

# COLUMBUS STATE

COMMUNITY COLLEGE

## **BOARD OF TRUSTEES**

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## **BOARD EX-OFFICIOS**

Aloysius Kienee, Staff Member  
Thomas Shanahan, Faculty Member  
Stephen Skinner, Student Member

## **AGENDA**

### **BOARD OF TRUSTEES MEETING**

Thursday, May 23, 2019

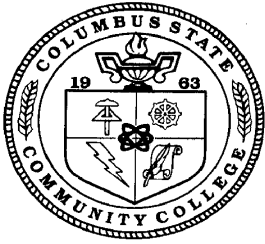
Pete Grimes Board Room, Franklin Hall

6:00 PM

- I. Call to Order
- II. Roll Call
- III. Certification of Conformity with Section §121.22(F) of the Ohio Revised Code
- IV. Opening Remarks from Chair Restrepo
- V. Opening Remarks from President Harrison
- VI. Approval of Minutes
- VII. Tenure Appointments and First Promotion in Rank .....1
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- XI. Construction Contract Approvals: Aquinas Building Envelope Repair & TL Boil Replacement.....14
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- XIII. Limited Delegation of Authority to Approve Appointment of College Trustee(s) to Columbus State Community Partners Board of Directors.....23

DAVID T. HARRISON Ph.D. **PRESIDENT**

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| XIV.   | Financial Statements as of and for the Ten Months Ended April 30, 2019..... | 24 |
| XV.    | Personnel Information Items (Information Only).....                         | 37 |
| XVI.   | President's Report  |    |
| XVII.  | Old Business  |    |
| XVIII. | New Business  |    |
| XIX.   | Public Participation  |    |
| XX.    | Executive Session ( <i>if needed</i> )                                      |    |
| XXI.   | Adjournment   |    |



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

## **SUBJECT:**

Tenure Appointments and First Promotion in Rank

## **BACKGROUND INFORMATION:**

In accordance with Promotion and Tenure Policy No. 5-19 approved by the Board of Trustees and effective August 31, 2015, all individuals having met the eligibility requirements for tenure and first promotion were reviewed by the Department Chairperson, Department Promotion and Tenure Review Committee, the Division Promotion and Tenure Review Committee, the Division Dean, the College Promotion and Tenure Review Committee, the Senior Vice President for Academic Affairs, and the President. Four faculty members received recommendations that they be awarded tenure and promotion in rank to Assistant Professor by the Board of Trustees of the Columbus State Community College.

## **RECOMMENDATION:**

That the following four individuals be granted tenure and be promoted in rank to Assistant Professor effective at the beginning of the 2019-2020 contract year and invited to attend the September Board Meeting to be recognized.

### **Business, Engineering & Technologies**

Melissa Marmie                      Business Programs

### **Health & Human Services**

Jennifer Mauck                      Nursing

Patricia May-Woods                Human Services

Yvette Johnson                      Veterinary, Imaging & Surgical Technology



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

**DATE:** \_\_\_\_\_

## **SUBJECT:**

Tuition

## **BACKGROUND INFORMATION:**

Pursuant to Policy 1-08, the Board of Trustees has the authority to establish schedules of fees and tuition.

Columbus State received the 2019 Leah Meyer Austin Award from Achieving the Dream, a national organization of community colleges, which recognizes the community college that has shown the strongest improvement in student success. Columbus State's investments in closing performance gaps for low-income students and students of color have led to the largest graduating class in the College's history.

Columbus State's tuition policy reflects the ongoing priorities of student success and accessibility by striving to keep college affordable for its students while simultaneously providing the holistic supports and high-quality instruction that lead to the completion of a meaningful degree or certificate. This has been accomplished through aggressive reallocations, increased revenue through grants, tuition, and State subsidy, and increased support through strategic partnerships. Examples include:

- Continuing to focus on minimizing student debt and establishing affordable pathways to the bachelor's degree through the Preferred Pathway Program. By starting at Columbus State, students can save 40-70% on the cost of tuition for a bachelor's degree at one of nine partner universities.
- Scaling a co-requisite model for English classes, known as the Accelerated Learning Program, that is increasing completion rates for students not quite ready for college-level English and accelerating their readiness to the point of exceeding their college-ready peers. This model also allows students to take in one semester of what used to take two therefore accelerating completion and educational cost savings to students.
- Ensuring that students receive quality instruction and training that prepares or retools them for the jobs that employers need by making priority investments like recruiting 28 faculty in high-demand academic program areas, more closely engaging employers, and modernizing instructional spaces.
- Continuing to make textbooks more affordable through developing more Open Educational Resources (OER) that are completely free to students and increasing the availability of content available through an Inclusive Access platform that converts

physical course materials into accessible, interactive digital content at a significantly reduced cost to students.

- Advancing the College's financial stability framework with the goal of eliminating non-academic barriers and providing the wrap-around support uniquely needed by each student to successfully complete his/her goals. Examples include additional case-workers through strategic partnerships, food markets for students who are challenged with food insecurity, and emergency grants that help students through unforeseen financial hardships.

The Executive and House versions of H.B. 166, the State's FY20-FY21 Biennial Budget, provides community colleges the authority to increase tuition in both FY20 and FY21. Since this legislation is still pending, for budget planning purposes, the College has not assumed a tuition increase in its FY20 operating budget. If a tuition increase is enacted, the College will use the additional resources to increase scholarships and invest in personnel to continue advancing student success and meeting workforce needs.

**RECOMMENDATION:**

That the Board of Trustees approves tuition rate adjustments for the FY20 and FY21 operating budgets as authorized through H.B. 166 as enacted. If flexibility is provided on how to allocate increases over the biennium, the Board authorizes the President to apply the increases as the needs of the College warrant.



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

## **SUBJECT:**

Operating Budget for Fiscal Year 2020

## **BACKGROUND:**

Columbus State Community College Policy 9-01 requires that the Board of Trustees approves the District's operating budget prior to the beginning of each fiscal year. Fiscal Year 2020 (FY20) begins on July 1, 2019.

Columbus State has made significant progress with increasing graduation rates, completion rates, and retention rates while closing achievement gaps over the last 10 years as evidenced by recently being named Achieving the Dream's Leah Meyer Austin Award recipient. This initial progress was primarily attributable to the implementation of proven student success initiatives that aimed at making help unavoidable.

As the success from those initial investments began to plateau a few years ago, the College initiated the migration to a comprehensive completion model that provides for clear academic pathways and a support structure that meets the unique needs of all students. That work was accelerated through a 2017 Title III grant awarded to the College by the U.S. Department of Education which established momentum goals that led to targeted investments in supporting students close to being ready for college level coursework to catch up and successfully complete their first year and tailoring assistance to students who have already earned 30 credits to complete a meaningful credential.

This year's budget will continue the work outlined above while also making investments in priority areas, including our faculty and staff. Making these priority investments was difficult and required aggressive reallocations given that the current operational budget and actual financial operating results are at a break-even state – the result of overall enrollment remaining stagnant or slightly declining for several years due mostly to a continuing strong economy. In response, an enrollment strategy has been developed and will begin with better alignment of our people, processes, and technology as it relates to our adult students. We will also increase our capacity to prepare students for in-demand careers and provide affordable pathways to bachelor's degrees through university partnerships.

Following are more specific revenue and expenditure assumptions supporting the FY20 budget. Additionally, one-time strategic investments from FY19 net operating revenues are outlined.

## **Revenue**

- *Tuition Revenue.* Notwithstanding increased enrollment assumed as a result of additional academic program offerings at Mitchell Hall, enrollment of non-high school students is projected to be 1.2% down for FY20 while *College Credit Plus (CCP)* enrollment is projected to increase by 5.3%. The assumption is that CCP will continue to grow but at a lower rate than previous years due mostly to limited instructional capacity at our high school locations. With regard to Mitchell Hall, a 30% enrollment increase is assumed based on expanded course offerings and increasing the number of classes taken by emphasizing eight-week terms within the Hospitality Management and Culinary Arts curriculum. This ultimately results in overall enrollment to be projected 0.1% down for FY20 compared to what is currently projected for FY19. No change in tuition rates is assumed in the proposed budget due to the uncertainty of the outcome of the State's FY20-FY21 Biennial Budget, H.B. 166, which will not be finalized until the end of June. The authority to increase tuition in accordance with H.B. 166, and the College's rationale for the increase, is provided through a separate board action.
- *State Subsidy.* The College's SSI funding is assumed to be flat for FY20 compared to FY19 even though H.B. 166 currently provides for a 1.1% increase statewide. We believe an assumption of flat is prudent given the uncertainty of revenue projections for the State Budget.
- *Remaining Revenue.* Remaining revenue (Fees, Special Courses, and Other) in various categories for FY20 is assumed to be \$3.5 million more (or a 48.1% increase). This is the result of additional revenue anticipated from the retail operations of Mitchell Hall, the Transfer-In from start-up funding allocated by the Board for Mitchell Hall, the Transfer-In for Debt Service related to the fundraising efforts for the construction of Mitchell Hall, and increases related to our workforce offerings, as described in more detail under the Partnership section.

## **Expenditures**

The FY20 proposed operational expenditures and transfers budget is 2.8% up compared to FY19 projected spending as of the April 30 financials, mostly due to new expenditures related to Mitchell Hall, increased support for new faculty positions, and increases related to continued scaling of workforce development particularly for the field of Information Technology. Debt Service is also increased commensurate with the Transfer-In from the Foundation to allow for all Debt Service supporting Mitchell Hall construction to be budgeted in one place.

Following are additional details on proposed investments to advance student success:

- *Student Success.* The budget supports continued scaling of a "co-requisite" model for math and English, which is allowing students who begin nearly ready for college-level coursework to catch up and complete their first year successfully. In FY19 the co-requisite courses in English, the Accelerated Learning Program, were scaled and in FY20 similar courses will begin to be scaled for contextualized English and traditional and contextualized mathematics.

As previously mentioned, the budget continues implementation of a comprehensive

completion model that provides the supports and clear guidance needed for students to select and successfully complete a meaningful credential. To this end, this budget recommends another \$820,000 transfer to reserves for the eventual upgrade and implementation of systems that will improve student supports and processes. Until such time, the College is in the process of implementing a student planner that will allow students to more easily plan and track progress made on completing their desired degree or certificate while also helping them reduce time to completion. It is anticipated that this student planner will be available to students no later than the Autumn 2020 registration period.

To continue progress on tailoring supports to the needs of all students, the College will target its efforts in the following areas:

- Adult students: Data show that this population has specific needs that must be addressed in a more intentional way. Investments will include piloting a more personalized, proactive advising model, adjusting our business processes and hours of operations, and marketing programs that lead to in-demand jobs and can be tailored to the schedules of our adult learners.
- Scholarship Strategy: The College will pilot completion grants for students with more than 30 credit hours in FY20 with the intention to scale this work in FY21. The College will also analyze scholarship allocations that best maximize student retention and completion.
- Financial Stability: The College has made significant progress on its financial stability framework of access, wellness, literacy, and mobility. These efforts will be accelerated in FY20 through our partnerships with the Franklin County Department of Job and Family Services and Catholic Social Services who will both provide on-campus caseworkers to provide needed social supports to our students. In addition, a new food market will open on campus in the fall of 2019 to support our students who face food insecurity.

Other student success initiatives that continue to be supported in the budget include in-person and online tutoring, early alert monitoring, and supplemental instruction. The budget also continues to prioritize campus safety and security investments for our students and employees as well as value our faculty and staff through contractually agreed-upon compensation adjustments. In addition, the budget includes funding to fill 28 full-time faculty positions, nine of which are newly funded over last year, and sets aside funding to be used to address compression within our current salary schedule and provide for market adjustments to help retain and attract people to positions that are often difficult to fill. Finally, if new revenue is realized through the State Budget it will be prioritized for scholarships and personnel needs.

- *Partnerships.*
  - Workforce: The budget allows the College to continue moving forward in addressing the needs of the emerging, transitional and incumbent workforce by increasing our capacity to double the number of students provided IT certificates in software development, cybersecurity and data analytics. Capacity will also be provided to develop a digital technology certificate that will serve as a foundational certificate on which to stack the more specialized IT certificates. These investments will position the College to respond to the needs of employers and partner with the State in its effort to meet employer needs statewide. H.B. 166 prioritizes funding for employer-based certificates



which is complementary to the investments the College is making and may provide capacity for revenue generation.

- Preferred Pathways: The College continues its partnerships with nine four-year institutions that afford our students benefits beyond the transfer of credits (i.e., orientation, scholarships, assigned advisors, etc.). Growing the Preferred Pathway Program with an emphasis on expanding access for students from under-represented groups continues to be a priority and saves students from 40% to 70% off the cost of a bachelor's degree, depending on the pathway and four-year institution chosen.
- *Debt Service*. The FY20 budget is increased to allow the entire debt service obligation for Mitchell Hall to be included within the operational budget. The increase is completely offset by revenue transferred from the Foundation that has been generated through its fundraising efforts for Mitchell Hall construction.
- *Capital Equipment*. It is proposed that \$500,000 be transferred to reserves for the capital equipment needs of the College, which includes classroom equipment needed for instruction; furnishings for classrooms, offices and public areas; and operational equipment like tractors and police vehicles.

### **One-Time Strategic Investments from FY19 Net Operating Revenue**

Net income is generated when revenue comes in higher than expected and/or spending is lower than budgeted - and includes interest generated from the College's investments. As previously indicated, the College's operational budget and actual financial operating results before interest/investment earnings are at a near break-even state, so less net operating revenues are available compared to recent years to fund one-time strategic investments. It is currently estimated that the College will realize nearly \$2.9 million in net income for FY19, which is almost entirely projected interest earnings. Given that this amount is small and could shift as a result of changes in the market or unexpected obligations that may arise before year-end (like health care) it is recommended that \$1.5M be allocated now for the following strategic priorities:

- Student Support and Innovation (\$500K): This allocation will provide for any unanticipated start-up needed for the food market and continued support for unexpected implementation costs related to comprehensive completion pathways.
- Advancement (\$1.0M): This additional allocation will allow the College to continue marketing and resource development efforts related to capital planning – including possible start-up funds that may be necessary for a real-estate planning affiliate.

### **Auxiliary Fund:**

The proposed FY20 budget for the Auxiliary Fund is summarized in Exhibit B. Revenues for FY20 are budgeted at 19.7% below FY19 Projected Year-End, while expenses are budgeted 16.6% lower largely due to debt service being budgeted from an allocation from the prior year's net income versus budgeted within a declining operating budget. As the College continues to aggressively implement textbook affordability measures, the Bookstore is operating at closer to break-even, a situation that has been anticipated and is

closely monitored.

*Bookstore.* The combined efforts of the Bookstore's representatives, faculty and administrators on the *Textbook Affordability Committee*, now in its eighth year, continue to yield savings to students through more used textbook offerings, price reductions negotiated with publishers, and faculty choosing lower-cost options. Work in FY20 will continue to focus on a new *Inclusive Access* model, which is a new approach by publishers to convert physical course materials into instantly accessible, totally interactive and adaptive digital content while drastically reducing the cost to students. The Bookstore will also continue to evaluate how to best use its space and general merchandise offerings to better meet the needs of students, faculty and staff.

*Food Services.* Operations for foodservice are comparable to last year. The College continues to manage a food and dining services agreement that was renegotiated at the end of FY16 that has allowed food service offerings to be modernized and diversified in several locations. Food services representatives have partnered in the planning for Mitchell Hall retail operations which will add new dining options for the Columbus Campus community. Revenues and expenses related to the Mitchell Hall retail operations are not part of the Food Services auxiliary budget but the partnership will be ongoing to ensure a quality dining experience and to maximize the resources and expertise among our personnel.

**Plant Fund:**

The Board's *Resource Planning Principles* call for reserving 3-5% of operating revenues to meet capital improvement and deferred maintenance costs. The Technology and Facilities Fee and an On-line Course Fee, both begun in FY17, allow the College to meet this principle and will support the ongoing maintenance and technology infrastructure needs of the College. Ongoing maintenance needs are also being supported through funds awarded to the College through the State Capital Budget. It is estimated that these Plant Fund fees will yield \$4.42 million in FY20, which is estimated to be \$74K lower than FY19.

**RECOMMENDATION:**

That the Board of Trustees authorizes:

- **FY20 Operating Budget for:**
  - Columbus State Community College District (Exhibit A)
  - Auxiliary Enterprises (Exhibit B)
  - Plant Fund (Exhibit C)
  
- **Strategic Reserves:**
  - The President to allocate \$1.5 million from projected FY19 net operational revenues to support strategic investments through the Student Success and Innovation Fund and through an Advancement allocation.

**Columbus State Community College  
District Operational Budget Comparison  
Proposed FY20 Budget Compared to FY19 Projected YE, FY16, FY17 and FY18 Audited**

|                     | (1)<br>FY16<br>Audited                    | (2)<br>FY17<br>Audited | (3)<br>FY18<br>Audited | (4)<br>FY19<br>Projected YE | (5)<br>FY20<br>Proposed | (6)<br>Difference<br>PYE19/FY20 | (7)<br>Percent<br>Inc./(Dec.) |
|---------------------|---|------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|-------------------------------|
| <b>Revenues</b>     |   |                        |                        |                             |                         |                                 |                               |
| Appropriations      |   |                        |                        |                             |                         |                                 |                               |
| (a)                 | Subsidy                                   | \$63,651,910           | \$67,039,588           | \$67,363,495                | \$67,507,998            | \$67,507,998                    | \$ - 0.0%                     |
| (b)                 | Student Support Services                  | 18,812                 | 42,836                 | 69,889                      | -                       | -                               | - 0.0%                        |
| (c)                 |   | 63,670,722             | 67,082,424             | 67,433,384                  | 67,507,998              | 67,507,998                      | - 0.0%                        |
| Student             |   |                        |                        |                             |                         |                                 |                               |
| (d)                 | Tuition                                   | 70,692,626             | 69,378,740             | 69,982,534                  | 74,002,469              | 74,420,551                      | 418,082 0.6%                  |
| (e)                 | Fees                                      | 4,331,709              | 4,197,229              | 3,731,366                   | 4,230,764               | 4,192,462                       | (38,302) -0.9%                |
| (f)                 | Special Courses                           | 1,340,392              | 1,324,901              | 1,644,073                   | 1,845,951               | 2,631,461                       | 785,510 42.6%                 |
| (g)                 |   | 76,364,727             | 74,900,870             | 75,357,973                  | 80,079,184              | 81,244,474                      | 1,165,290 1.5%                |
| Other               |   |                        |                        |                             |                         |                                 |                               |
| (h)                 | Partnership Revenue                       | -                      | 6,983                  | 19,442                      | 14,240                  | 17,800                          | 3,560 25.0%                   |
| (i)                 | Contract Services                         | 562,370                | 722,132                | 793,974                     | 676,865                 | 676,865                         | - 0.0%                        |
| (j)                 | Miscellaneous                             | 563,232                | 512,238                | 550,981                     | 609,637                 | 1,247,858                       | 638,221 104.7%                |
| (k)                 | Mitchell Hall Transfer-In                 | -                      | -                      | -                           | -                       | 869,394                         | 869,394 100.0%                |
| (l)                 | Transfer-in for Debt Service              | -                      | -                      | -                           | -                       | 1,286,891                       | 1,286,891 100.0%              |
| (m)                 |   | 1,125,602              | 1,241,353              | 1,364,397                   | 1,300,742               | 4,098,808                       | 2,798,066 215.1%              |
| (n)                 | <b>Total Revenues</b>                     | <b>141,161,051</b>     | <b>143,224,647</b>     | <b>144,155,754</b>          | <b>148,887,924</b>      | <b>152,851,280</b>              | <b>3,963,356 2.7%</b>         |
| <b>Expenditures</b> |   |                        |                        |                             |                         |                                 |                               |
| (o)                 | Educational & General<br>(Instructional)  | 70,104,782             | 72,375,890             | 75,606,567                  | 79,052,591              | 80,784,438                      | 1,731,847 2.2%                |
| (p)                 | Library                                   | 1,752,871              | 1,820,687              | 1,950,305                   | 1,914,547               | 1,973,955                       | 59,408 3.1%                   |
| (q)                 | General                                   | 9,954,107              | 11,174,695             | 10,889,411                  | 11,479,796              | 11,036,535                      | (443,261) -3.9%               |
| (r)                 | Information Technology                    | 12,189,263             | 12,805,023             | 12,728,786                  | 12,826,708              | 13,432,262                      | 605,554 4.7%                  |
| (s)                 | Student Services                          | 13,362,247             | 13,484,282             | 14,059,843                  | 14,928,877              | 15,576,802                      | 647,925 4.3%                  |
| (t)                 | Operation & Maint, of Plant               | 14,676,342             | 15,395,413             | 14,573,196                  | 15,658,015              | 16,218,438                      | 560,423 3.6%                  |
| (u)                 | Administration                            | 7,590,601              | 8,200,547              | 8,879,241                   | 8,832,217               | 9,839,188                       | 1,006,971 11.4%               |
| (v)                 | <b>Operational Expenditures</b>           | <b>129,630,214</b>     | <b>135,256,537</b>     | <b>138,687,349</b>          | <b>144,692,751</b>      | <b>148,861,618</b>              | <b>4,168,867 2.9%</b>         |
| Transfer for:       |   |                        |                        |                             |                         |                                 |                               |
| (w)                 | Capital Equipment                         | 1,100,000              | -                      | 550,000                     | 750,000                 | 500,000                         | (250,000) -33.3%              |
| (x)                 | Debt Service                              | 1,423,739              | 1,417,598              | 636,994                     | 1,437,967               | 2,669,662                       | 1,231,695 85.7%               |
| (y)                 | Capital Improvements                      | 4,300,000              | -                      | -                           | -                       | -                               | - 0.0%                        |
| (z)                 | One-Time Compensation                     | -                      | 1,700,000              | -                           | -                       | -                               | - 0.0%                        |
| (aa)                | Scholarships                              | -                      | -                      | -                           | 1,000,000               | -                               | (1,000,000) -100.0%           |
| (ab)                | Student Success & Innovation              | 1,000,000              | 4,300,000              | 361,834                     | -                       | -                               | - 0.0%                        |
| (ac)                | Technology Initiatives                    | 1,800,000              | -                      | 400,000                     | 818,850                 | 820,000                         | 1,150 0.1%                    |
| (ad)                | Campus Safety Initiatives                 | -                      | 700,000                | -                           | -                       | -                               | - 0.0%                        |
| (ae)                | Budget/Tuition Stabilization              | -                      | -                      | -                           | -                       | -                               | - 0.0%                        |
| (af)                | Workforce Development                     | -                      | -                      | 400,000                     | -                       | -                               | - 0.0%                        |
| (ag)                | Advancement                               | -                      | -                      | 780,604                     | -                       | -                               | - 0.0%                        |
| (ah)                | Mitchell Hall                             | -                      | -                      | 800,000                     | -                       | -                               | - 0.0%                        |
| (ai)                | <b>Total Expenditures &amp; Transfers</b> | <b>139,253,953</b>     | <b>143,374,135</b>     | <b>142,616,781</b>          | <b>148,699,568</b>      | <b>152,851,280</b>              | <b>4,151,712 2.8%</b>         |
| (aj)                | <b>Net Operational Revenues</b>           | <b>1,907,098</b>       | <b>(149,488)</b>       | <b>1,538,973</b>            | <b>188,356</b>          | <b>-</b>                        |                               |
| (ak)                | <b>Interest Income</b>                    | <b>1,128,321</b>       | <b>570,553</b>         | <b>766,809</b>              | <b>2,678,167</b>        | <b>-</b>                        |                               |
| (al)                | <b>Net Revenues</b>                       | <b>\$ 3,035,419</b>    | <b>\$ 421,065</b>      | <b>\$ 2,305,782</b>         | <b>\$ 2,866,523</b>     | <b>\$ -</b>                     |                               |

**Notes**

- (d,5) *Tuition* revenue is based on an enrollment projection of 0.1% down and no increase to the current tuition rate of \$152.93.
- (f,5) *Special Courses* includes revenue assumed for new recreational community cooking classes and additional conference and events functions that will be provided through Mitchell Hall as well as additional workforce revenue expected to be generated through our employer partnerships.
- (j,5) *Miscellaneous* includes new revenue from the retail operations (restaurant and bakery) of Mitchell Hall.
- (k,5) *Mitchell Hall Transfer-In* revenue represents a portion of funds set aside by the Board in May of 2018 and January 2019 for the start-up of Mitchell Hall over a three-year phase-in period.
- (l,5) *Transfer-In for Debt Service revenue* reflects fundraising by the Foundation for Mitchell Hall, which is also reflected in Debt Service expenditures (x,5).
- (o) *Education and General (Instructional)* includes the Schools of Arts & Sciences, Health & Human Services, and Business, Engineering & Technologies; Workforce Innovation; Digital Education; College Credit Plus Curriculum Office; Curriculum Management; Academic Affairs VP Office; and the Delaware Campus and Regional Learning Centers.
- (q) *General* includes VP Administration, Facilities Design & Construction, Human Resources, Procurement & College Services, Marketing & Communication, Grants Office, Diversity & Inclusion and the Foundation Office.
- (s) *Student Services* includes Disability Services, Admissions, Student Conduct, Career Services, Testing Center, Telephone Information, Registrar, Financial Aid, Counseling, Advising, Athletics, Student Advocacy, Student Central, Student Engagement, Veterans Office, College Credit Plus Services, Orientation, TRIO/Special Projects and Dean/VP Offices.
- (u) *Administration* includes VP Business Services, Resource Planning, President's Office, Delaware Campus Admin, Accounting Services, Institutional Effectiveness, General Counsel and an allocation for bad debt. A larger central contingency is assumed for FY20 (u,5) until estimated expenditures for Mitchell Hall are solidified.

**Columbus State Community College**  
**Auxiliary Services Budget Comparison**  
**Proposed FY20 Budget Compared to FY19 Projected YE, FY16, FY17, and FY18 Audited**

|  | (1)<br>FY16<br>Audited | (2)<br>FY17<br>Audited | (3)<br>FY18<br>Audited | (4)<br>FY19<br>Projected YE | (5)<br>FY20<br>Proposed | (6)<br>Difference<br>PYE19/FY20 | (7)<br>Percent<br>Inc/(Dec) |
|--|------------------------|------------------------|------------------------|-----------------------------|-------------------------|---------------------------------|-----------------------------|
| <b>Revenues</b>  |                        |                        |                        |                             |                         |                                 |                             |
| (a) Bookstore  | \$3,094,831            | \$2,752,928            | \$2,587,387            | \$2,413,439                 | 1,895,246               | (\$518,193)                     | -21.5%                      |
| (b) Food Services  | 334,738                | 264,064                | 257,148                | 219,930                     | 219,000                 | (\$930)                         | -0.4%                       |
| (c) <b>Total Revenues</b>  | <b>3,429,569</b>       | <b>3,016,992</b>       | <b>2,844,535</b>       | <b>2,633,369</b>            | <b>2,114,246</b>        | <b>(519,123)</b>                | <b>-19.7%</b>               |
| <b>Expenses</b>  |                        |                        |                        |                             |                         |                                 |                             |
| (d) Bookstore  | 1,794,608              | 1,845,150              | 1,771,231              | 1,748,182                   | 1,438,768               | (\$309,414)                     | -17.7%                      |
| (e) Food Services  | 191,070                | 109,892                | 88,085                 | 88,554                      | 93,765                  | \$5,211                         | 5.9%                        |
| (f) <b>Total Expenses</b>  | <b>1,985,678</b>       | <b>1,955,042</b>       | <b>1,859,316</b>       | <b>1,836,736</b>            | <b>1,532,533</b>        | <b>(304,203)</b>                | <b>-16.6%</b>               |
| <b>Net Income/(Loss)</b>   |                        |                        |                        |                             |                         |                                 |                             |
| (g) Bookstore  | 1,300,223              | 907,778                | 816,156                | 665,257                     | 456,478                 | (\$208,779)                     | -31.4%                      |
| (h) Food Services  | 143,668                | 154,172                | 169,063                | 131,376                     | 125,235                 | (\$6,141)                       | -4.7%                       |
| (i) <b>Total Net Income/(Loss)</b>   | <b>1,443,891</b>       | <b>1,061,950</b>       | <b>985,219</b>         | <b>796,633</b>              | <b>581,713</b>          | <b>(214,920)</b>                | <b>-27.0%</b>               |
| <b>Miscellaneous</b>   |                        |                        |                        |                             |                         |                                 |                             |
| (j) Administrative Office  | 498,101                | 484,365                | 232,928                | 161,197                     | 236,892                 | \$75,695                        | 47.0%                       |
| (k) Marketing  | 26,029                 | 27,966                 | 36,000                 | 25,500                      | 25,500                  | -                               | 0.0%                        |
| (l) College Strategic Priorities   | 97,473                 | -                      | -                      | -                           | 136,000                 | 136,000                         | 100.0%                      |
| (m) <b>Total Miscellaneous</b>   | <b>621,603</b>         | <b>512,331</b>         | <b>268,928</b>         | <b>186,697</b>              | <b>398,392</b>          | <b>211,695</b>                  | <b>113.4%</b>               |
| (n) <b>Total Auxiliary Net Income</b>  | <b>\$822,288</b>       | <b>\$549,619</b>       | <b>\$716,291</b>       | <b>\$609,936</b>            | <b>\$183,321</b>        | <b>(426,615)</b>                | <b>-69.9%</b>               |
| (o) Capital Equipment & Improvement, One-Time Comp, College Credit Plus textbooks, Food Services/Renovations | \$ 757,057             | \$ (56,481)            | \$ 889,176             | \$ 1,106,620                | \$ 50,000               | (1,056,620)                     | -95.5%                      |
| (p) College Strategic Priorities   | -                      | -                      | 64,000                 | 111,000                     | -                       | (111,000)                       | -100.0%                     |
| (q) Debt Service   | -                      | -                      | -                      | -                           | 323,015                 | 323,015                         | 100.0%                      |

**Notes**

- (a) Bookstore sales are budgeted at \$8,859,976.  
(j) Administrative Office includes expenses related to administrative expenses common to both enterprises.  
(o) This reserve allocation for FY20 represents capital equipment.  
(q) Debt Service was allocated from FY18 net income as part of FY19 Revised Budget.

**Columbus State Community College**  
**Plant Fund**  
**Proposed FY20 Allocations**

| <b>Plant Fund</b>                  | (1)<br>FY18<br>Actual | (2)<br>FY19<br>Projected | (3)<br>FY20<br>Proposed | (4)<br>Difference<br>PYE19/FY20 | (5)<br>Percent<br>Inc./(Dec.) |
|------------------------------------|-----------------------|--------------------------|-------------------------|---------------------------------|-------------------------------|
| <b>Revenues</b>                    |                       |                          |                         |                                 |                               |
| (a) Technology/Facilities          | \$ 2,836,060          | \$ 2,723,986             | \$ 2,676,537            | \$ (47,448)                     | -1.7%                         |
| (b) On-line courses                | 1,639,220             | 1,770,940                | 1,744,052               | (26,889)                        | -1.5%                         |
| (c) <b>Total Revenues</b>          | <b>\$ 4,475,280</b>   | <b>\$ 4,494,926</b>      | <b>\$ 4,420,589</b>     | <b>(74,337)</b>                 | <b>-1.7%</b>                  |
| <b>Expenditures</b>                |                       |                          |                         |                                 |                               |
| (d) Ongoing Technology             | \$ 2,489,758          | \$ 1,178,970             | \$ 3,220,589            | \$ 2,041,619                    | 173.2%                        |
| (e) Ongoing Maintenance/Facilities | 428,749               | 1,644,483                | 1,200,000               | (444,483)                       | -27.0%                        |
| (f) <b>Total Expenses</b>          | <b>\$ 2,918,507</b>   | <b>\$ 2,823,453</b>      | <b>\$ 4,420,589</b>     | <b>1,597,136</b>                | <b>56.6%</b>                  |
| (g) <b>Net Plant Fund Revenue</b>  | <b>\$ 1,556,773</b>   | <b>\$ 1,671,473</b>      | <b>\$ -</b>             |                                 |                               |

**Notes**

- (e,1) Lower ongoing maintenance/facilities spending in FY18 was the result of a number of projects that rolled into FY19.  
(d,2) Lower projected ongoing technology spending in FY19 is the result of an intentional effort to restrain spending for the purpose of saving toward a future ERP.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

**DATE:** \_\_\_\_\_

**SUBJECT:**

Mitchell Hall Construction Budget Adjustment.

**BACKGROUND INFORMATION:**

At its March 2018 meeting, the Board of Trustees authorized a total budget of \$33.6 million for the construction of the School of Hospitality Management and Culinary Arts Building, since named Mitchell Hall. This project budget was based on costs estimated by the selected construction manager at risk (CMR), Gilbane Building Company, during the pre-construction phase, which resulted in a guaranteed maximum price (GMP) for the cost of construction of \$27,915,773 within which the project would be delivered based on the agreed-upon plan and scope. In addition to the GMP, the total project budget includes other costs such as architect fees, owner's purchased items, and owner's contingency.

Several factors have resulted in unanticipated costs and/or costs that were higher than the initial project budget. These factors include significant costs for contaminated and bad soil conditions over and above normal; higher utility permit costs; owner design changes, particularly in the restaurant, technology improvements to the conference center and culinary theatre, and third floor classrooms; GMP reconciliation drawings due to value engineering changes and engineering errors and omissions (E&O's); and environmental graphics that were not included in the initial project scope. Overall, E&O's, as a percentage, are within acceptable standards of the industry, however, the contingency established within the project budget was conservative for a project of this scope.

As the owner's contingency has been exhausted for many of these items, it is necessary to adjust the project budget to include approximately \$150,000 in additional costs that have been identified for environmental graphics and to replenish \$450,000 to the owner's contingency for pending and anticipated change orders to ensure a successful project completion. The additional funding requested does not require any additional contracts that would exceed \$200,000 and require authorization by the Board of Trustees as required by State law.

Also, at its March 2018 meeting, the Board of Trustees authorized a Series 2018 Bond Resolution for a maximum aggregate principal amount not to exceed \$23 million. \$13 million in General Receipts Bonds, Series 2018A, were issued in June 2018, and \$9 million, or such lesser principal amount that is advanced pursuant to the terms of the Bond Purchase Agreement, in General Receipts Bonds, Series 2018B (Federally Taxable), were issued in August 2018. Funding for the project also included \$12 million in state capital funds.

**RECOMMENDATION:**

That the Board of Trustees authorizes an additional \$600,000 for the Mitchell Hall construction, for a total project budget of \$34.2 million, to be funded with proceeds from the General Receipts Bonds, Series 2018B, and earnings on the proceeds from the General Receipts Bonds, Series 2018A.



# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

**DATE:** \_\_\_\_\_

**SUBJECT:**

Construction Contract Approvals: Aquinas Building Envelope Repair & TL Boiler Replacement

**BACKGROUND INFORMATION:**

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000.

**I. Aquinas Building Envelope Repair**

The Columbus State Facility Conditions Assessment completed in 2017 identified the Aquinas building envelope to be in critical condition and in need of immediate repair. The Aquinas Building Envelope Repair Project provides for a detailed building envelope assessment, design, and construction/repairs of the exterior building components for Aquinas Hall, built in 1906. The project scope includes a detailed assessment of the building envelope, structural repairs, masonry repairs and tuck-pointing, and installation of waterproofing systems.

The total project budget is \$3,000,000, funded from the State capital allocation. The initial design and pre-construction services contract is \$199,627.00. The final construction costs will be identified during the design-build process, and an approval of the GMP Amendment for those costs will be submitted in late summer 2019. Using the statutorily-required best-value selection process for Design-Build contracts, Regency Construction Services, Inc. is selected. Construction is scheduled to commence in early September 2019 and complete in March 2020.

**II. TL Boiler Replacement**

The Columbus State Facility Conditions Assessment completed in 2017 identified the Center for Technology and Learning boiler system to be in critical condition and in need of immediate replacement. The TL Boiler Replacement project will remove the aged, failing and inefficient boiler system with a new energy efficient boiler system to support the building heating requirements. The project scope includes the removal of the existing boilers, piping and associated controls and wiring, and replacement with new boilers and associated components.

Using the statutorily-required bidding process for construction contracts, the lowest responsive and responsible bidder is Ohio Heating in the amount of \$599,938.00. Construction is scheduled to commence in June 2019 with completion in August 2019.



**RECOMMENDATION:**

That the Board of Trustees authorizes the College to enter into the following contract with the awarded best value firm, and the lowest responsive and responsible bidder respectively:

| <b><u>Project</u></b>                 | <b><u>Company</u></b>               | <b><u>Amount</u></b> |
|---------------------------------------|-------------------------------------|----------------------|
| Aquinas Building<br>Envelope Repair   | Regency Construction Services, Inc. | \$199,627.00         |
| Center for Technology<br>And Learning | Ohio Heating                        | \$599,938.00         |

**RESOLUTIONS FOR CONSIDERATION  
BY THE BOARD OF TRUSTEES OF  
COLUMBUS STATE COMMUNITY COLLEGE**

**Adoption of Resolutions for the Formation of Columbus State Community Partners**

WHEREAS, the Board of Trustees (the “Board”) of Columbus State Community College (the “College”) approved the College’s Master Plan in 2013 and thereafter sought to best utilize facilities, land and physical assets to enhance the College’s high quality, affordable higher education options for students;

WHEREAS, since 2016 the College has been working with the City of Columbus on a development plan for the areas surrounding the College’s downtown Columbus Campus, known as the Creative Campus district;

WHEREAS, the Board has determined that real estate planning, strategy, and corresponding activities throughout the regions served by the College require real estate and community expertise and the capability to proceed in an efficient and expedited manner;

WHEREAS, the Board has determined that an affiliate of the College shall be established to carry out such real estate activities; and

WHEREAS, the Board has determined that it is in the best interests of the College to effect the incorporation and initial organization of an Ohio nonprofit corporation under Chapter 1702 of the Ohio Nonprofit Corporation Law having the name “Columbus State Community Partners” (“CSCP”) of which the College would be the sole member;

NOW, THEREFORE, BE IT:

RESOLVED, that the incorporation of CSCP be, and it hereby is, authorized and approved;

FURTHER RESOLVED, that the President of the College be, and he hereby is, authorized and directed to execute and file, or cause to be filed, with the Office of the Ohio Secretary of State the Articles of Incorporation of CSCP substantially in the form attached hereto as Exhibit A (the “Articles”), with such changes thereto as may be approved by the President of the College, in consultation with the Chair of the Board, the execution thereof being conclusive evidence of such approval;

FURTHER RESOLVED, that any one or more of the officers of the College (each, an “Authorized Officer”) be, and each of them hereby is, authorized and empowered to execute and deliver, in the name and on behalf of the College, as the sole member of CSCP, any and all documents, certificates and agreements as any such Authorized Officer may deem necessary, desirable or appropriate

in order to consummate the incorporation and the initial organization of CSCP;

FURTHER RESOLVED, that the Code of Regulations of CSCP in the form presented to the Board (the “Code”) be, and the same hereby is, adopted, approved and confirmed as the Code of Regulations of CSCP;

FURTHER RESOLVED, that each of the Authorized Officers be, and each of them hereby is, authorized to do, or cause to be done, in the name and on behalf of the College, all such acts and things necessary to effect the foregoing resolutions, and to make, execute, deliver, file and record, or cause to be made, executed, delivered, filed and recorded, all such instruments, documents and certificates as any such Authorized Officer may deem necessary, desirable or appropriate to carry out and give effect to the foregoing resolutions; and

FURTHER RESOLVED, that any and all actions heretofore taken by any one or more of the Authorized Officers in the name of or otherwise on behalf of the College that would have been authorized by the foregoing resolutions, but for the fact that such actions were taken prior to the adoption of the foregoing resolutions, are hereby severally ratified, confirmed, approved and adopted as acts in the name and on behalf of the College.

Adopted by the Columbus State Community College Board of Trustees on May 23, 2019:

---

Robert P. Restrepo, Jr., Chairperson

**Exhibit A**  
**Articles of Incorporation**

Form 532B Prescribed by:

**OFFICE OF THE**  
Ohio Secretary of State



Toll Free: (877) SOS-FILE (877-767-3453)  
Central Ohio: (614) 466-3910  
[www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)  
[Busserv@OhioSecretaryofState.gov](mailto:Busserv@OhioSecretaryofState.gov)  
File online or for more information: [www.OHBusinessCentral.com](http://www.OHBusinessCentral.com)

Mail this form to one of the following:  
Regular Filing (non expedite)  
P.O. Box 670  
Columbus, OH 43216  
Expedite Filing (Two business day processing time.  
Requires an additional \$100.00)  
P.O. Box 1390  
Columbus, OH 43216

For screen readers, follow instructions located at this path.

**Initial Articles of Incorporation**  
**(Nonprofit, Domestic Corporation)**  
**Filing Fee: \$99**  
**(114-ARN)**  
**Form Must Be Typed**

Please check the box if this nonprofit corporation is being formed for the following purpose:

- Community Improvement Corporation (Economic Development or Land Reutilization) - Please see Ohio Revised Code Chapter 1724 or the instructions at the end of this form for more information.

|                  |   |   |
|------------------|---|---|
| <b>First:</b>    | Name of Corporation   | <input type="text" value="Columbus State Community Partners"/>  |
| <b>Second:</b>   | Location of Principal Office in Ohio  |   |
|                  |   | <input type="text" value="Columbus"/> <input type="text" value="Ohio"/>   |
|                  | City  | State   |
|                  | <input type="text" value="Franklin"/>   |   |
|                  | County  |   |
| <b>Optional:</b> | Effective Date (MM/DD/YYYY)   | <input type="text"/> (The legal existence of the corporation begins upon the filing of the articles or on a later date specified that is not more than ninety days after filing.) |
| <b>Third:</b>    | Purpose for which corporation is formed   |   |
|                  | <input (see="" additional="" attached="" code\").="" provisions.)"="" type="text" value="The purposes for which the Corporation is formed are exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of any future United States internal revenue law) (the \"/> |   |

\*\* Note: for Nonprofit Corporations: The Secretary of State does not grant tax exempt status. Filing with our office is not sufficient to obtain state or federal tax exemptions. Contact the Ohio Department of Taxation and the Internal Revenue Service to ensure that the nonprofit corporation secures the proper state and federal tax exemptions. These agencies may require that a purpose clause be provided. \*\*

\*\* Note: ORC Chapter 1702 allows for additional provisions to be included in the Articles of Incorporation that are filed with this office. If including any of these additional provisions, please do so by including them in an attachment to this form. \*\*

## Original Appointment of Statutory Agent

The undersigned, being at least a majority of the incorporators of

Columbus State Community Partners

(Name of Corporation)

hereby appoint the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served. The complete address of the agent is:

Richard Hatcher

(Name of Statutory Agent)

550 East Spring Street

(Mailing Address)

Columbus

(Mailing City)

OH

(Mailing State)

43215

(Mailing ZIP Code)

Must be signed by the incorporators or a majority of the incorporators.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Signature)

## Acceptance of Appointment

The Undersigned,

Richard Hatcher

(Name of Statutory Agent)

, named herein as the

Statutory agent for

Columbus State Community Partners

(Name of Corporation)

hereby acknowledges and accepts the appointment of statutory agent for said corporation.

Statutory Agent Signature

\_\_\_\_\_

(Individual Agent's Signature / Signature on Behalf of Business Serving as Agent)

**By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.**

**Required**

Articles and original appointment of agent must be signed by the incorporator(s).

If the incorporator is an individual, then they must sign in the "signature" box and print his/her name in the "Print Name" box.

If the incorporator is a business entity, not an individual, then please print the entity name in the "signature" box, an authorized representative of the business entity must sign in the "By" box and print his/her name and title/authority in the "Print Name" box.

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

**Additional Provisions to  
Initial Articles of Incorporation of  
Columbus State Community Partners**

THIRD: (Continued) In furtherance of these purposes, the specific purposes of the Corporation shall include, but shall not be limited to, the following purposes:

1. To advance, encourage and promote the industrial, economic, commercial and civic development of the areas surrounding or connected to the campuses of Columbus State Community College (the "College") and its affiliates;
2. To provide knowledgeable real estate advice and strategies to the College;
3. To stimulate investment in the real estate connected to the College that meets the needs of the College and its faculty, staff, students, community members and business partners;
4. To purchase, receive, hold, manage, lease, lease-purchase, or otherwise acquire and sell, convey, transfer, lease, sublease, or otherwise dispose of real and personal property, together with such rights and privileges as may be incidental and appurtenant thereto and the use thereof, including but not restricted to, any real or personal property acquired by the Corporation, and to enter into contracts with third parties, including the federal government, the state, any political subdivision, or any other entity; and
5. To engage in any activity for which corporations may be formed under the nonprofit law of Ohio.

FOURTH: The Corporation is formed exclusively for purposes for which a corporation may be formed under the Ohio Nonprofit Corporation Law and not for pecuniary profit or financial gain. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers or other private persons or organizations, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD hereof. The Corporation shall have the power to do any and all lawful acts and things and to engage in any and all lawful activities which may be necessary, useful, suitable, desirable or proper for the furtherance, accomplishment or attainment of any or all of the purposes for which the Corporation is organized, and to aid or assist other organizations whose activities are such as to further, accomplish, foster or attain any such purposes. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except to the extent provided in Code Section 501(h)), and the Corporation shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. Notwithstanding any provision of these Articles, the Corporation shall not carry on any activities not permitted to be carried on: (a) by a corporation exempt from federal income tax as an organization described in Code Section 501(c)(3); or (b) by a corporation, contributions to which are deductible under Code Sections 170(c), 2055(a) and 2522(a).

FIFTH: Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, distribute all of the assets of the Corporation to the College, provided the College is then an organization described in Code Sections 170(c), 2055(a) and 2522(a). If the College is not then so described, then the Board of Directors shall dispose of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, testing for public safety, literary or scientific purposes or to foster national amateur sports competition or for the prevention of cruelty to children or animals as shall at the time qualify as an exempt organization or organizations under Code Section 501(c)(3) and as an organization or organizations described in Code Sections 170(c), 2055(a) and 2522(a) or to the federal government, or to a state or local government, for a public purpose, as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes, or to one or more organizations which are organized and operated exclusively for such purposes, as said Court shall determine to best accomplish the exempt purposes of the Corporation.





# COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

**DATE:** \_\_\_\_\_

**SUBJECT:**

Limited Delegation of Authority to Approve Appointment of College Trustee(s) to Columbus State Community Partners Board of Directors.

**BACKGROUND INFORMATION:**

Pursuant to the Code of Regulations of Columbus State Community Partners (CSCP or Corporation), the CSCC Board of Trustees, as Sole Member of CSCP, has the sole right to elect the College Trustees of the Corporation and to fill any vacancy resulting from the departure of a College Trustee.

**RECOMMENDATION:**

That the Board of Trustees extend to the Board Chair or the Vice-Chair a limited delegation of authority to approve vacancy Appointment(s) to the CSCP Board of Directors in such instances when the timing of the regularly scheduled meetings of the CSCC Board of Trustees would operate to significantly delay CSCP activities.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

**DATE:** \_\_\_\_\_

**SUBJECT:**

Financial Statements as of and for the ten months ended April 30, 2019.

**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 financial statements as of and for the ten months ended April 30, 2019, be accepted as presented.

# COLUMBUS STATE

## COMMUNITY COLLEGE

May 9, 2019

**TO:** Dr. David T. Harrison, President

**FROM:** Aletha M. Shipley, Vice President | Chief Financial Officer | Treasurer

**SUBJECT:** Financial Statements as of April 30, 2019

Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended April 30, 2019.

### 1. General Fund (Exhibit B)

**Revenues.** Total revenues reported through April are 2.9% (about \$3.7 million) above last year with tuition accounting for most of the increase. FY19 tuition is up mostly due to an increase in the tuition rate as a result of the Career Services Fee implemented in Spring 2018 and a tuition increase of \$10 per credit hour implemented in Autumn 2018.

The budget for state subsidy (State Share of Instruction or SSI) was updated through the Revised Budget in January and is based on the ODHE's final FY19 calculation for Columbus State, which is 0.2% higher than last year.

Overall, projected year-end revenue (Column G, Row 13) is nearly flat to the Revised Budget approved by the Board in January and reduced almost \$212K from last month's projection based on the assumption that Summer 2019 semester will be 3% down to last Summer semester.

| Term          | Revised Budgeted Credit Hours | Actual Credit Hours* | Budget to Actual Increase/Decrease | Prior Year FTEs | Current Year FTEs* | % Variance |
|---------------|-------------------------------|----------------------|------------------------------------|-----------------|--------------------|------------|
| Summer 2018** | 38,338                        | 38,338               | 0.0%                               | 5,504           | 5,556              | 0.9%       |
| Autumn 2018   | 215,112                       | 215,112              | 0.0%                               | 14,485          | 14,341             | -1.0%      |
| Spring 2019   | 199,418                       | 203,441              | 2.0%                               | 13,700          | 13,563             | -1.0%      |
| Summer 2019** | 45,005                        |                      |                                    |                 |                    |            |

\* Summer 2018 credit hours and FTE are the preliminary Census day numbers provided by the Institutional Effectiveness (IE) Office. Autumn 2018 credit hours and FTE are IE Census day numbers adjusted by the Resource Planning & Analysis (RPA) Office to account for B-term courses. Spring 2019 credit hours and FTE represent an estimate by the RPA Office and may be updated as more information is available from IE.

\*\* Summer semester 2018 straddles both FY18 and FY19, with 46% of the revenue attributed to FY19. Likewise, Summer semester 2019 straddles both FY19 and FY20, with 54% of the revenue attributed to FY19.

**Expenses.** Through April, expenditures are 4.8% higher than the same period last year. FY19 Projected Year-End expenditures (column G, row 22) are projected to be about \$216K below the Revised Budget (column A, row 22). Debt service is projected to be lower than budgeted due to the pace of billings for Mitchell Hall that will likely result in a lower outstanding balance on the Series 2018B debt issue at the end of FY19 than initially anticipated.

***FY19 Projected Net Operating Income.*** Net operating revenues (column G, row 36) are projected to be nearly \$2.9 million based on revenue and expenditure assumptions outlined above and including interest income, which is not budgeted. This could change, however, because with two months remaining, spending trends could still change; expenditures and revenues related to Summer semester are still too early to confidently project; and other large expenditure categories, like group health insurance, can swing significantly before year-end. Proposed allocations from projected net income are outlined in a separate board action, *Operating Budget for Fiscal Year 2020*.

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

Bookstore revenues through April are down \$1,305,491, or 12.5% from last year. Textbook affordability initiatives, including more courses which do not require course materials and new digital eBook options such as Cengage Unlimited and Inclusive Access continue to drive down textbook revenues. These delivery methods for course materials continue to expand which directly impacts traditional textbook sales. College Credit Plus school districts that are able to reuse a portion of textbooks purchased last year also contribute to the decline in textbook revenues. Cost of goods sold has been closely managed to maintain favorable gross margins which are 23.4% through April versus 22.1% for the same period last year. Food Service revenues are down compared to the same time last year, due to the impact on catering commissions from the extended closing of the conference center for renovations. Overall, Auxiliary expense is down 6.2% from last year as a result of tight control of Bookstore operating expenses, payroll reclassifications from Auxiliary Administration to the General Fund, vacant positions that have not been replaced, and other budgeted reductions.

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

To-date disbursements of \$1,313 left a balance of \$18,687 for April in this fund.

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

Foundation contributions through April are \$5,851,175, compared to \$1,598,227 for the same period last year, primarily the result of a \$3.3M pledge from the Weiler family for student support services and more signed pledges related to Hospitality Management and Culinary Arts. Contributions to Scholarships and Programs have increased in comparison to last year allowing the Foundation to offer additional scholarships this year. Net investment activity through April is \$461,166 compared with \$435,483 last year, an increase of \$25,683, the first increase for the year compared to last year due to significant swings in the market. Other Assets are reported at \$369,850, which primarily represents the February closing on a purchase of real property.

## 5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 42.95% currently invested in STAR Ohio, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

**COLUMBUS STATE COMMUNITY COLLEGE**  
**BALANCE SHEET AT APRIL 30, 2019**  
 With Comparative Figures at April 30, 2018

**EXHIBIT A**

| <u>Assets</u>  | <u>April 30,</u><br><u>2019</u> | <u>April 30,</u><br><u>2018</u> |                   | <u>Liabilities and Fund Balance</u> | <u>April 30,</u><br><u>2019</u> | <u>April 30,</u><br><u>2018</u> |      |
|--|---------------------------------|---------------------------------|-------------------|-------------------------------------|---------------------------------|---------------------------------|------|
| <b>Current Funds</b>   |                                 |                                 | (1)               | <b>Current Funds</b>                |                                 |                                 | (1)  |
| <b>Unrestricted</b>  |                                 |                                 | (2)               | <b>Unrestricted</b>                 |                                 |                                 | (2)  |
| <b>Educational and general</b>   |                                 |                                 | (3)               | <b>Educational and general</b>      |                                 |                                 | (3)  |
| Cash   | \$ 4,582,969                    | \$ 4,725,233                    | (4)               | Accounts payable                    | \$ 10,771,112                   | \$ 10,782,091                   | (4)  |
| Investments (including money markets<br>at cost and treasury bills and agency<br>discount notes at market - (note 1) | 114,791,662                     | 113,729,161                     | (5)<br>(6)<br>(7) | Deferred income                     |                                 |                                 | (5)  |
| Accounts receivable, net of allowance<br>for doubtful accounts   | 21,689,923                      | 20,845,945                      | (8)<br>(9)        | Student tuition                     | 13,039,162                      | 12,495,493                      | (6)  |
| Interest receivable  | -                               | -                               | (10)              | Lab fees and credit bank            | 401,306                         | 374,835                         | (7)  |
| Prepaid expense  | 759,892                         | 703,583                         | (11)              | Due to auxiliary funds              | -                               | -                               | (8)  |
|  |                                 |                                 | (12)              | Due to restricted funds             | -                               | -                               | (9)  |
| Due from agency funds  | 2,545,716                       | 2,905,254                       | (13)              | Due to plant funds                  | 40,430,436                      | 37,308,542                      | (10) |
| Due from auxiliary funds   | 317,443                         | 1,431,627                       | (14)              | Due to agency funds                 | -                               | -                               | (11) |
|  |                                 |                                 | (15)              | Fund balances (Exhibit C):          |                                 |                                 | (12) |
| Total educational & general  | <u>\$ 144,687,604</u>           | <u>\$ 144,340,803</u>           | (16)              | Allocated                           | 60,675,442                      | 60,071,203                      | (13) |
|  |                                 |                                 |                   | Unallocated                         | 19,370,146                      | 23,308,639                      | (14) |
|  |                                 |                                 |                   | Total fund balances                 | <u>80,045,588</u>               | <u>83,379,842</u>               | (15) |
|  |                                 |                                 |                   | Total educational & general         | <u>\$ 144,687,604</u>           | <u>\$ 144,340,803</u>           | (16) |
| <b>Auxiliary enterprise</b>  |                                 |                                 |                   | <b>Auxiliary enterprise</b>         |                                 |                                 |      |
| Cash   | \$ 2,591,666                    | \$ 3,546,103                    | (17)              | Accounts payable                    | \$ 51,528                       | \$ 23,238                       | (17) |
| Investments  | 10,788,422                      | 10,537,654                      | (18)              | Due to educational & general fund   | 317,443                         | 1,431,627                       | (18) |
| Accounts receivable  | 954,279                         | 993,815                         | (19)              | Due to Plant Fund                   | 1,463,873                       | 1,460,535                       | (19) |
| Inventories, at cost as defined (note 2)   | 2,116,944                       | 2,362,780                       | (20)              | Fund balances (Exhibit D):          |                                 |                                 | (20) |
| Other Assets   | 70,178                          | 59,274                          | (21)              | Allocated                           | 1,194,280                       | 2,143,590                       | (21) |
| Due from general fund  | -                               | -                               | (22)              | Unallocated                         | 13,494,366                      | 12,440,636                      | (22) |
| Due from grant funds   | -                               | -                               | (23)              | Total fund balances                 | <u>14,688,645</u>               | <u>14,584,226</u>               | (23) |
| Total auxiliary enterprise   | <u>16,521,489</u>               | <u>17,499,626</u>               | (24)              | Total auxiliary enterprise          | <u>16,521,489</u>               | <u>17,499,626</u>               | (24) |
| Total unrestricted   | <u>\$ 161,209,093</u>           | <u>\$ 161,840,429</u>           | (25)              | Total unrestricted                  | <u>\$ 161,209,093</u>           | <u>\$ 161,840,429</u>           | (25) |
|  |                                 |                                 |                   |                                     |                                 |                                 |      |
| Total current funds  | <u>\$ 161,209,093</u>           | <u>\$ 161,840,429</u>           | (31)              | Total current funds                 | <u>\$ 161,209,093</u>           | <u>\$ 161,840,429</u>           | (31) |
|  | [A]                             | [B]                             |                   |                                     | [C]                             | [D]                             |      |

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE  
BALANCE SHEET AT APRIL 30, 2019  
With Comparative Figures at April 30, 2018**

**EXHIBIT A  
(Continued)**

| <u>Assets</u>                                     | <u>April 30,<br/>2019</u> | <u>April 30,<br/>2018</u> | <u>Liabilities and Fund Balance</u> | <u>April 30,<br/>2019</u> | <u>April 30,<br/>2018</u> |
|---|---------------------------|---------------------------|-------------------------------------|---------------------------|---------------------------|
| <b>Plant funds</b>                                |                           |                           | <b>Plant funds</b>                  |                           |                           |
| Unexpended  |                           |                           | Unexpended                          |                           |                           |
| State appropriations receivable                   | \$ -                      | \$ -                      | Fund balances                       |                           |                           |
| Capital Improvement Fund                          | <u>1,507,532</u>          | <u>1,432,583</u>          | Restricted                          | \$ <u>1,507,532</u>       | \$ <u>1,432,583</u>       |
| Total unexpended                                  | <u>1,507,532</u>          | <u>1,432,583</u>          | Total unexpended                    | <u>1,507,532</u>          | <u>1,432,583</u>          |
| Cash from Bond Proceeds                           | -                         | -                         |                                     |                           |                           |
| Investments                                       | 9,252,364                 | -                         | Investment in plant:                |                           |                           |
| Deposit with trustees/Escrow                      | 2,430,837                 | -                         | Interest payable                    | -                         | -                         |
| Due from general fund                             | 40,430,436                | 37,308,542                | Capital lease payable               | 569,244                   | -                         |
| Due from Auxiliary                                | 1,463,873                 | 1,460,535                 | Accounts payable                    | -                         | -                         |
| Land  | 27,719,338                | 27,719,338                | Bonds payable                       | 19,112,951                | 5,320,000                 |
| Improvements other than buildings                 | 13,929,244                | 13,929,244                | Deferred Gift Annuity               | -                         | -                         |
| Buildings   | 172,024,042               | 171,760,776               | Due from Grant Funds                | 240,000                   | 240,000                   |
| Movable equipment, furniture<br>and library books | 52,913,043                | 49,623,682                | Net investment in plant             | 191,669,594               | 186,699,944               |
| Construction-in-progress                          | 10,058,848                | 1,573,590                 |                                     |                           |                           |
| Other Assets                                      | 141,391                   | 171,264                   | Total investment in plant           | <u>211,591,789</u>        | <u>192,259,944</u>        |
| Less: accumulated depreciation                    | <u>(118,771,629)</u>      | <u>(111,287,027)</u>      |                                     |                           |                           |
| Total investment in plant                         | <u>211,591,789</u>        | <u>192,259,944</u>        | Total plant funds                   | <u>\$ 213,099,320</u>     | <u>\$ 193,692,527</u>     |
| Total plant funds                                 | <u>\$ 213,099,320</u>     | <u>\$ 193,692,527</u>     |                                     |                           |                           |
| <b>Agency funds</b>                               |                           |                           | <b>Agency funds</b>                 |                           |                           |
| Cash  | \$ -                      | \$ -                      | Deposits held in custody for others | \$ -                      | \$ -                      |
| Due from agencies                                 | 2,545,716                 | 2,905,253                 | Due to educational and general fund | 2,545,716                 | 2,905,253                 |
| Due from general fund                             | -                         | -                         |                                     |                           |                           |
| Total agency funds                                | <u>2,545,716</u>          | <u>2,905,253</u>          | Total agency funds                  | <u>\$ 2,545,716</u>       | <u>\$ 2,905,253</u>       |
|   | [A]                       | [B]                       |                                     | [C]                       | [D]                       |

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

**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON  
FOR THE TEN MONTHS ENDED APRIL 30, 2019  
With Comparative Figures at April 30, 2018**

**EXHIBIT B**

|   | FY 19                                   |  |                              | FY 18                                   |  |                              | FY 19 Projected Year End |                       | FY 18 Audited          |                       |      |
|---|---|--|------------------------------|---|--|------------------------------|--------------------------|-----------------------|------------------------|-----------------------|------|
|   | Revised Budget as approved January 2019 | Expended to Date (Actual & Encumbrances) | % of Budget Expended to Date | Revised Budget as approved January 2018 | Expended to Date (Actual & Encumbrances) | % of Budget Expended to Date | FY 19 Projected Year End | Projected % of Budget | FY 18 Audited Year End | Projected % of Budget |      |
| <b>Revenues</b>                             |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| <b>Appropriations</b>                       |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Subsidy                                     | \$ 67,507,998                           | \$ 56,243,455                            | 83.31%                       | \$ 67,363,495                           | \$ 56,198,996                            | 83.43%                       | \$ 67,507,998            | 100.00%               | \$ 67,363,495          | 100.00%               | (1)  |
| Student Support Services                    | -                                       | -  | -                            | -                                       | -  | -                            | -                        | -                     | 69,889                 | -                     | (2)  |
|   | <u>67,507,998</u>                       | <u>56,243,455</u>                        | <u>83.31%</u>                | <u>67,363,495</u>                       | <u>56,198,996</u>                        | <u>83.43%</u>                | <u>67,507,998</u>        | <u>100.00%</u>        | <u>67,433,384</u>      | <u>100.10%</u>        | (3)  |
| <b>Student</b>                              |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Tuition                                     | 74,089,143                              | 67,469,089                               | 91.06%                       | 70,084,052                              | 63,785,507                               | 91.01%                       | 74,002,469               | 99.88%                | 69,982,534             | 99.86%                | (4)  |
| Fees  | 4,066,328                               | 3,749,181                                | 92.20%                       | 4,218,452                               | 3,772,025                                | 89.42%                       | 4,230,764                | 104.04%               | 3,731,366              | 88.45%                | (5)  |
| Special Courses                             | 1,836,213                               | 1,437,350                                | 78.28%                       | 1,560,144                               | 1,332,626                                | 85.42%                       | 1,845,951                | 100.53%               | 1,644,073              | 105.38%               | (6)  |
|   | <u>79,991,684</u>                       | <u>72,655,621</u>                        | <u>90.83%</u>                | <u>75,862,648</u>                       | <u>68,890,158</u>                        | <u>90.81%</u>                | <u>80,079,184</u>        | <u>100.11%</u>        | <u>75,357,973</u>      | <u>99.33%</u>         | (7)  |
| <b>Contracted Services</b>                  |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Net   | 792,440                                 | 330,739                                  | 41.74%                       | 707,323                                 | 467,031                                  | 66.03%                       | 676,865                  | 85.42%                | 793,974                | 112.25%               | (8)  |
|   | <u>792,440</u>                          | <u>330,739</u>                           | <u>41.74%</u>                | <u>707,323</u>                          | <u>467,031</u>                           | <u>66.03%</u>                | <u>676,865</u>           | <u>85.42%</u>         | <u>793,974</u>         | <u>112.25%</u>        | (9)  |
| <b>Other</b>                                |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Partnership Revenue                         | 14,240                                  | 6,228                                    | 43.74%                       | 10,790                                  | 15,884                                   | 147.21%                      | 14,240                   | 100.00%               | 19,442                 | 180.19%               | (10) |
| Miscellaneous                               | 609,637                                 | 494,890                                  | 81.18%                       | 562,134                                 | 449,651                                  | 79.99%                       | 609,637                  | 100.00%               | 550,981                | 98.02%                | (11) |
|   | <u>623,877</u>                          | <u>501,118</u>                           | <u>80.32%</u>                | <u>572,924</u>                          | <u>465,535</u>                           | <u>81.26%</u>                | <u>623,877</u>           | <u>100.00%</u>        | <u>570,423</u>         | <u>99.56%</u>         | (12) |
| Total Revenues                              | <u>148,915,999</u>                      | <u>129,730,933</u>                       | <u>87.12%</u>                | <u>144,506,390</u>                      | <u>126,021,720</u>                       | <u>87.21%</u>                | <u>148,887,924</u>       | <u>99.98%</u>         | <u>144,155,754</u>     | <u>99.76%</u>         | (13) |
| <b>Operating Expenditures</b>               |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Educational & general (Instructional)       | 77,570,716                              | 65,331,917                               | 84.22%                       | 75,422,506                              | 62,648,306                               | 83.06%                       | 79,052,591               | 101.91%               | 75,606,567             | 100.24%               | (14) |
| Library                                     | 1,918,616                               | 1,631,253                                | 85.02%                       | 1,928,848                               | 1,594,933                                | 82.69%                       | 1,914,547                | 99.79%                | 1,950,305              | 101.11%               | (15) |
| General                                     | 11,359,536                              | 8,955,846                                | 78.84%                       | 11,289,503                              | 8,465,648                                | 74.99%                       | 11,479,796               | 101.06%               | 10,889,411             | 96.46%                | (16) |
| Information Technology                      | 12,963,709                              | 11,056,573                               | 85.29%                       | 12,974,560                              | 10,462,386                               | 80.64%                       | 12,826,708               | 98.94%                | 12,728,786             | 98.11%                | (17) |
| Student Services                            | 15,424,322                              | 12,141,972                               | 78.72%                       | 14,675,851                              | 11,379,208                               | 77.54%                       | 14,928,877               | 96.79%                | 14,059,843             | 95.80%                | (18) |
| Operation and maintenance of plant          | 16,006,381                              | 12,768,615                               | 79.77%                       | 15,617,597                              | 12,566,082                               | 80.46%                       | 15,658,015               | 97.82%                | 14,573,196             | 93.31%                | (19) |
| Administration                              | 9,416,271                               | 7,012,708                                | 74.47%                       | 8,741,277                               | 7,102,843                                | 81.26%                       | 8,832,217                | 93.80%                | 8,879,241              | 101.58%               | (20) |
| Transfer for debt service                   | 1,687,598                               | 1,323,121                                | 78.40%                       | 636,994                                 | 547,583                                  | 85.96%                       | 1,437,967                | 85.21%                | 636,994                | 100.00%               | (21) |
| Total Expenditures                          | <u>146,347,149</u>                      | <u>120,222,004</u>                       | <u>82.15%</u>                | <u>141,287,136</u>                      | <u>114,766,989</u>                       | <u>81.23%</u>                | <u>146,130,718</u>       | <u>99.85%</u>         | <u>139,324,343</u>     | <u>98.61%</u>         | (22) |
| <b>Non-operating &amp; Encumbered</b>       |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Transfer for Capital Equipment              | 750,000                                 | See Exhibit C                            | -                            | 550,000                                 | See Exhibit C                            | -                            | 750,000                  | N/A                   | 550,000                | N/A                   | (23) |
| Transfer for One-Time Compensation          | -                                       | -  | -                            | -                                       | -  | -                            | -                        | N/A                   | -                      | N/A                   | (24) |
| Transfer for Other Needs                    | -                                       | -  | -                            | -                                       | -  | -                            | -                        | N/A                   | 800,000                | N/A                   | (25) |
| Transfer for Scholarships                   | 1,000,000                               | -  | -                            | -                                       | -  | -                            | 1,000,000                | N/A                   | -                      | N/A                   | (26) |
| Transfer for Budget/Tuition Stabilization   | -                                       | -  | -                            | 726,816                                 | -  | -                            | -                        | N/A                   | -                      | N/A                   | (27) |
| Transfer for Campus Safety                  | -                                       | -  | -                            | -                                       | -  | -                            | -                        | N/A                   | -                      | N/A                   | (28) |
| Transfer for Student Success and Innovation | -                                       | -  | -                            | 361,834                                 | -  | -                            | -                        | N/A                   | 361,834                | N/A                   | (29) |
| Transfer for Technology Initiatives         | 818,850                                 | -  | -                            | 400,000                                 | -  | -                            | 818,850                  | N/A                   | 400,000                | N/A                   | (30) |
| Transfer for Workforce Development          | -                                       | -  | -                            | 400,000                                 | -  | -                            | -                        | N/A                   | 400,000                | N/A                   | (31) |
| Transfer for Advancement                    | -                                       | -  | -                            | 780,604                                 | -  | -                            | -                        | N/A                   | 780,604                | N/A                   | (32) |
| Total expenditures and transfers            | <u>148,915,999</u>                      | <u>120,222,004</u>                       | <u>80.73%</u>                | <u>144,506,390</u>                      | <u>114,766,989</u>                       | <u>79.42%</u>                | <u>148,699,568</u>       | <u>99.85%</u>         | <u>142,616,781</u>     | <u>98.69%</u>         | (33) |
| Operational Revenues                        | -                                       | 9,508,929                                | N/A                          | -                                       | 11,254,731                               | N/A                          | 188,356                  | N/A                   | 1,538,973              | N/A                   | (34) |
| <b>Interest Income</b>                      |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Net Operating Revenues                      | \$ -                                    | \$ 2,678,167                             | -                            | \$ -                                    | \$ 318,728                               | -                            | \$ 2,678,167             | -                     | \$ 766,809             | -                     | (35) |
|   | <u>-</u>                                | <u>12,187,096</u>                        | <u>-</u>                     | <u>-</u>                                | <u>11,573,459</u>                        | <u>-</u>                     | <u>2,866,523</u>         | <u>-</u>              | <u>2,305,782</u>       | <u>-</u>              | (36) |
| <b>Reserve expenditures from Exhibit C</b>  |   |  |                              |   |  |                              |                          |                       |                        |                       |      |
| Net Revenues/(Expenditures)                 | -                                       | 4,063,729                                | -                            | -                                       | 7,607,805                                | -                            | 10,591,412 *             | -                     | 12,992,294             | -                     | (37) |
|   | <u>-</u>                                | <u>8,123,367</u>                         | <u>-</u>                     | <u>-</u>                                | <u>3,965,654</u>                         | <u>-</u>                     | <u>(7,724,889)</u>       | <u>-</u>              | <u>(10,686,512)</u>    | <u>-</u>              | (38) |
|   | [A]                                     | [B]                                      | [C]                          | [D]                                     | [E]                                      | [F]                          | [G]                      | [H]                   | [I]                    | [J]                   |      |

\*Reserve expenditures from Exhibit C also include estimated year-end audit adjustments such as State capital appropriations, capitalization of assets, depreciation expense and other required adjustments.

**COLUMBUS STATE COMMUNITY COLLEGE  
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT  
EDUCATIONAL AND GENERAL FUNDS  
FOR THE TEN MONTHS ENDED APRIL 30, 2019**

**EXHIBIT C**

|  | Preliminary<br>Balance at<br>June 30,<br>2018 | Net Increase<br>for Current<br>Period | Board<br>Approved<br>Additions | Transfers   | Expenditures | Balance at<br>April 30,<br>2019 |      |
|--|---|---------------------------------------|--------------------------------|-------------|--------------|---------------------------------|------|
| Unrestricted                                 |   |                                       |                                |             |              |                                 |      |
| Allocated                                    |   |                                       |                                |             |              |                                 |      |
| Capital Improvements & Land Acquisition      | \$ 8,211,118                                  | \$ -                                  | \$ -                           | \$ -        | \$ (111,737) | \$ 8,099,381                    | (1)  |
| Carpet/Furniture Reupholstering              | 23,812  | -                                     | -                              | -           | -            | 23,812                          | (2)  |
| Jefferson Ave/Grove Street Repaving          | 22,222  | -                                     | -                              | -           | -            | 22,222                          | (3)  |
| Space Efficiency Upgrades                    | 187,257                                       | -                                     | -                              | -           | -            | 187,257                         | (4)  |
| Site Development Delaware Campus             | 1,172,279                                     | -                                     | -                              | -           | -            | 1,172,279                       | (5)  |
| Bookstore/DX Modifications                   | 263,490                                       | -                                     | -                              | -           | -            | 263,490                         | (6)  |
| Facilities Infrastructure Improvements       | 70,741  | -                                     | -                              | -           | -            | 70,741                          | (7)  |
| Student Support Services                     | 133,198                                       | -                                     | -                              | -           | -            | 133,198                         | (8)  |
| Creative Campus                              | 100,000                                       | -                                     | -                              | -           | (100,000)    | -                               | (9)  |
| School of Hospitality Management             | 263,542                                       | -                                     | -                              | -           | (107,093)    | 156,449                         | (10) |
| Advancement                                  | 583,234                                       | -                                     | 1,000,000                      | -           | (718,340)    | 864,893                         | (11) |
| COTA   | 75,000  | -                                     | -                              | -           | -            | 75,000                          | (12) |
| EB 302 Renovation                            | 10,057  | -                                     | -                              | -           | -            | 10,057                          | (13) |
| Vet Tech Upgrade                             | 23,055  | -                                     | -                              | -           | -            | 23,055                          | (14) |
| Fire Science                                 | 1,419,749                                     | -                                     | -                              | (1,060,000) | (15,826)     | 343,922                         | (15) |
| Ongoing Maintenance                          | 218,737                                       | -                                     | -                              | -           | (202,597)    | 16,140                          | (16) |
| Mitchell Hall Start-Up Costs                 | 800,000                                       | -                                     | 900,000                        | 1,000,000   | (25,324)     | 2,674,677                       | (17) |
| Capital Equipment                            | 5,842,021                                     | -                                     | 750,000                        | -           | (444,225)    | 6,147,797                       | (18) |
| Target 2002                                  | 333,088                                       | -                                     | -                              | -           | -            | 333,088                         | (19) |
| Collective Bargaining                        | 33,104  | -                                     | -                              | -           | -            | 33,104                          | (20) |
| Budget/Tuition Stabilization                 | 20,756,987                                    | -                                     | -                              | -           | -            | 20,756,987                      | (21) |
| Accumulated Lab Fees                         | 1,936,125                                     | -                                     | -                              | -           | (390,704)    | 1,545,421                       | (22) |
| Broadbanding                                 | 103,337                                       | -                                     | -                              | -           | -            | 103,337                         | (23) |
| Scholarships                                 | 757,912                                       | -                                     | 1,000,000                      | -           | (531,672)    | 1,226,240                       | (24) |
| Student Success and Innovation               | 9,990,364                                     | -                                     | 400,000                        | -           | (1,070,604)  | 9,319,761                       | (25) |
| Strategic Growth Initiatives                 | 629,107                                       | -                                     | -                              | 60,000      | -            | 689,107                         | (26) |
| Technology Initiatives                       | 1,529,658                                     | -                                     | 818,850                        | -           | -            | 2,348,508                       | (27) |
| Human Capacity Development/Wellness          | 311,266                                       | -                                     | -                              | -           | -            | 311,266                         | (28) |
| Campus Safety Initiatives                    | 268,688                                       | -                                     | -                              | -           | (81,128)     | 187,560                         | (29) |
| Energy Efficiency/Sustainability Initiatives | 1,568,631                                     | -                                     | -                              | -           | 1,785        | 1,570,416                       | (30) |
| Health Care Self-Insurance Escrow            | 1,241,018                                     | -                                     | -                              | -           | -            | 1,241,018                       | (31) |
| Health Care HSA Incentive                    | 86,636  | -                                     | -                              | -           | -            | 86,636                          | (32) |
| Self-Insured Workers Compensation Benefits   | 152,500                                       | -                                     | -                              | -           | -            | 152,500                         | (33) |
| One-Time Compensation                        | 226,657                                       | -                                     | -                              | -           | -            | 226,657                         | (34) |
| Partnerships for Student Success             | 20,529  | -                                     | -                              | -           | -            | 20,529                          | (35) |
| Workforce Development                        | 446,484                                       | -                                     | -                              | -           | (266,266)    | 180,218                         | (36) |
| Tobacco Free Campus Implementation           | 57,219  | -                                     | -                              | -           | -            | 57,219                          | (37) |
| PERFORMS                                     | 1,499   | -                                     | -                              | -           | -            | 1,499                           | (38) |
|  | 59,870,322                                    | -                                     | 4,868,850                      | -           | (4,063,729)  | 60,675,442                      | (39) |
| Unallocated                                  | 11,511,300                                    | 8,663,967                             | (4,868,850)                    | -           | 4,063,729    | 19,370,146                      | (40) |
| Total General Fund                           | \$ 71,381,621                                 | \$ 8,663,967                          | \$ -                           | \$ -        | \$ -         | \$ 80,045,588                   | (41) |
|  | [A]   | [B]                                   | [C]                            | [D]         | [E]          | [F]                             |      |



**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES  
FOR THE TEN MONTHS ENDED APRIL 30, 2019  
With Comparative Figures at April 30, 2018**

**EXHIBIT D**

|                                       | FY 19                                   |                |                              | FY 18                                   |                |                              | FY 19 Projected Year End |                       | FY 18 Audited Year End |                       |      |
|---------------------------------------|---|----------------|------------------------------|---|----------------|------------------------------|--------------------------|-----------------------|------------------------|-----------------------|------|
|                                       | Revised Budget as approved January 2019 | Actual to Date | % of Budget Expended to Date | Revised Budget as approved January 2018 | Actual to Date | % of Budget Expended to Date | FY 19 Projected Year End | Projected % of Budget | FY 18 Audited Year End | Projected % of Budget |      |
| <b>Auxiliary</b>                      |   |                |                              |   |                |                              |                          |                       |                        |                       |      |
| Sales/Revenues                        |   |                |                              |   |                |                              |                          |                       |                        |                       |      |
| Bookstore                             | \$ 10,059,774                           | \$ 9,148,863   | 90.95%                       | \$ 11,466,556                           | \$ 10,454,354  | 91.17%                       | \$ 10,416,262            | 103.54%               | \$ 12,175,244          | 106.18%               | (1)  |
| Food Services                         | 219,930                                 | 206,404        | 93.85%                       | 220,000                                 | 220,378        | 100.17%                      | 220,000                  | 100.03%               | 257,237                | 116.93%               | (2)  |
| Total Revenues                        | 10,279,704                              | 9,355,268      | 91.01%                       | 11,686,556                              | 10,674,732     | 91.34%                       | 10,636,262               | 103.47%               | 12,432,481             | 106.38%               | (3)  |
| Cost of Goods Sold                    |   |                |                              |   |                |                              |                          |                       |                        |                       | (4)  |
| Bookstore                             | 7,975,195                               | 7,007,526      | 87.87%                       | 9,378,351                               | 8,144,554      | 86.84%                       | 8,002,823                | 100.35%               | 9,587,857              | 102.23%               | (5)  |
| Food Service                          | -                                       | 70             | 0.00%                        | -                                       | 89             | 0.00%                        | 70                       | 0.00%                 | 89                     | 0.00%                 | (6)  |
| Gross Margin                          | 2,304,509                               | 2,347,673      | 101.87%                      | 2,308,205                               | 2,530,089      | 109.61%                      | 2,633,369                | 114.27%               | 2,844,535              | 123.24%               | (7)  |
| Operating Expenses                    |   |                |                              |   |                |                              |                          |                       |                        |                       | (8)  |
| Bookstore                             | 1,831,878                               | 1,411,242      | 77.04%                       | 1,869,777                               | 1,431,840      | 76.58%                       | 1,748,182                | 95.43%                | 1,771,231              | 94.73%                | (9)  |
| Food Services                         | 89,124                                  | 67,281         | 75.49%                       | 86,681                                  | 71,758         | 82.78%                       | 88,554                   | 99.36%                | 88,085                 | 101.62%               | (10) |
| Auxiliary Administration              | 223,595                                 | 155,416        | 69.51%                       | 310,214                                 | 239,106        | 77.08%                       | 186,697                  | 83.50%                | 268,928                | 86.69%                | (11) |
| Total Expenses                        | 2,144,597                               | 1,633,939      | 76.19%                       | 2,266,672                               | 1,742,704      | 76.88%                       | 2,023,433                | 94.35%                | 2,128,244              | 93.89%                | (12) |
| Auxiliary Net Operating Income/(Loss) | 159,912                                 | 713,733        | 446.33%                      | 41,533                                  | 787,385        | 1895.81%                     | 609,936                  | 381.42%               | 716,291                | 1724.63%              | (13) |
| Net Income/(Loss)                     |   |                |                              |   |                |                              |                          |                       |                        |                       | (14) |
| Bookstore                             | 252,701                                 | 730,095        | 288.92%                      | 218,428                                 | 877,960        | 401.94%                      | 665,257                  | 263.26%               | 816,156                | 373.65%               | (15) |
| Food Services                         | 130,806                                 | 139,054        | 106.31%                      | 133,319                                 | 148,531        | 111.41%                      | 131,376                  | 100.44%               | 169,063                | 126.81%               | (16) |
| Auxiliary Administration              | (223,595)                               | (155,416)      | 69.51%                       | (310,214)                               | (239,106)      | 77.08%                       | (186,697)                | 83.50%                | (268,928)              | 86.69%                | (17) |
| Net Auxiliary Income/(Loss)           | 159,912                                 | 713,733        | 446.33%                      | 41,533                                  | 787,385        | 1895.81%                     | 609,936                  | 381.42%               | 716,291                | 1724.63%              | (18) |
| Reserve Expenditures                  |   |                |                              |   |                |                              |                          |                       |                        |                       | (19) |
| Non-operating Revenues/Expenditures   | (100,000)                               | 2,541          |                              | (200,000)                               | 353,101        |                              | (100,000)                |                       | 342,758                |                       | (20) |
| College Credit Plus                   | (86,620)                                | (86,620)       |                              | (256,903)                               | (162,950)      |                              | (106,620)                |                       | (170,283)              |                       | (21) |
| College Strategic Priorities          | (136,000)                               | (55,000)       |                              | (136,000)                               | (61,000)       |                              | (111,000)                |                       | (64,000)               |                       | (22) |
| Food Services/Renovations             | (900,000)                               | (605,552)      |                              | (1,648,622)                             | (227,484)      |                              | (900,000)                |                       | (1,061,651)            |                       | (23) |
|                                       | [A]                                     | [B]            | [C]                          | [D]                                     | [E]            | [F]                          | [G]                      | [H]                   | [I]                    | [J]                   |      |

**COLUMBUS STATE COMMUNITY COLLEGE  
CASH FLOW FORECAST  
AS OF APRIL 30, 2019**

**EXHIBIT E**

|                         | Actual<br>November<br>2018 | Actual<br>December<br>2018 | Actual<br>January<br>2019 | Actual<br>February<br>2019 | Actual<br>March<br>2019 | Actual<br>April<br>2019 |     |
|-------------------------|----------------------------|----------------------------|---------------------------|----------------------------|-------------------------|-------------------------|-----|
| Beginning Cash          | \$ 4,991,890               | 3,705,051                  | 5,690,686                 | 5,527,005                  | 3,096,207               | 5,167,806               | (1) |
| Cash Receipts           | 8,603,119                  | 9,241,409                  | 18,180,442                | 10,828,651                 | 9,439,101               | 8,853,668               | (2) |
| Cash Disbursements      | (13,867,878)               | (13,349,847)               | (14,128,054)              | (14,634,615)               | (13,469,081)            | (13,123,159)            | (3) |
| Financial Aid           | (22,080)                   | 1,094,073                  | 13,783,931                | (624,834)                  | 101,579                 | 60,116                  | (4) |
| Outflow for investments | -                          | (8,000,000)                | (18,000,000)              | -                          | -                       | -                       | (5) |
| Inflow from investments | 4,000,000                  | 13,000,000                 | -                         | 2,000,000                  | 6,000,000               | 3,000,000               | (6) |
| Ending Cash             | <u>\$ 3,705,051</u>        | <u>5,690,686</u>           | <u>5,527,005</u>          | <u>3,096,207</u>           | <u>5,167,806</u>        | <u>3,958,431</u>        | (7) |

|                         | Forecasted<br>May<br>2019 | Forecasted<br>June<br>2019 | Forecasted<br>July<br>2019 | Forecasted<br>August<br>2019 | Forecasted<br>August<br>2019 | Forecasted<br>September<br>2019 |      |
|-------------------------|---------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------------|------|
| Beginning Cash          | \$ 3,958,431              | 3,918,170                  | 3,408,170                  | 3,713,170                    | 3,583,170                    | 3,775,170                       | (8)  |
| Cash Receipts           | 13,670,000                | 8,500,000                  | 7,675,000                  | 20,080,000                   | 8,392,000                    | 8,500,000                       | (9)  |
| Cash Disbursements      | (15,890,261)              | (17,380,000)               | (14,380,000)               | (14,880,000)                 | (14,380,000)                 | (14,180,000)                    | (10) |
| Financial Aid           | 180,000                   | 1,370,000                  | (990,000)                  | 8,670,000                    | 4,180,000                    | 35,000                          | (11) |
| Outflow for investments | -                         | -                          | -                          | (17,000,000)                 | -                            | -                               | (12) |
| Inflow from investments | 2,000,000                 | 7,000,000                  | 8,000,000                  | 3,000,000                    | 2,000,000                    | 6,000,000                       | (13) |
| Ending Cash             | <u>\$ 3,918,170</u>       | <u>3,408,170</u>           | <u>3,713,170</u>           | <u>3,583,170</u>             | <u>3,775,170</u>             | <u>4,130,170</u>                | (14) |

**COLUMBUS STATE COMMUNITY COLLEGE  
PRESIDENT'S DISCRETIONARY FUND  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE TEN MONTHS ENDED APRIL 30, 2019**

**EXHIBIT F**

|                             |       |                         |      |
|-----------------------------|-------|-------------------------|------|
| Cash at Beginning of Period |       | \$ <u>16,920</u>        | (1)  |
|                             |       |                         | (2)  |
| <u>Receipts:</u>            |       |                         | (3)  |
| Deposit from General Fund   | 3,080 | 3,080                   | (4)  |
|                             |       |                         | (5)  |
|                             |       |                         | (6)  |
| <u>Disbursements:</u>       |       |                         | (7)  |
| Oberer's Flowers            | 969   |                         | (8)  |
| Condolence Contribution     | 60    |                         | (9)  |
| Columbus State DX           | 284   |                         | (10) |
|                             |       | <u>1,313</u>            | (11) |
|                             |       | \$ <u><u>18,687</u></u> | (12) |
|                             | [A]   | [B]                     | (13) |
|                             |       | <u>[C]</u>              |      |

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  
BALANCE SHEET AT APRIL 30, 2019  
With Comparative Figures at April 30, 2018**

| <u>Assets</u>  | <u>April 30,<br/>2019</u> | <u>April 30,<br/>2018</u> |      |
|--|---------------------------|---------------------------|------|
| Cash   | \$ 2,628,900              | \$ 1,999,003              | (1)  |
| Investments at market value (see note)               | 10,181,349                | 8,489,448                 | (2)  |
| Pledges Receivable - Hospitality & Culinary Building | 3,188,771                 | 603,360                   | (3)  |
| Pledges Receivable - Other                           | 4,523,820                 | 3,300,822                 | (4)  |
| Accounts Receivable                                  | 141,420                   | 58,686                    | (5)  |
| Other Assets   | 369,850                   | -                         | (6)  |
| Total Assets   | <u>\$ 21,034,110</u>      | <u>\$ 14,451,319</u>      | (7)  |
| <br>   |                           |                           |      |
| <u>Liabilities</u>                                   |                           |                           |      |
| Due to general fund                                  | \$ -                      | \$ -                      | (8)  |
| Pledge Payable                                       | -                         | -                         | (9)  |
| Trade Payables                                       | 158,573                   | 337,067                   | (10) |
| Total Liabilities                                    | <u>158,573</u>            | <u>337,067</u>            | (11) |
| <br>   |                           |                           |      |
| <u>Fund balance</u>                                  |                           |                           |      |
| Permanently Restricted                               | 4,652,820                 | 4,317,934                 | (12) |
| Temporarily Restricted                               | 12,589,226                | 6,533,140                 | (13) |
| Unrestricted   |                           |                           |      |
| Allocated  | 60,864                    | -                         | (14) |
| Unallocated  | <u>3,572,627</u>          | <u>3,263,178</u>          | (15) |
| Total fund balance                                   | <u>20,875,537</u>         | <u>14,114,252</u>         | (16) |
| Total Liabilities and fund balance                   | <u>\$ 21,034,110</u>      | <u>\$ 14,451,319</u>      | (17) |
|  | [A]                       | [B]                       |      |

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:

|                    | Cost                | Market               | Percent of<br>Portfolio |
|--------------------|---------------------|----------------------|-------------------------|
| Cash & Equivalents | \$ 1,430,357        | 1,434,723            | 14.09%                  |
| Equities           | 3,805,455           | 4,787,379            | 47.02%                  |
| Fixed Income       | 2,843,452           | 2,831,190            | 27.81%                  |
| Mutual Funds       | <u>1,133,254</u>    | <u>1,128,057</u>     | <u>11.08%</u>           |
| Total Investments  | <u>\$ 9,212,518</u> | <u>\$ 10,181,349</u> | <u>100.00%</u>          |

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE TEN MONTHS ENDED APRIL 30, 2019  
With Comparative Figures at April 30, 2018**

|   | April 30, 2019            |                             |                           |                           |                    | April 30,<br>2018  |      |
|---|---------------------------|-----------------------------|---------------------------|---------------------------|--------------------|--------------------|------|
|   | Unrestricted<br>Allocated | Unrestricted<br>Unallocated | Temporarily<br>Restricted | Permanently<br>Restricted | Total All<br>Funds | Total All<br>Funds |      |
| Revenue   |                           |                             |                           |                           |                    |                    |      |
| Contributions                                     |                           |                             |                           |                           |                    |                    |      |
| Scholarships and Programs                         | \$ -                      | \$ 173,140                  | \$ 3,705,252              | \$ 132,943                | \$ 4,011,335       | \$ 471,367         | (1)  |
| Taste the Future                                  | -                         | 174,407                     | -                         | -                         | 174,407            | 134,497            | (2)  |
| Contributions for Columbus State                  | -                         | -                           | 53,408                    | -                         | 53,408             | 22,069             | (3)  |
| Creative Campus                                   | -                         | -                           | 260,000                   | -                         | 260,000            | 245,000            | (4)  |
| Hospitality & Culinary Arts                       | -                         | -                           | 1,352,025                 | -                         | 1,352,025          | 725,294            | (5)  |
| Administration Fee Income                         | -                         | 42,387                      | -                         | -                         | 42,387             | 41,802             | (6)  |
| Interest Income                                   | -                         | 1,042                       | 110                       | -                         | 1,152              | 779                | (7)  |
| Investment Income                                 |                           |                             |                           |                           |                    |                    | (8)  |
| Realized  | -                         | 48,885                      | 87,558                    | -                         | 136,443            | 430,297            | (9)  |
| Unrealized  | -                         | 110,107                     | 214,616                   | -                         | 324,723            | 5,186              | (10) |
| Investment income-subtotal                        | -                         | 158,992                     | 302,174                   | -                         | 461,166            | 435,483            | (11) |
| Total revenues                                    | -                         | 549,968                     | 5,672,969                 | 132,943                   | 6,355,880          | 2,076,291          | (12) |
| Expenditures                                      |                           |                             |                           |                           |                    |                    |      |
| Scholarships and Programs                         | -                         | -                           | 406,306                   | -                         | 406,306            | 225,561            | (13) |
| Contributions to Columbus State                   | -                         | -                           | 41,328                    | -                         | 41,328             | 20,655             | (14) |
| Corporate Gift                                    | -                         | -                           | 1,509,252                 | -                         | 1,509,252          | 500,000            | (15) |
| Creative Campus                                   | -                         | -                           | 301,450                   | -                         | 301,450            | 71,444             | (16) |
| Hospitality & Culinary Arts                       | -                         | -                           | -                         | -                         | -                  | -                  | (17) |
| Administrative Fee Expense                        | -                         | -                           | 42,387                    | -                         | 42,387             | 41,802             | (18) |
| Management and general                            | 40,000                    | 238,620                     | -                         | -                         | 278,620            | 247,549            | (19) |
| Total expenditures                                | 40,000                    | 238,620                     | 2,300,723                 | -                         | 2,579,343          | 1,107,011          | (20) |
| Excess (deficit) of revenues<br>over expenditures | (40,000)                  | 311,348                     | 3,372,246                 | 132,943                   | 3,776,537          | 969,280            | (21) |
| Transfers   | 100,864                   | (100,864)                   | (200,000)                 | 200,000                   | -                  | -                  | (22) |
| Fund balance at beginning of period               | -                         | 3,362,143                   | 9,416,980                 | 4,319,877                 | 17,099,000         | 13,144,972         | (23) |
|   |                           |                             |                           |                           |                    |                    | (24) |
| Fund balance at end of period                     | \$ 60,864                 | \$ 3,572,627                | \$ 12,589,226             | \$ 4,652,820              | \$ 20,875,537      | \$ 14,114,252      | (25) |
|   | [A]                       | [A]                         | [B]                       | [C]                       | [D]                | [F]                |      |

**COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF APRIL 30, 2019**

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    | \$ 22,108,236         | \$ 22,108,236         | 2.58%                     | 1                              |
| STAR Ohio/Plant        | 1,507,532             | 1,507,532             | 2.58%                     | 1                              |
| STAR Ohio/Auxiliary    | 5,602,168             | 5,602,168             | 2.58%                     | 1                              |
| STAR Plus              | 2,568,401             | 2,568,401             | 2.52%                     | 1                              |
| STAR 2018A Bond        | 3,009,851             | 3,009,851             | 2.58%                     | 1                              |
| CSCC Operating Fund    | 80,700,797            | 80,714,919            | 2.12%                     | 591                            |
| Auxiliary Services     | 5,152,160             | 5,186,255             | 2.41%                     | 178                            |
| Bond Fund              | 6,191,218             | 6,242,513             | 2.39%                     | 58                             |
| Plant Fund             | 9,404,988             | 9,400,105             | 1.90%                     | 409                            |
|                        | <u>\$ 136,245,351</u> | <u>\$ 136,339,980</u> |                           |                                |

\* Weighted

| <u>Portfolio Composition</u> | <u>Type</u>        | <u>% of Total</u> |
|------------------------------|--------------------|-------------------|
|                              | STAR Ohio          | 25.52%            |
|                              | Agencies           | 52.20% *          |
|                              | Municipal Bonds    | 1.57%             |
|                              | Corporate Issues   | 0.18%             |
|                              | Treasury Notes     | 3.10%             |
|                              | Stocks             | 0.00%             |
|                              | Cash & Equivalents | 17.43%            |
|                              |                    | <u>100.00%</u>    |

\* This includes discount notes, callable, non-callable, securitized, and step-up agency investments.

2) **Inventories**

Bookstore inventories at year-end are stated at actual cost. A complete physical inventory is taken annually 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**

Outstanding long-term debt consists of bonds payable in annual installments varying from \$800,000 to \$1,285,000 with interest rates of 1.65% to 5%, the final installment being due in 2038, 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.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

**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.

**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> |
|--------------------|---------------------------|--------------------------------|-------------|---------------|
| Abeer Awooda       | Teaching Assistant        | Biological & Physical Sciences | 03/1/19     | \$38,605      |
| Selam Bihon        | Teaching Assistant        | Biological & Physical Sciences | 03/1/19     | \$37,856      |
| Jose Chamocho      | Facilities Support Worker | Building Services              | 02/18/19    | \$28,205      |
| Jenna James        | Videographer              | Marketing & Communications     | 03/14/19    | \$65,000      |
| Tasha Jefferson    | Financial Analyst         | Resource Planning & Analysis   | 03/04/19    | \$74,399      |
| Kathy Lopez        | Program Coordinator       | Facilities Operations          | 03/25/19    | \$48,375      |
| Patricio Plazolles | Accountant                | Cashier's & Student Accounting | 04/16/19    | \$37,856      |
| Billie Williams    | Supervisor                | Building Services              | 04/01/19    | \$65,000      |



**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/voluntary cash separation incentives/reductions in force/terminations/retirements have been accepted.

| <u>NAME</u>      | <u>POSITION</u>     | <u>DEPARTMENT</u>              | <u>DATE</u> |
|------------------|---------------------|--------------------------------|-------------|
| Patricia Brown   | Instructor          | Nursing                        | 05/11/19    |
| Whitney Campbell | Accountant          | Payroll                        | 03/25/19    |
| Gregory Capers   | Police Officer      | Patrol                         | 04/01/19    |
| Laura Contrucci  | Supervisor          | Marketing & Communications Ops | 04/16/19    |
| Alicia Croft     | Analyst             | Institutional Effectiveness    | 04/12/19    |
| Laura Daily      | Specialist          | Telephone Information Center   | 04/26/19    |
| Lisa Farina      | Director            | Marketing & Communications Ops | 03/20/19    |
| Denise Flowers   | Office Associate    | Communication                  | 03/29/19    |
| Barbara Jackson  | Executive Assistant | EMSS                           | 12/31/19    |
| Tina Perry       | Professor           | Human Services                 | 05/31/19    |
| Johanna Pierce   | Supervisor          | Bookstore                      | 03/06/19    |
| Melissa Pizzurro | Program Coordinator | Facilities Operations          | 02/18/19    |
| Peggy Williams   | Assistant Professor | Veterinary Technology          | 12/31/19    |