



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Pete Grimes Board Room
November 10, 2011

MINUTES

Present:

Poe A. Timmons, Chair	Terri Gehr, Senior Vice President and Chief Financial Officer
Dr. Richard H. Owens, Vice-Chair	Dr. Janet Rogers, Vice President
Anne Lopez-Walton, Board	Tim Wagner, Vice President
Dianne Radigan, Board	Jackie DeGenova, In-House Counsel
Richard D. Rosen, Board	Darrel Minor, Ex Officio, Faculty
Dr. David T. Harrison, President	Susan Thomas, Ex Officio, Staff
Dr. Deborah Coleman, Vice President	

Absent:

A. Lynne Bowman, Board
Dr. Jack Cooley, Senior Vice President
Will Kopp, Vice President
Hamid Danesh, Vice President
Jillian Woltz, Ex Officio, Student

Ms. Poe Timmons, Board Chair, called the meeting to order at 12:14 p.m. The Chair then turned the meeting over to Dr. David Harrison.

(1) Union Hall Renovation Construction Contract Awards for Phase I

Dr. Harrison requested that Ms. Terri Gehr report on the Construction Contract Awards for Phase I. Ms. Gehr explained that Phase I includes the construction of the tower addition, as well as the renovation of the 4th (nursing) and 5th (anatomy labs) floors. The work is expected to take approximately two years to complete at which time the ground floor through the 3rd floor will be renovated. The lowest responsive and responsible bidders were:

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General Trades	Summit Construction	\$5,113,000
HVAC	Aggressive Mechanical	\$1,591,700
Plumbing	Capital City Mechanical	\$ 550,000
Fire Protection	Central Fire Protection	\$ 112,900
Electric	Ohio Electric	\$1,098,000

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

(2) **Voluntary Separation Incentive Plan – Additional Allocation**

Authorization was requested for an additional \$1,053,051 from unallocated funds to be used to fully fund the incentive for employees who have chosen to separate in Year 1 pursuant to the Voluntary Cash Separation Incentive Plan for FY 2012 approved by the Board on May 26, 2011. The initial amount approved by the Board was \$2,000,000. A larger number of faculty, staff and administrators decided to take advantage of the incentive as indicated in the chart below:

<u>Employee Classification</u>	<u>Number of Employees</u>	<u>Incentive Cost</u>
Faculty	26	\$1,818,051
Staff	23	\$ 575,000
Administrators	12	\$ 660,000
Total	61	\$3,053,051

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

(3) **Revision of Policy 5-05, Academic Courses and Credits**

Policy 5-05, Academic Courses and Credits was reviewed for content changes needed for Switch-to-Semesters purposes and Ohio Board of Regents (OBOR) requirements which included what will be needed and will count as credit hours under semesters.

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

(4) **Revision of Policy 5-06, Degree Program Requirements**

Policy 5-06, Degree Program Requirements was reviewed for content changes needed for Switch-to-Semesters purposes and Ohio Board of Regents (OBOR) requirements.

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

(5) Revision of Policy 5-13, Academic Calendar

Policy 5-13, Academic Calendar was reviewed for content changes needed for Switch-to-Semesters purposes and Ohio Board of Regents (OBOR) requirements. The proposed revisions also give the President the authority to determine on which days three holidays will be observed: Martin Luther King Day, Columbus Day, and Presidents' Day. Granting this authority to the President gives the President the latitude to make this judgment in the context of whatever unique circumstance a particular semester might offer.

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

(6) Revision of Policy 7-06, Student Fees

Policy 7-06, Student Fees was reviewed for content changes needed for Switch-to-Semesters purposes and Ohio Board of Regents (OBOR) requirements along with the following proposed revisions:

- Change "matriculation" fee to "Application, Records and ID Fee" for easier understanding, and allows for this fee to be assessed in a semester after a student's first registration if for some reason it was not initially assessed.
- Makes clear that tuition and all fees must be paid by dates established by the college, and that schedules may be dropped if outstanding balances from previous terms are not paid by established deadlines.
- Provides authority to assess a Late Application Fee, the purpose of which is to encourage students to apply early, to confirm residency, and to facilitate testing and course registration prior to the start of classes.
- Establishes in policy the College's statutory responsibility to refer outstanding balances for collection to the State of Ohio, Office of the Attorney General.

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

(7) **Financial Statements as of October 31, 2011**

Ms. Terri Gehr explained that because the November Committee meeting was scheduled a week early, the financials for September were included in the agenda packets instead of October. However, the October financial were placed in the Board's notebooks prior to the meeting for their review. Ms. Gehr stated we are on track with our revenues and expenditures. She explained that they do have a preliminary sense of what our subsidy adjustment will be at mid-year, it will be lower than what they had projected for us to receive but we haven't had that finalized yet. She will have an updated budget for consideration in January.

The College is requesting that the Financial Statements ended October 31, 2011 be accepted as presented.

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

(8) **Personnel Information Items**

There was no discussion on the Personnel Information Items as they are presented for Informational purposes only.

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

There being no further items to come before the Committee, the meeting was adjourned at 12:55 p.m.