

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
July 21, 2005

MINUTES

Present:

Dr. Susan C. Finn, Board	Tim Wagner, V.P.
William A. Antonoplos, Board	Dr. Deborah Coleman , V.P.
Dwight E. Smith, Board	Jeanne Patton, Asst. to Pres.
Suzanne Stilson Edgar, Board	Will Kopp, V.P.
Dr. Val Moeller, President	Michelle Kohar, Ex Officio Staff
Terri Gehr, Sr. V.P.	Steve Abbott, Ex Officio Faculty
Dr. Michael Snider, Provost	

Dr. Susan Finn, Board Chair, called the meeting to order.

(1) Emeritus Status for Richard D. Wirtz

Dr. Val Moeller, President, advised that Richard D. Wirtz has been a valued employee at the college for 19 years, retiring in March 2004 as an Associate Professor from the Heating, Ventilating and Air Conditioning Technology. He is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Richard D. Wirtz effective August 1, 2005.

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

(2) Emeritus Status for Valerie Smith Prosser

Dr. Moeller advised that Valerie Smith Prosser has been a valued employee at the college for 30 years, retiring in December 2004 as a full professor from the Mental Health, Chemical Dependency, and Mental Retardation Technology. She is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Valerie Smith Prosser effective August 1, 2005.

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

(3) Bridgeview Golf Course Improvements

The Board of Trustees previously approved \$300,000 from the Auxiliary Services Fund for essential capital improvements at Bridgeview Golf Course, Inc. The work to replace the storm sewer system and to install a new pump station and related sanitary lines will occur this summer, at an estimated cost of \$149,338 in accordance with the following project budget. Additional work to repair cart paths will be completed in late fall.

Storm/Sanitary Sewer Systems Project Budget

Construction	\$109,538
Construction Contingency -10%	11,000
A/E Design Fees	23,300
Permit, City of Columbus Costs	700
Advertisements	2,800
Seeding, straw, irrigation pipe, other	<u>2,000</u>

Total: \$149,338

Bids for the work were sought through the state-mandated bid process. Having received no bids through that process, the college's attorney advised that letterhead bids be sought for the work, of which five were received. The lowest bidder was Facemeyer Excavating.

The college is requesting that the Board of Trustees authorize the bid listed below, and enter into contract with the contractor to perform the work on the Storm / Sanitary Sewer systems.

<u>Contract</u>	<u>Contractor</u>	<u>Actual Quote</u>	<u>Bid Estimate</u>
General	Facemeyer Excavating	\$109,538	\$146,665

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

(4) Capital Improvements Requests for Fiscal Years 2007-2012

Every two years, the Ohio Board of Regents (OBOR) requests from colleges and universities a six-year capital improvements plan. This plan will assist in the development of OBOR's biennial capital improvements appropriation request for

Fiscal Years 2007-2008, and a comprehensive six-year capital plan for public institutions of higher education. Each institution's six-year plan is due to OBOR in late August 2005. Columbus State's proposed six-year plan is outlined below. It reflects the college's current plans for its campuses, and notes that plans for the third biennium will be determined at a later time.

Priority	Project Title	Total Project Cost	Sources of Funds
FIRST BIENNIUM: 2007-2008			
1	Delaware Hall Renovation/Columbus Campus	\$5.4 - \$7 million*	State
2	Planning Funds-Building F/Delaware Campus	\$2 million	State
3	Facilities Renovations **	\$7.5 million	Local
SECOND BIENNIUM: 2009-2010			
1	Construction-Building F/Delaware Campus	\$21 million	State
THIRD BIENNIUM: 2011-2012			
	To be determined.	\$5.4 - \$7 million	State/Local
* Estimate is currently being determined.			
** Portion of previously approved work to be completed within this biennium.			

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

(5) Revision of Policy No. 7-01 (Admissions)

Key revisions to the policy include simplification of the language, moving details that were in policy to the procedures section, and updating processes to bring them into compliance with current technology (e.g., the new Colleague system) and services. The existing Policy No. 7-01 (Admissions) was last revised in 2000. The proposed policy and related procedures were deliberated and recommended by both councils of Shared Governance.

The college is requesting that the Board of Trustees approve the revisions to Policy No. 7-01 (Admissions) to become effective August 15, 2005.

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

(6) Revision of Policy No. 9-02 (Capital Expenditures)

Key revisions to the policy include establishing a purpose statement that speaks to both facilities and equipment resources, since both are “capital”; codifies in policy the definition of “campus” and “site” previously approved by the Board of Trustees as part of guiding principles for planning a second campus; tightens existing language related to approval of capital budgets by the Board of Trustees; and specifically notes that in administering capital budgets, the college shall abide by college policy and procedure and by all federal, state, and local statutes and regulations. The current Policy No. 9-02 (Capital Budget) was last revised in 1997. The proposed policy and related procedures were deliberated and recommended by both councils of Shared Governance.

The college is requesting that the Board of Trustees approve the revisions to Policy No. 9-02 (Capital Expenditures) to become effective August 15, 2005.

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

(7) Personnel Information Items

There was no discussion of the personnel information items. They are presented to the Board for information only.

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

(8) Preliminary Year-End Financial Statements

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services, reviewed the preliminary year-end financial statements, advising that we are showing a net operating balance for FY-2005 of approximately \$9.5 million. Because we earn the state’s subsidy allocation in arrears, this year’s subsidy is greater than last year’s because of enrollment growth in past years. Therefore, during what was a year of decreased enrollment, the college received subsidy earnings based on two of its highest enrollment years. Conversely, in future years the college will have to manage its expenses within subsidy allocations based on lower enrollments, potentially needing to tap its contingency funds.

Preliminary year-end figures indicate that the Bookstore will net more than \$200,000. The Child Development Center will be approximately on budget, possibly needing an additional \$4,000 in subsidy. The Bridgeview Golf Course is having its best year ever;

total sales are up 10 percent over the same period last year. The Development Foundation had 44 percent more in donations than last year, but losses in investment income left the year-end fund balance approximately the same as last year.

Parms and Company will be the college's auditors for the next five years.

The Board discussed investments of college funds. The college's portfolio is invested in STAR Ohio, Treasury Bills, and federal agencies. We have two investment advising companies which were selected after a rigorous assessment process, and both are public funds managers. A number of internal control procedures are in effect to monitor and safeguard the investment process. For example:

- Information is provided every month to Terri Gehr from the investment advisors, and that information is shared with the President.
- Ms. Gehr and the President meet quarterly with the advisors.
- Any transfer of funds requires two college treasurer signatures.
- No transactions can be made by only one person.
- All investments are listed in the college's monthly financial statements.
- Ms. Gehr, who is designated as the college's Treasurer, cannot make any investments without the President's approval, and that is documented in writing.

The college is requesting that the preliminary year-end financial statements as of and for the year ended June 30, 2005, be accepted as presented.

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