hour. This fee will include a \$152 instructional fee and a \$16 general fee.
- (3) International Student Fee: \$202 per credit hour. This fee will include a \$181 instructional fee and a \$21 general fee.

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

(4) Early Retirement Incentive Plan

At various times throughout the history of the college, a voluntary ERIP has been offered when conditions warranted. Recently enrollment has been flat or declined slightly. State funding for higher education continues to decrease, and therefore it is important that the college look at the proper alignment of staff, administrators, faculty, and resources. The voluntary ERIP will provide the opportunity for the college to take a comprehensive look at the organizational structure which may require replacement of some retired employees at lower salary levels, non-replacement of some retired positions, and/or the reorganization of some departments to better streamline the organization and service delivery.

The college is requesting that the Board of Trustees authorize the expenditure of 2.8 million dollars from unallocated funds for the purpose of funding a three-year Early Retirement Incentive Plan to all interested eligible employees in both the School Employees Retirement System (SERS) and the State Teachers Retirement System (STRS). The college would purchase 3 years of service for each interested employee who meets the eligibility criteria set by the respective retirement systems. The program will be governed by the rules in each system.

In addition, the college would restrict the total number of employees taking advantage of this program to no more than 10 percent of the total number of employees covered by each individual system as of July 1, 2005. The college would offer the program for a one-year window commencing July 1, 2005, through June 30, 2006. Further, the college would also establish a sign-up period of 90 calendar days commencing July 1, 2005.

Lastly, if approved, the details of the ERIP will also be addressed with the respective unions as appropriate by law.

Tim Wagner, V.P. for Human Resources, estimated that there are at least around 50 people who would qualify for this buyout: 12 administrators, 20 faculty, and 17 staff. It would take about two years to recoup the cost of the buyout.

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

(5) Guiding Principles for Planning a Second Campus

In September 2004, the college purchased 108.662 acres of land in Delaware County to establish a second campus to enhance services to a growing population in its four-county service district. In early February 2005, the State's Fiscal Year 2005-06 Capital Appropriations Bill was enacted. The legislation included a \$19.7 million allocation for a first building on the Delaware Campus.

At its annual retreat in January 2005, the Board of Trustees discussed various matters relative to planning a second campus. A consultant with broad and varied experiences relevant to multi-campus management shared experiences, insights, and cautions that served as the basis for several critical success factors that the Board identified for use by the President in beginning and continuing the process of facilities planning for Columbus State Community College.

The college is requesting that the Board of Trustees approve the following key success factors as guiding principles for planning a second campus:

- (1) Maintaining an understanding that Columbus State Community College is one college with one vision, one mission, and one team of employees.
- (2) The college's *campuses* are those locations at which the college owns property and on which there is potential for growth in the number of degrees and certificate programs offered. Other facilities at which the college provides course offerings and services that advance its mission shall be considered college *sites*.
- (3) Prudent and financially sound decision-making is critical; there is little if any margin for error given the college's limited resources, the need to maintain affordable tuition, and the continued uncertainties of the State of Ohio's support for higher education. Growth needs to be managed relative to resources available to sustain quality programming and operations.
- (4) Operational and maintenance efficiencies need to be primary considerations in building design.
- (5) Student services must be efficiently delivered.
- (6) Ensuring that the college President is the primary face of the college.
- (7) Administrators need to assume both collegewide and campus-specific roles.
- (8) Program and other decisions relative to a second campus must be examined holistically, with clear understandings of their impact on the Columbus campus and on sites.
- (9) Resources necessary to engage in thoughtful planning should be budgeted so as to ensure sound decision-making on this significant endeavor.
- (10) When possible and practicable, seek strategic opportunities with community partners that are mutually synergistic.

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

(6) Financial Statements

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services, reviewed the financial statements, advising that Winter Quarter enrollment was higher than budgeted, so we are on track and will be above our revenue projections if enrollments hold. The golf course and the Child Development Center are tracking to their revised budgets. She reviewed the investment information on page 26, and the Board requested that future financial statements add weighted "Return on Investment" (ROI) information.

The college is requesting that the financial statements as of and for the eight months ended February 28, 2005, be accepted as presented.

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

(7) **Percent for Art**

Ms. Gehr displayed models and slides of a multi-piece granite and steel sculpture by Michigan artist David Barr which will span both sides of Cleveland Avenue adjacent to the Center for Technology and Learning, Academic Center D, and the new retail complex. Construction of the sculpture will begin this summer. The artwork is funded by the state of Ohio's "Percent for Art" program, which designates that one percent of every state-funded building project must be used for art that will enhance the building site. The sculpture will cost \$315,000. The sculpture consists of several large granite boulders, entwined with red steel shafts, on the south side of the Center for Technology and Learning. Across the street a 36-foot red steel sculpture will complete the work.