



COPY TO ALL BOARD MEMBERS
Devin Daggs, Ex-Officio Student Member
Aloysius Kienee, Ex-Officio Staff Member
Thomas Shanahan, Ex-Officio Faculty Member

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Friday, May 22, 2020

Virtual Meeting, Microsoft Teams
7:30 AM

AGENDA

1. Call to Order
2. Roll Call
3. Certification of Conformity with Section §121.22(F) of the Ohio Revised Code
4. Opening Remarks from President Harrison
5. Approval of Minutes
6. Tenure Appointments and First Promotion in Rank..... 1
7. Delegation of Authority in Response to Coronavirus Emergency.....3
8. Financial Statements as of and for the Ten Months Ended April 30, 2020... ..5
9. Personnel Information Items (Information Only).....19
10. Discussion of Current Issues
11. Executive Session (*if needed*)
12. Adjournment

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



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. Sixteen 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 sixteen individuals be granted tenure and be promoted in rank to Assistant Professor effective at the beginning of the 2020-2021 contract year and invited to attend the September Board Meeting to be recognized.

Health & Human Services

Alison Romanowski	Nursing
Diane Souza	Sport & Exercise Studies and Hospitality Programs
Abbey Billups	Nursing
Ericka Purtee	Nursing
Jill Ritchey	Nursing
Kendra Barker-Poirier	Allied Health Professions
Rochelle Burton	Nursing

Arts & Sciences

Elicia Taylor	Languages and Communication
Andrew Kerr	Mathematics
Sean O'Neill	Mathematics
Jessica Wohlgamuth-Benedum	Biological & Physical Sciences
Angela Howard	Biological & Physical Sciences
Ruey Bruce	Biological & Physical Sciences

Information Systems Technology

Robert Platt

Lawrence McWherter

Information Systems Technology

Information Systems Technology

Business, Engineering & Tech

Jeremy Banta

Engineering & Transport Tech



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Delegation of Authority in Response to Coronavirus Emergency.

BACKGROUND INFORMATION:

This is an unprecedented time, in which a new coronavirus disease (a.k.a. COVID-19) emerged in December 2019 and has spread throughout the world with no cure currently known. In late January 2020, the World Health Organization (WHO) declared the outbreak a global health emergency and then declared it a global pandemic on March 11, 2020. On March 9, 2020, Ohio Governor DeWine issued Executive Order 2020-01D declaring a State of Emergency. Governor DeWine and the Ohio Department of Health continue to issue Orders to protect the welfare of Ohio citizens, businesses and travelers, and to call upon Ohio institutions of higher education, among other sectors, to act in accordance with slowing the spread of the illness, and work cooperatively through partnerships and in the use of facilities in managing emergency needs and coordinating the State's response to COVID-19.

Columbus State's officers, faculty, and staff took immediate action to ensure campus health and safety and to provide continuity for student learning and services. Emergency plans were enacted for remote learning, for employees to work from home and to reduce face to face interactions and events. It is probable, however, that Columbus State's business, travel, events, class meetings, and other planned and regular operations of the College will be significantly altered and impacted.

It is impractical for the Board to meet daily or weekly to adjust policies or adjust spending authority to align with shifting conditions during emergency response. Therefore, it is necessary for Columbus State to respond in immediate and practical ways to arising issues and conditions due to the emergency and, if applicable, to temporarily suspend normal College operations and policies, and expend funds in extraordinary ways that are outside the norms for the College.

Ohio Revised Code §3358.04 provides the Board of Trustees authority to "...do all things necessary for the creation, proper maintenance and successful and continuous operation of a state community college..."; and further, Ohio Revised Code §3358.08 (H) empowers the Board to "... exercise such other powers as are necessary for the efficient management of the college".

Additionally, effective emergency response authority can be delegated to the College President for the purposes of making necessary and unusual day-to-day business decisions and to authorize special expenditures to mitigate the impact of the pandemic emergency. The

Columbus State Board of Trustees has determined to authorize the Columbus State President to create, modify, or suspend College policies and/or operations in an emergency, if needed. The President shall work with the Board Chair and/or Board Executive Committee, senior administrators, advisors, College faculty and staff and regularly keep the Board updated on all substantial policy, operational or financial change, or concerning issues. Any significant policy or operational change would be done in consultation with the Board Chair and/or Executive Committee. Moreover, operational and/or reserve funds may be allocated for the purpose of emergency control and mitigation and subsequent recovery.

RECOMMENDATION:

The Columbus State Community College Board of Trustees has considered the above resolutions herein and hereby takes the Actions recommended, to wit: to authorize the College President, with appropriate consultation with the Board Chair and/or Executive Committee, public health experts, government officials, and College faculty and staff to take all steps necessary for the health, welfare, and safety of the College community and to maintain the daily operations, including immediate actions necessary, for the safe, efficient and essential operations critical to carrying out the mission and business continuity of the College. Further, it is authorized that the President, in consultation with the Board Chair and/or Executive Committee, may create, modify and/or suspend policies, operations, and spending authority delegated to the President as necessary and during a pandemic emergency and subsequent response and recovery. The Columbus State President will document and report to the Board of Trustees a summary of that which was done, including the rationale for each type of decision, for subsequent reporting at Board of Trustee meetings as needed. In the event that the President is unable to carry-out this authority due to absence or disability, the duties and authority herein will transfer automatically and immediately to the Executive Vice President of the College. This Board Action is in effect until December 31, 2020, unless extended by a vote of the Board of Trustees, and is retroactive to March 9, 2020.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of and for the ten months ended April 30, 2020

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, 2020, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

May 15, 2020

TO: Dr. David T. Harrison, President

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

SUBJECT: Financial Statements as of April 30, 2020

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, 2020.

1. General Fund (Exhibit B)

Revenues. Total revenues reported through April are 3.4% (\$4.4 million) above last year with State Share of Instruction (SSI or subsidy) and tuition respectively accounting for about \$1.9 million and \$1.7 million of the increase.

The COVID-19 global health pandemic has had a significant impact on the College's operations. The College has transitioned to course delivery that is virtual, and Mitchell Hall (MH) retail operations have closed for the remainder of the fiscal year. As a result, Projected Year-End revenue (Column G, Row 15) is estimated to be about \$4.3 million lower than the Revised Budget. Remaining SSI will be reduced by about 15% (\$2.6 million). The impact on Summer 2020 enrollment is very uncertain at this point. An assumption that Summer 2020 may now be flat to Summer 2019 is assumed within this month's year-end projection but the estimate will continue to be refined as information becomes more certain as we get closer to the start of Summer semester. This is a \$2.8 million improvement from last month's year-end projection of 40% below Summer 2019 based on the registration activity during the early transition to virtual course delivery and the stay at home order.

Term	Revised Budgeted Credit Hours	Actual Credit Hours*	Budget to Actual Increase/Decrease	Prior Year FTEs	Current Year FTEs*	% Variance
Summer 2019**	36,993	36,882	-0.3%	5,522	5,345	-3.2%
Autumn 2019	217,131	217,656	0.2%	14,407	14,510	0.7%
Spring 2020	198,123	204,629	3.3%	13,461	13,642	1.3%
Summer 2020**	43,426					

* Summer 2019 and Autumn 2019 credit hours and FTEs are final Census Day numbers provided by the Ohio Department of Higher Education. Spring 2020 credit hours and FTEs are preliminary Census Day numbers reported by the Institutional Effectiveness (IE) Office.

** Summer semester 2019 straddles both FY19 and FY20, with 46% of the revenue attributed to FY20. Likewise, Summer semester 2020 straddles both FY20 and FY21, with 54% of the revenue attributed to FY20.

Expenses. Through the end of April, expenditures are 2.5% (\$3.0 million) higher than the same period last year. Much of the increased spending occurred within *Education & General* (\$2.3 million or 3.6% above last year) and *Information Technology* (\$471K or 4.3% above last year). The *Information Technology* increase appears to be timing of payments and the *Education and General* increase is due in part to additional faculty positions.

FY20 Projected Year-End (Column G, Row 24) expenditures are expected to be \$4.4 million less overall than the FY20 Revised Budget. Benefits are estimated to come in above what was assumed in the Revised Budget, but will be offset primarily by vacancy savings. Operating expenses for the remainder of the fiscal year are expected to be less due to the impact of the COVID-19 pandemic. For example, savings will be realized in areas such as printing, professional development, and mileage reimbursement while an increase might occur in Information Technology in the near future. Debt service expense is projected to be \$853K under what was included in the Revised Budget due to a longer period to draw down funds for Mitchell Hall construction invoices. Additionally, projected year-end expenses have been adjusted to eliminate contingencies that had been established for the first year of operations for Mitchell Hall. When conditions allow for a re-start of these operations, these funds will be needed and have therefore been reflected as a transfer for Mitchell Hall Start-Up Costs on row (29).

A new COVID-19 line has been added to Exhibits B (Column G, Row 30) and C (Row 18) to reflect COVID-19 expenditures. The line on Exhibit B reflects projected COVID-19 related expenses that have been expended from the operating budget that will eventually be moved to the Exhibit C COVID-19 line. The COVID-19 line on Exhibit C will ultimately reflect expenditures moved from the operating budget as well as expenditures charged directly to the reserve allocation.

The Resource Planning and Analysis Office will continue to monitor spending. Overall, spending has significantly decreased since February. Through February, monthly spending had averaged over \$12.2 million but decreased to approximately \$11.6 million in March and April. Expenses continue to shift, much like the significant swings in Summer registration on the revenue side, as we continue to adjust operations as necessary. More reliable estimates should be able to be made as plans are established for Summer semester classes and operations under continued COVID-19 operating protocol.

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

Bookstore revenues through April are down \$725k or 7.9% from last year as a result of physical textbook sales decreases. Instant Access (IA) digital course materials had the biggest impact on the physical book sales decrease, but Bookstore efforts to promote IA resulted in more than \$300,000 in course materials savings for students in Spring 2020. Computer hardware sales for Spring 2020 (primarily in January) increased 17% over prior year as a result of this new digital course material option. Overall, Bookstore operating expense is down 23.5% as a result of tight control of expenses, vacant positions that have not been replaced and budgeting the remaining debt service on the 2012 bonds from reserves rather than operating funds. Food Service revenues are up 3% compared to last

BUSINESS SERVICES

year. Revenues had been trending up due to more catering revenue with the Conference Center at WD being fully operational this year (under renovation last year) and to increasing events with catering in the Mitchell Hall Event Center prior to the College transition to tele-working and the various orders of the Governor including those related to maximum group sizes during the COVID-19 pandemic.

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

To-date disbursements of \$1,597 left a balance of \$18,403 for April in this fund.

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

Foundation contributions through April are \$3.3 million, compared to \$5.9 million for the same period last year. Adjusting for the larger contributions which included the FY19 for the Weiler Family Scholars program and more pledges for Mitchell Hall, and \$1.0 million recognized in FY20 for the JPMorgan Chase commitment in support of the College's initiatives in workforce development in the Central Ohio region, all other contributions in FY20 are up nearly \$879K compared with last April; contributions from Cardinal Health for the MidOhio Market at C-State accounted for nearly half of the increase. Net investment activity through April is \$867K compared with \$461K last year, an increase of about \$406K, and an increase of \$730K from March 2020 due to significant market swings as the impacts of COVID-19 intensified. Other Assets are reported at \$377K, which primarily represents the February 2019 closing on a purchase of real property.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 37.60% 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, 2020
With Comparative Figures at April 30, 2019

EXHIBIT A

<u>Assets</u>	<u>April 30,</u> <u>2020</u>	<u>April 30,</u> <u>2019</u>		<u>Liabilities and Fund Balance</u>	<u>April 30,</u> <u>2020</u>	<u>April 30,</u> <u>2019</u>	
Current Funds			(1)	Current Funds			(1)
Unrestricted			(2)	Unrestricted			(2)
Educational and general			(3)	Educational and general			(3)
Cash	\$ 4,287,831	\$ 4,582,969	(4)	Accounts payable	\$ 12,110,245	\$ 10,771,112	(4)
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)	119,173,096	114,791,661	(5) (6) (7)	Deferred income			(5)
Accounts receivable, net of allowance for doubtful accounts	21,814,620	21,689,923	(8) (9)	Student tuition	13,244,376	13,039,162	(6)
Interest receivable	-	-	(10)	Lab fees and credit bank	326,454	401,306	(7)
Prepaid expense	723,158	759,892	(11)	Due to auxiliary funds	-	-	(8)
Other Assets	161,840	-	(12)	Due to restricted funds	-	-	(9)
Due from agency funds	4,069,608	2,545,716	(13)	Due to plant funds	49,934,817	40,430,436	(10)
Due from auxiliary funds	399,549	317,443	(14)	Due to agency funds	-	-	(11)
			(15)	Fund balances (Exhibit C):			(12)
Total educational & general	<u>\$ 150,629,703</u>	<u>\$ 144,687,604</u>	(16)	Allocated	58,869,816	60,675,442	(13)
				Unallocated	16,143,995	19,370,146	(14)
				Total fund balances	<u>75,013,811</u>	<u>80,045,588</u>	(15)
				Total educational & general	<u>\$ 150,629,703</u>	<u>\$ 144,687,604</u>	(16)
Auxiliary enterprise				Auxiliary enterprise			
Cash	\$ 2,371,219	\$ 2,591,666	(17)	Accounts payable	\$ 75,530	\$ 51,528	(17)
Investments	11,119,815	10,788,422	(18)	Due to educational & general fund	399,550	317,443	(18)
Accounts receivable	1,334,743	954,279	(19)	Due to Plant Fund	390,738	1,463,873	(19)
Inventories, at cost as defined (note 2)	1,801,407	2,116,944	(20)	Fund balances (Exhibit D):			(20)
Other Assets	70,178	70,178	(21)	Allocated	360,271	1,194,280	(21)
Due from general fund	-	-	(22)	Unallocated	15,471,273	13,494,365	(22)
Due from grant funds	-	-	(23)	Total fund balances	<u>15,831,544</u>	<u>14,688,645</u>	(23)
Total auxiliary enterprise	<u>16,697,362</u>	<u>16,521,489</u>	(24)	Total auxiliary enterprise	<u>16,697,362</u>	<u>16,521,489</u>	(24)
Total unrestricted	<u>\$ 167,327,065</u>	<u>\$ 161,209,093</u>	(25)	Total unrestricted	<u>\$ 167,327,065</u>	<u>\$ 161,209,093</u>	(25)
Total current funds	<u>\$ 167,327,065</u>	<u>\$ 161,209,093</u>	(31)	Total current funds	<u>\$ 167,327,065</u>	<u>\$ 161,209,093</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, 2020
With Comparative Figures at April 30, 2019**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>April 30, 2020</u>	<u>April 30, 2019</u>	<u>Liabilities and Fund Balance</u>	<u>April 30, 2020</u>	<u>April 30, 2019</u>
Plant funds			Plant funds		
Unexpended			Unexpended		
State appropriations receivable	\$ -	\$ -	Fund balances		
Capital Improvement Fund	<u>1,537,423</u>	<u>1,507,532</u>	Restricted	\$ <u>1,537,423</u>	\$ <u>1,507,532</u>
Total unexpended	<u>1,537,423</u>	<u>1,507,532</u>	Total unexpended	<u>1,537,423</u>	<u>1,507,532</u>
Cash from Bond Proceeds	3,375,075	-			
Investments	-	9,252,364			
Deposit with trustees/Escrow	906,118	2,430,837	Investment in plant:		
Due from general fund	49,934,817	40,430,436	Interest payable	-	-
Due from Auxiliary	390,738	1,463,873	Capital lease payable	569,244	569,244
Land	27,719,338	27,719,338	Accounts payable	53,021	-
Improvements other than buildings	14,678,305	13,929,244	Bonds payable	26,309,216	19,112,950
Buildings	176,097,293	172,024,042	Deferred Gift Annuity	-	-
Movable equipment, furniture and library books	55,425,805	52,913,043	Due from Grant Funds	232,000	240,000
Construction-in-progress	32,513,538	10,058,848	Net investment in plant	206,907,741	191,669,594
Other Assets	95,665	141,391			
Less: accumulated depreciation	<u>(127,065,470)</u>	<u>(118,771,628)</u>			
Total investment in plant	<u>234,071,222</u>	<u>211,591,788</u>	Total investment in plant	<u>234,071,222</u>	<u>211,591,788</u>
Total plant funds	<u>\$ 235,608,646</u>	<u>\$ 213,099,320</u>	Total plant funds	<u>\$ 235,608,646</u>	<u>\$ 213,099,320</u>
Agency funds			Agency funds		
Cash	\$ -	\$ -	Deposits held in custody for others	\$ -	\$ -
Due from agencies	4,069,608	2,545,716	Due to educational and general fund	4,069,608	2,545,716
Due from general fund	-	-			
Total agency funds	<u>4,069,608</u>	<u>2,545,716</u>	Total agency funds	<u>\$ 4,069,608</u>	<u>\$ 2,545,716</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, 2020
With Comparative Figures at April 30, 2019**

EXHIBIT B

	FY 20			FY 19			FY 20 Projected Year End		FY 19 Audited		
	Revised Budget as approved January 2020	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2019	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 20 Projected Year End	Projected % of Budget	FY 19 Audited Year End	Projected % of Budget	
Revenues											
Appropriations											
Subsidy	\$ 69,790,276	\$ 58,147,836	83.32%	\$ 67,507,998	\$ 56,243,455	83.31%	\$ 67,136,142	96.20%	\$ 67,507,998	100.00%	(1)
Student Support Services	-	-	-	-	-	-	-	-	66,587	-	(2)
	<u>69,790,276</u>	<u>58,147,836</u>	<u>83.32%</u>	<u>67,507,998</u>	<u>56,243,455</u>	<u>83.31%</u>	<u>67,136,142</u>	<u>96.20%</u>	<u>67,574,585</u>	<u>100.10%</u>	(3)
Student											
Tuition	74,866,040	69,179,817	92.40%	74,089,143	67,469,089	91.06%	75,120,989	100.34%	73,868,656	99.70%	(4)
Fees	4,032,253	3,561,989	88.34%	4,066,328	3,749,182	92.20%	3,810,450	94.50%	3,681,913	90.55%	(5)
Special Courses	2,151,760	1,557,440	72.38%	1,836,213	1,437,350	78.28%	1,698,136	78.92%	1,844,365	100.44%	(6)
	<u>81,050,053</u>	<u>74,299,246</u>	<u>91.67%</u>	<u>79,991,684</u>	<u>72,655,621</u>	<u>90.83%</u>	<u>80,629,575</u>	<u>99.48%</u>	<u>79,394,934</u>	<u>99.25%</u>	(7)
Contracted Services											
Net	676,865	448,143	66.21%	792,440	330,739	41.74%	682,019	100.76%	598,781	75.56%	(8)
	<u>676,865</u>	<u>448,143</u>	<u>66.21%</u>	<u>792,440</u>	<u>330,739</u>	<u>41.74%</u>	<u>682,019</u>	<u>100.76%</u>	<u>598,781</u>	<u>75.56%</u>	(9)
Other											
Partnership Revenue	41,800	31,215	74.68%	14,240	6,228	43.74%	47,800	114.35%	6,228	43.74%	(10)
Miscellaneous	1,018,634	530,425	52.07%	609,637	494,890	81.18%	609,849	59.87%	610,923	100.21%	(11)
Mitchell Hall Transfer In	869,394	724,495	83.33%	-	-	-	869,394	100.00%	-	-	(12)
Transfer In for Debt Service	1,286,891	-	-	-	-	-	434,024	33.73%	-	-	(13)
	<u>3,216,719</u>	<u>1,286,136</u>	<u>39.98%</u>	<u>623,877</u>	<u>501,118</u>	<u>80.32%</u>	<u>1,961,067</u>	<u>60.96%</u>	<u>617,151</u>	<u>98.92%</u>	(14)
Total Revenues	<u>154,733,913</u>	<u>134,181,360</u>	<u>86.72%</u>	<u>148,915,999</u>	<u>129,730,933</u>	<u>87.12%</u>	<u>150,408,803</u>	<u>97.20%</u>	<u>148,185,451</u>	<u>99.51%</u>	(15)
Operating Expenditures											
Educational & general (Instructional)	81,206,669	67,664,349	83.32%	77,570,716	65,331,917	84.22%	81,137,460	99.91%	79,235,986	102.15%	(16)
Library	1,944,305	1,565,716	80.53%	1,918,616	1,631,253	85.02%	1,847,590	95.03%	1,958,067	102.06%	(17)
General	11,208,498	8,414,564	75.07%	11,359,536	8,955,846	78.84%	10,545,824	94.09%	11,596,412	102.09%	(18)
Information Technology	13,279,035	11,527,762	86.81%	12,963,709	11,056,573	85.29%	13,210,760	99.49%	12,861,534	99.21%	(19)
Student Services	15,261,698	11,876,344	77.82%	15,424,322	12,141,972	78.72%	14,350,167	94.03%	14,819,312	96.08%	(20)
Operation and maintenance of plant	16,157,291	12,922,067	79.98%	16,006,381	12,768,615	79.77%	15,636,977	96.78%	15,788,471	98.64%	(21)
Administration	10,456,064	7,040,295	67.33%	9,416,271	7,012,707	74.47%	9,204,789	88.03%	8,972,041	95.28%	(22)
Transfer for debt service	2,669,662	2,224,718	83.33%	1,687,598	1,323,121	78.40%	1,816,795	68.05%	1,437,967	85.21%	(23)
Total Expenditures	<u>152,183,222</u>	<u>123,235,814</u>	<u>80.98%</u>	<u>146,347,149</u>	<u>120,222,004</u>	<u>82.15%</u>	<u>147,750,364</u>	<u>97.09%</u>	<u>146,669,790</u>	<u>100.22%</u>	(24)
Non-operating & Encumbered											
Transfer for Capital Equipment	500,000	See Exhibit C	-	750,000	See Exhibit C	-	500,000	N/A	750,000	N/A	(25)
Transfer for Student Success & Innovation	1,230,691	-	-	-	-	-	-	N/A	-	N/A	(26)
Transfer for Scholarships	-	-	-	1,000,000	-	-	-	N/A	1,000,000	N/A	(27)
Transfer for Technology Initiatives	820,000	-	-	818,850	-	-	820,000	N/A	818,850	N/A	(28)
Transfer for Mitchell Hall Start Up Costs	-	-	-	-	-	-	600,000	N/A	-	N/A	(29)
COVID-19	-	(167,176)	-	-	-	-	(500,000)	N/A	-	N/A	(30)
Total expenditures and transfers	<u>154,733,913</u>	<u>123,068,638</u>	<u>79.54%</u>	<u>148,915,999</u>	<u>120,222,004</u>	<u>80.73%</u>	<u>149,170,364</u>	<u>96.40%</u>	<u>149,238,640</u>	<u>100.22%</u>	(31)
Operational Revenues	-	11,112,722	N/A	-	9,508,929	N/A	1,238,439	N/A	(1,053,189)	N/A	(32)
Interest Income											
Net Operating Revenues	\$ -	\$ 3,017,195	-	\$ -	\$ 2,678,167	-	\$ 3,017,195	-	\$ 3,562,931	-	(33)
	<u>-</u>	<u>14,129,916</u>	<u>-</u>	<u>-</u>	<u>12,187,096</u>	<u>-</u>	<u>4,255,633</u>	<u>-</u>	<u>2,509,742</u>	<u>-</u>	(34)
Reserve expenditures from Exhibit C											
Net Revenues/(Expenditures)	-	4,961,494	-	-	4,063,729	-	3,740,750 *	-	5,286,430	-	(35)
	<u>-</u>	<u>9,168,423</u>	<u>-</u>	<u>-</u>	<u>8,123,367</u>	<u>-</u>	<u>514,883</u>	<u>-</u>	<u>(2,776,688)</u>	<u>-</u>	(36)
	[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, 2020**

EXHIBIT C

	Balance at June 30, 2019	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at April 30, 2020	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 8,030,399	\$ -	\$ -	\$ -	\$ (163,445)	\$ 7,866,954	(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	199,785	-	-	-	-	199,785	(8)
Creative Campus	-	-	50,000	-	(7,124)	42,876	(9)
School of Hospitality Management	75,705	-	-	-	(89,067)	(13,362)	(10)
Advancement	1,703,492	-	-	-	(557,316)	1,146,176	(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	342,922	-	-	-	(24,262)	318,660	(15)
Ongoing Maintenance	16,140	-	-	-	-	16,140	(16)
Mitchell Hall Start-Up Costs	2,471,953	-	-	-	(1,184,288)	1,287,665	(17)
COVID-19	-	-	1,000,000	-	(469,335)	530,665	(18)
Capital Equipment	5,846,044	-	500,000	-	(633,915)	5,712,129	(19)
Target 2002	333,088	-	-	-	-	333,088	(20)
Collective Bargaining	33,104	-	-	-	-	33,104	(21)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(22)
Accumulated Lab Fees	1,803,457	-	-	-	(91,018)	1,712,439	(23)
Broadbanding	103,337	-	-	-	-	103,337	(24)
Scholarships	1,174,665	-	-	-	(758,606)	416,059	(25)
Student Success and Innovation	9,630,523	-	-	-	(868,212)	8,762,311	(26)
Strategic Growth Initiatives	689,107	-	-	-	-	689,107	(27)
Technology Initiatives	2,348,508	-	820,000	-	-	3,168,508	(28)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(29)
Campus Safety Initiatives	176,134	-	-	-	-	176,134	(30)
Energy Efficiency/Sustainability Initiatives	1,570,416	-	-	-	-	1,570,416	(31)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(32)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(33)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(34)
One-Time Compensation	226,657	-	-	-	-	226,657	(35)
Partnerships for Student Success	20,529	-	-	-	-	20,529	(36)
Workforce Development	210,305	-	-	-	(114,906)	95,399	(37)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(38)
PERFORMS	1,499	-	-	-	-	1,499	(39)
	61,461,309	-	2,370,000	-	(4,961,494)	58,869,816	(40)
Unallocated	3,843,479	9,709,023	(2,370,000)	-	4,961,494	16,143,995	(41)
Total General Fund	\$ 65,304,788	\$ 9,709,023	\$ -	\$ -	\$ -	\$ 75,013,811	(42)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TEN MONTHS ENDED APRIL 30, 2020
With Comparative Figures at April 30, 2019**

EXHIBIT D

	FY 20			FY 19			FY 20 Projected Year End		FY 19 Audited		
	Budget as approved January 2020	Actual to Date	% of Budget Expended to Date	Budget as approved January 2019	Actual to Date	% of Budget Expended to Date	FY 20 Projected Year End	Projected % of Budget	FY 19 Audited Year End	Projected % of Budget	
Auxiliary											
Sales/Revenues											
Bookstore	\$ 9,309,487	\$ 8,423,610	90.48%	\$ 10,059,774	\$ 9,148,863	90.95%	\$ 9,281,412	99.70%	\$ 10,688,677	106.25%	(1)
Food Services	219,500	212,728	96.91%	219,930	206,404	93.85%	213,500	97.27%	233,574	106.20%	(2)
Total Revenues	9,528,987	8,636,337	90.63%	10,279,704	9,355,267	91.01%	9,494,912	99.64%	10,922,251	106.25%	(3)
Cost of Goods Sold											
Bookstore	7,474,192	6,518,153	87.21%	7,975,195	7,007,526	87.87%	7,305,174	97.74%	8,149,356	102.18%	(4)
Food Service	-	-	0.00%	-	70	0.00%	-	0.00%	70	0.00%	(5)
Gross Margin	2,054,795	2,118,184	103.08%	2,304,509	2,347,671	101.87%	2,189,738	106.57%	2,772,825	120.32%	(6)
Operating Expenses											
Bookstore	1,374,421	1,080,103	78.59%	1,831,878	1,411,242	77.04%	1,424,452	103.64%	1,723,829	94.10%	(7)
Food Services	92,823	65,240	70.28%	89,124	67,281	75.49%	78,361	84.42%	82,087	92.10%	(8)
Auxiliary Administration	333,671	168,501	50.50%	223,595	155,416	69.51%	235,202	70.49%	182,920	81.81%	(9)
Total Expenses	1,800,915	1,313,844	72.95%	2,144,597	1,633,939	76.19%	1,738,015	96.51%	1,988,836	92.74%	(10)
Auxiliary Net Operating Income/(Loss)	253,880	804,341	316.82%	159,912	713,732	446.33%	451,723	177.93%	783,989	490.26%	(11)
Net Income/(Loss)											
Bookstore	460,874	825,354	179.08%	252,701	730,095	288.92%	551,786	119.73%	815,492	322.71%	(12)
Food Services	126,677	147,488	116.43%	130,806	139,053	106.30%	135,139	106.68%	151,417	115.76%	(13)
Auxiliary Administration	(333,671)	(168,501)	50.50%	(223,595)	(155,416)	69.51%	(235,202)	70.49%	(182,920)	81.81%	(14)
Net Auxiliary Income/(Loss)	253,880	804,341	316.82%	159,912	713,732	446.33%	451,723	177.93%	783,989	490.26%	(15)
Reserve Expenditures											
Non-operating Revenues/Expenditures	(50,000)	(12,744)		(100,000)	2,541		(50,000)		(46,786)		(16)
College Credit Plus	-	-		(86,620)	(86,620)		-		(86,620)		(17)
College Strategic Priorities	-	-		(136,000)	(52,000)		-		(61,000)		(18)
Food Services/Renovations	-	-		(900,000)	(605,552)		-		(1,076,296)		(19)
Transfer for Debt Service	(323,015)	(269,179)		-	-		(323,015)		-		(20)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	

**COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF APRIL 30, 2020**

EXHIBIT E

	Actual November 2019	Actual December 2019	Actual January 2020	Actual February 2020	Actual March 2020	Actual April 2020	
Beginning Cash	\$ 5,087,289	4,111,545	4,836,328	7,610,763	9,345,311	7,761,989	(1)
Cash Receipts	7,441,507	9,788,296	17,368,247	13,043,410	9,470,660	8,418,928	(2)
Cash Disbursements	(13,417,956)	(13,401,168)	(14,368,277)	(11,307,348)	(16,275,182)	(13,593,700)	(3)
Financial Aid	705	337,655	14,774,465	(1,514)	221,200	(1,671,711)	(4)
Outflow for investments	-	-	(15,000,000)	-	-	-	(5)
Inflow from investments	5,000,000	4,000,000	-	-	5,000,000	3,000,000	(6)
Ending Cash	<u>\$ 4,111,545</u>	<u>4,836,328</u>	<u>7,610,763</u>	<u>9,345,311</u>	<u>7,761,989</u>	<u>3,915,506</u>	(7)

	Forecasted May 2020	Forecasted June 2020	Forecasted July 2020	Forecasted August 2020	Forecasted September 2020	Forecasted September 2020	
Beginning Cash	\$ 3,915,506	6,117,381	5,517,381	5,402,381	5,732,381	5,182,381	(8)
Cash Receipts	12,470,000	7,700,000	7,575,000	20,480,000	7,270,000	8,050,000	(9)
Cash Disbursements	(15,198,125)	(16,500,000)	(14,700,000)	(14,500,000)	(15,000,000)	(14,700,000)	(10)
Financial Aid	3,930,000	200,000	(990,000)	10,350,000	3,180,000	(165,000)	(11)
Outflow for investments	(6,000,000)	-	-	(18,000,000)	-	-	(12)
Inflow from investments	7,000,000	8,000,000	8,000,000	2,000,000	4,000,000	7,000,000	(13)
Ending Cash	<u>\$ 6,117,381</u>	<u>5,517,381</u>	<u>5,402,381</u>	<u>5,732,381</u>	<u>5,182,381</u>	<u>5,367,381</u>	(14)

**COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE TEN MONTHS ENDED APRIL 30, 2020**

EXHIBIT F

Cash at Beginning of Period		\$ <u>18,215</u>	(1)
<u>Receipts:</u>			
Deposit from General Fund	1,785	1,785	(2)
<u>Disbursements:</u>			
Oberer's Flowers	1,536		(3)
General Fund Reimbursement	61		(4)
		(5)	(5)
		<u>1,597</u>	(6)
		\$ <u>18,403</u>	(7)
	[A]	[B]	[C]

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, 2020
With Comparative Figures at April 30, 2019**

<u>Assets</u>	<u>April 30, 2020</u>	<u>April 30, 2019</u>	
Cash	\$ 4,798,903	\$ 2,628,900	(1)
Investments at market value (see note)	11,203,321	10,181,349	(2)
Pledges Receivable - Mitchell Hall	2,298,526	3,188,771	(3)
Pledges Receivable - Other	4,649,823	4,523,820	(4)
Accounts Receivable	-	141,420	(5)
Other Assets	377,123	369,850	(6)
Total Assets	<u>\$ 23,327,696</u>	<u>\$ 21,034,110</u>	(7)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(8)
Pledge Payable	-	-	(9)
Trade Payables	463,868	158,573	(10)
Total Liabilities	<u>463,868</u>	<u>158,573</u>	(11)
<u>Fund balance</u>			
Permanently Restricted	4,892,162	4,652,820	(12)
Temporarily Restricted	14,275,717	12,589,226	(13)
Unrestricted			
Allocated	150,272	60,864	(14)
Unallocated	3,545,677	3,572,627	(15)
Total fund balance	<u>22,863,828</u>	<u>20,875,537</u>	(16)
Total Liabilities and fund balance	<u>\$ 23,327,696</u>	<u>\$ 21,034,110</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:

	<u>Cost</u>	<u>Market</u>	<u>Percent of Portfolio</u>
Cash & Equivalents	\$ 682,938	684,072	6.11%
Equities	4,808,400	5,719,297	51.05%
Fixed Income	2,492,186	2,520,654	22.50%
Mutual Funds	<u>2,204,183</u>	<u>2,279,298</u>	<u>20.34%</u>
Total Investments	<u>\$ 10,187,707</u>	<u>\$ 11,203,321</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TEN MONTHS ENDED APRIL 30, 2020
With Comparative Figures at April 30, 2019**

	April 30, 2020					April 30, 2019	
	Unrestricted		Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds	
	Allocated	Unallocated					
Revenue							
Contributions							
Scholarships and Programs	\$ -	\$ 46,747	\$ 767,147	\$ 162,314	\$ 976,208	\$ 4,011,335	(1)
Taste the Future	-	210,604	-	-	210,604	174,407	(2)
Contributions for Columbus State	-	500	1,933,221	-	1,933,721	53,408	(3)
Creative Campus	-	-	-	-	-	260,000	(4)
Mitchell Hall	-	-	159,125	-	159,125	1,352,025	(5)
Administration Fee Income	-	-	-	-	-	42,387	(6)
Rental Income	-	-	-	-	-	-	(7)
Interest Income	-	2,117	1,104	-	3,221	1,152	(8)
Investment Income							
Realized	-	309,592	646,617	-	956,209	136,443	(9)
Unrealized	-	(28,390)	(60,483)	-	(88,873)	324,723	(10)
Investment income-subtotal	-	281,202	586,134	-	867,336	461,166	(11)
Total revenues	-	541,170	3,446,731	162,314	4,150,215	6,355,880	(12)
Expenditures							
Scholarships and Programs	-	-	436,398	-	436,398	406,306	(13)
Contributions to Columbus State	-	500	599,456	-	599,956	41,328	(14)
Corporate Gift	-	-	715,000	-	715,000	1,509,252	(15)
Creative Campus	-	-	49,461	-	49,461	301,450	(16)
Mitchell Hall	-	-	-	-	-	-	(17)
Administrative Fee Expense	-	-	-	-	-	42,387	(18)
Management and general	15,512	266,133	-	-	281,645	278,620	(19)
Total expenditures	15,512	266,633	1,800,315	-	2,082,460	2,579,343	(20)
Excess (deficit) of revenues over expenditures	(15,512)	274,537	1,646,416	162,314	2,067,755	3,776,537	(21)
Transfers	110,912	(110,912)	-	-	-	-	(22)
Other Board Distributions	-	(315,000)	-	-	(315,000)	-	(23)
Fund balance at beginning of period	54,872	3,697,052	12,629,301	4,729,848	21,111,073	17,099,000	(24)
Fund balance at end of period	\$ 150,272	\$ 3,545,677	\$ 14,275,717	\$ 4,892,162	\$ 22,863,828	\$ 20,875,537	(25)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF APRIL 30, 2020**

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	\$ 23,039,480	\$ 23,039,480	0.84%	1
STAR Ohio/Plant	1,537,423	1,537,423	0.84%	1
STAR Ohio/Auxiliary	5,713,249	5,713,249	0.84%	1
STAR Plus	2,616,727	2,616,727	0.49%	1
CSCC Operating Fund	82,454,260	83,775,358	1.84%	787
Auxiliary Services	5,282,257	5,406,566	1.99%	648
Plant Fund	9,605,899	9,741,531	1.85%	920
	<u>\$ 130,249,296</u>	<u>\$ 131,830,335</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	24.96%
	Agencies	37.50% *
	Municipal Bonds	1.44%
	Corporate Issues	21.25%
	Treasury Notes	2.21%
	Stocks	0.00%
	Cash & Equivalents	12.64%
		<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>
Virginia Abbott	Specialist	Telephone Information Center	03/16/2020	\$33,134
Vincent Cocozza	Coordinator	Office of Academic Affairs	04/01/2020	\$53,196
Richard Clark	Project Administrator	Enrollment Services Operations	04/01/2020	\$58,522
Andrew Filippi	Program Coordinator	Early Alert - Student Academic Success	04/16/2020	\$48,375
Jennifer Gliebe	Specialist	Delaware Campus Student Services	04/01/2020	\$33,134
Christopher Grubbe	Supervisor	Enterprise Computing	03/16/2020	\$91,112
Katie Kuhn	Assistant Director	Curriculum Management	03/16/2020	\$69,661
Logan Matney	Maintenance Technician I	Maintenance	04/01/2020	\$37,877
Jarrett Powers	Groundskeeper II	Grounds	04/01/2020	\$33,779
Hannah Stanberry	Executive Assistant	Senior Vice President of Academic Affairs	04/01/2020	\$59,750
Kristopher Strange	Recruiter	Talent Acquisition	03/30/2020	\$50,000
Hansheng Yan	Technician	IT Frontliners	04/01/2020	\$40,061
Jeffrey Westlake	System Administrator I	Academic Technology Services	04/01/2020	\$58,000

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>
Abdikhalif Awjama	Accountant	Grants Account & Reporting	02/28/2020
Marilyn Thomas	Specialist	Westerville Center RLC	05/09/2020
Billie Williams	Supervisor	Building Services	04/27/2020
Hannah Zimmerman	Advisor	College Credit Plus Services	03/20/2020