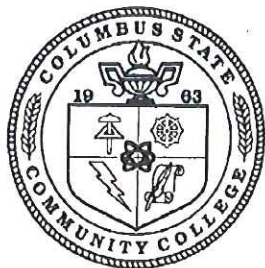




President's Office

David T. Harrison, Ph.D.
PRESIDENT



COPY TO ALL BOARD MEMBERS

Darla Vanhorn, Ex Officio Staff Member

Kevin James, Ex Officio Faculty Member

Brandon Collins, Ex Officio Student Member

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE**

Thursday, September 12, 2013

12:00 p.m.

Pete Grimes Board Room, Franklin Hall

	<u>Page</u>
(1) Call to Order	
(2) Roll Call	
(3) Certification of Conformity with Section 12.22(F) of the Ohio Revised Code	
(4) Approval of Minutes	
(5) Pre-Audit Discussion with Auditors	
(6) Executive Session	
(7) Awarding of Emeritus Status	1
(8) New Policy No. 13-12, Public Use of College Grounds.....	7
(9) New Policy No. 3-46, Drug-Free Workplace.....	12
(10) Revised Policy 5-08, Graduation Requirements	16
(11) Financial Statements as of, and for the Twelve Months Ended July 31, 2013	19
(12) Personnel Information Items (Information Only)	32



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Awarding of Emeritus Status:

Associate Professor Gil Feiertag, Business Programs
Professor Donald Carmel, Business Programs
Professor Betty Allen, Business Programs
Professor Thomas Robbins, Construction Sciences and Engineering Technology
Ms. Ellen Brooks, Curriculum Management
Ms. Maureen Erney, Curriculum Management
Ms. Emma "Jean" Baker, Justice and Safety
Mr. Vince Borghese, Construction Sciences and Engineering Technology
Associate Professor Margaret "Peggy" Mayo, Allied Health Professions
Ms. Jocelyn North, Academic Advisor, Student Affairs
Ms. Laura Huston-Hoburg, Academic Advisor, Student Affairs

BACKGROUND INFORMATION:

Board of Trustees Policy 3-23 enables the conferral of emeritus status upon the retirement of an employee in recognition of outstanding service to the college. Requirements for consideration of emeritus status include at least fifteen years' employment by the College and favorable recommendations by the administrators in the employee's chain of authority.

RECOMMENDATION:

That the Board of Trustees grant emeritus status to Associate Professor Gil Feiertag, Professor Donald Carmel, Professor Betty Allen, Professor Thomas Robbins, Ms. Ellen Brooks, Ms. Maureen Erney, Ms. Emma "Jean" Baker, Mr. Vince Borghese, Associate Professor Margaret "Peggy" Mayo, Ms. Jocelyn North, and Ms. Laura Huston-Hoburg.

Emeritus Status: Gil Feiertag

Gil served the college faithfully for 25 years. He began his CSCC career as an instructor in the prison program. Upon his return to Main Campus, he became the lead instructor for the Entrepreneurship major and certificate. He was a union representative and a member of Shared Governance.

Gil's dedication to his students stands out the most because he chose to work on campus five days a week, for the majority of the academic year, to accommodate his students.

Emeritus Status: Donald Carmell

DJ served the college for 36 years as a full-time faculty member. He retired as a full professor of Accounting in the Business Programs Department. It has been an honor to work with DJ. He was a strict but fair instructor who always put his learners and dedication to the profession of accounting, first.

His contributions to the institution are many. During his 36 years DJ taught economics, computer literacy, most of the business courses, most of the real estate courses, all of the finance courses, financial accounting, and intermediate accounting.

DJ was the program coordinator for the finance program from 1979 – 2009 and the Accounting program from 2007 – 2011. Over the years he has worked with the faculty to develop the finance program curriculum and the accounting program curriculum. He developed one of the first web based courses at CSCC and continued to update and improve his web courses up until his retirement.

DJ also served as the Chairperson for the Career & Technical Programs Division Promotion & Tenure Committee. He helped to write the first Promotion and Tenure Manual for Faculty in the Career & Technical Division. DJ was instrumental in coordinating the accounting faculty's efforts to prepare the required documents to convert the accounting curriculum into the semester format. He is truly deserving of emeritus status.

Emeritus Status: Betty Allen

Betty has faithfully served the college for over 25 years in the Business Programs Department. She began her CSCC career as an instructor in Business Office Applications program (BOA), then Office Administration. She was a full professor upon her retirement from the college.

Betty was an important part of the growth and development of the BOA program. She served on several committees in the college and division and was lead instructor for a number of BOA courses. She was a kind and knowledgeable mentor to new faculty in the department, and a firm but fair instructor to her students.

Emeritus Status: Thomas Robbins

Professor Robbins has been a dedicated college faculty since joining the college in September 1993. His commitment to his students and their success has been beyond exemplary. This attribute of Tom's is evidenced in his labs with student projects on display, an excellent motivator for new students.

Additionally his successful national and international student competition successes are renowned. Always willing to serve on committees and leadership roles across the college his dedication is unquestionable.

Emeritus Status: Ellen Brooks

Ellen was a valued employee at Columbus State for over 40 years. She began at the college as a work study student and moved from one position to the next gaining knowledge and skills that made her more and more important to the institution. Her first fulltime position with the college was as a Financial Aid Assistant. From there she transitioned to Administrative Secretary for the VP of Student Services, to the Records Supervisor for Records and Registration, to Graduation Coordinator and finally to Program Coordinator for the Degree Audit Reporting System (DARS) in Curriculum Management.

Ellen was deeply involved in the implementation of Colleague as the Business Lead for the Core Application Team, S2S as the Business Lead for the DARS – S2S portion of the conversion and continued to serve as a functional expert in Colleague and coordinator for DARS and U.Select until her retirement. She was a model employee that others looked to when they needed assistance and this led to her being selected and honored as Staff Employee of the Month by her peers. After retirement, Ellen returned to assist the department and College by training her replacement. Her dedication, commitment and excellent service to the institution make her a great candidate for Emeritus Status.

Emeritus Status: Maureen Erney

Prior to her retirement, Maureen had been with the college since starting as a student in the Dental Hygiene program. Immediately after graduation, she began working in the Human Resources department at the college. She transitioned to the Basic Skills Department and then to Financial Aid. Continuing to grow her knowledge of the college, her skills and her abilities she transferred into a position to handle Central Scheduling for the Academic Affairs office. She continued serving in that capacity for 16 years which allowed her to close out a career with the college of over 30 years.

Maureen served the college well providing training to peers along the way to assist them in providing service to the college team and students. She learned the college's classroom and laboratory needs relative to instructional space and was always happy and willing to provide space to meet the needs of faculty. During her tenure with us as the Scheduling Coordinator, she

was instrumental in bringing to the campus the CollegeNet system, currently known as R25 to handle room scheduling. She served as the functional expert for R25 providing training, troubleshooting, testing and assistance as needed until her retirement. Maureen received numerous compliments from the Columbus State family for accommodating their space requests in an efficient, timely and friendly manner even during the most stressful periods. She was chosen as the Staff Employee of the Month and also Staff Employee of the Year. Maureen was willing to return to the department after her retirement to assist with the training of her replacement. Her dedication to the institution and the respect and appreciation she gained from the campus community make her an outstanding candidate for Emeritus Status.

Emeritus Status: Emma “Jean” Baker

Emma “Jean” Baker has been a dedicated Columbus State Community College employee of 30 years. She has been faithful to Columbus State Community College and is a valuable employee. She has spent the entire time of her tenure at Columbus State Community College as an Office Associate. She has seen the department grow from just law enforcement to what it includes today: Criminal Justice, Fire Science, Emergency Medical Services, and Paralegal Studies. Over the years Jean Baker has been instrumental in the transition of several chairpersons for the department, the transition from quarters to semesters, and has maintained a level of institutional knowledge that will be difficult to replace.

Jean is the kind of Office Associate that knows everyone and their positions in the college. Jean always knew both how the processes of the college worked both formally and informally. Her mark has been indelible on both the institution and the many students she has come in contact with over the years. She frequently would help students to navigate the learning curve at the beginning of a quarter in terms of how to find their classroom or how to make sure of their schedule was still accurate. Jean would spare no expense to make sure that students had the best experience possible.

Jean Baker was extremely helpful in the most recent American Bar Association site visit since she had been present for several previous site visits. The ABA accredits the Paralegal Program and Jean Baker had learned how to make sure that the site visitors had everything they needed and were accommodated in terms of the documents and other items they needed to see. Jean has kept good records for such programmatic accreditation visits.

Emeritus Status: Vince Borghese

In addition to being an Alumnus of Columbus State, Mr. Borghese has served the College for over 30 years of dedicated service in his capacity as Lab Technician, Teaching Assistant, and Adjunct Faculty. He has assisted, taught, and tutored literally thousands of student learners in Computer Electronics, Electronic Engineering Technology, Engineering Technology, Integrated Systems Technology, and Mechanical Engineering Technology. In his role as Teaching Assistant, Vince has helped Faculty, Staff, and Administrators in their work, both in and out of the classroom. His work with the Curriculum Management Department and the Ohio Board of

Regents in submitting Construction Sciences and Engineering Technologies courses for TAG approval has greatly benefited the College in its switch from quarters to semesters (S2S).

Vince Borghese is very dedicated to helping the students in their journey through life. He has established several student scholarships and endowments, including the Borghese Family Solar Challenge scholarship, the “Free as the Wind” book scholarship, and the Joyce and Robert L. Borghese endowed scholarship. He also worked with the Columbus State Development Foundation, Mrs. Dorothy Kroeger and the Engineering Technologies Department to help establish the Frank B. Kroeger Scholarship. Vince has also advised students in applying for these scholarships and others offered by the Development Foundation.

Being a strong supporter of STEM education, Mr. Borghese has acted as liaison to Columbus City Schools as a Team Mentor for FIRST Robotics High School Robotics competition and FIRST Lego League. While helping teams for over twelve years at Columbus East High School, Columbus Alternative School (CAS), Eastmoor Academy, Fort Hayes High School, Walnut Ridge High School, and Whetstone High School, the number of High School robotics teams in the Central Ohio Region has grown by tenfold.

Emeritus Status: Peggy Mayo

Peggy Mayo retired May 11, 2013 from Columbus State Community College after successfully accomplishing multiple job roles, ranging from a fulltime teaching assistant for the Medical Laboratory program starting in 1977, adjunct faculty for the Medical Laboratory program, fulltime faculty and program coordinator for the Multicompetency program starting in 2004, and interim Chairperson for the Allied Health Professions Department. She deserves to be considered for emeritus status for her commitment to excellent teaching as well as her contributions to Columbus State Community College overall.

Peggy’s accomplishments and contributions are many. She managed five very successful accreditations for Multicompetency programs (Phlebotomy and Histology) between 2005 and 2013. She has revised the phlebotomy curriculum for phlebotomy and coordinated the revision the histology to an online program. Peggy was a very organized program coordinator that served as a great role for faculty in the department and adjuncts in her program.

Peggy stayed well connected to the community. She had great advisory committee attendance and support of her programs. She worked well with affiliates in securing sites for clinical placement and had a great reputation throughout the medical community. Peggy continued to stay current in her medical profession and in her teaching.

Peggy provided quality service to the department, division, and college. She provided input and support to Student Conduct, Union Hall Renovation, Grade Grievance, S2S Curriculum Committee, and served as C and T Curriculum Committee as Co-Chair (to name a few).

Emeritus Status: Jocelyn North

An alumnus of Columbus State Community College, and Franklin University, Jocelyn began her Columbus State career as a Clerk Typist, from which she moved into Data Entry. Jocelyn later served as a Supervisor before moving into her most recent role as an Academic Advisor, and later retiring from the college in December 2012.

Throughout her career, Jocelyn maintained exceptional working relationships with a variety of departments, most notably serving as the Advising Services liaison to the Nursing programs. In this role as department liaison, Jocelyn also represented an advising perspective on the Career and Technical Programs Curriculum Committee.

Students often asked to work specifically with Jocelyn, often noting her thoroughness, extensive knowledge, and caring approach as having an impact on their positive advising experiences. Her pride in this institution is infectious, and her career is a wonderful example of lifelong dedication, professionalism, and commitment to the values and mission of the college.

Emeritus Status: Laura Huston-Hoburg

Laura began her career at the Columbus Technical Institute, which became Columbus State Community College during her second year of employment. During this transition, Laura served as a Transfer Advisor and began her career in Academic Advising. Laura Huston-Hoburg's 27-year career exemplifies the compassionate and student-focused approach that Advising Services strives to deliver.

As an Academic Advisor, Laura spent much of her career exploring and addressing the unique needs of adult learners in the community college environment. In addition to her role as Academic Advisor, Laura also served on a variety of committees within the college, including the 1999-2000 College Council, Shared Governance (2003- 2006), and contributed to the college's Switch2Semesters initiative in 2011 and 2012.

Laura was also recognized by the National Academic Advising Association (NACADA) for her outstanding work with students, and received a NACADA Certificate of Merit- Outstanding Academic Advisor in 1991.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

New Policy No. 13-12, Public Use of College Grounds

BACKGROUND INFORMATION:

Proposed new Policy No. 13-12, Public Use of College Grounds, reflects the College's commitment to promoting the free exchange of ideas on campus and the safe and efficient operation of the College. The fundamental tenets of the Policy are designed to achieve these objectives by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College.

Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

RECOMMENDATION:

That the Board of Trustees adopts the proposed new Policy No. 13-12, Public Use of College Grounds.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PUBLIC USE OF COLLEGE GROUNDS
Policy No. 13-12
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Effective XX/ XX/XX

NEW POLICY

(A) PURPOSE

The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
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In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College. Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of or endorsed by the College. This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

(B) OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE

1. General Access

Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Columbus campus or Delaware campus except parking lots, garages and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, displaying signage and circulating

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PUBLIC USE OF COLLEGE GROUNDS

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petitions. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

2. Regional Learning Centers

The College's Regional Learning Centers are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College, therefore, no publicly-accessible outdoor areas available for use under this Policy. Where any outdoors space is controlled by the College, this Policy applies.

3. Large Groups

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than fifty people must notify the College's Police Department at 614-287-2525 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

(C) STUDENT USE

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Office of Student Engagement and Leadership at 614-287-2637. Any request by a student or student organization to reserve such area or space shall be made at

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least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(D) KIOSKS

The College provides outdoor kiosks for the purpose of posting materials in the public space. Because of the limited space available, posted material may be no larger than 8 ½ x 11 inches and will be removed on the first and fifteenth of every month. Posted materials may not physically cover other materials previously posted on the kiosks.

(E) PROHIBITED ACTIVITIES

1. Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
2. No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture (except the designated kiosks).
3. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

(F) ENFORCEMENT

The Columbus State Police Department and local law enforcement shall enforce the provisions of this Policy.

Any person who violates Section E of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

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PUBLIC USE OF COLLEGE GROUNDS
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(G) DISPUTE RESOLUTION

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the College Legal Office at 614-287-5939.

(H) PROCEDURES

The President may adopt procedures to administer this Policy.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

New Policy No. 3-46, Drug-Free Workplace

BACKGROUND INFORMATION:

Columbus State Community values the health and safety of its employees, and the College adheres to all local, state, and federal laws concerning the use of alcohol and illegal drugs on its premises or at any College-sponsored activities. The proposed new Policy No. 3-46, Drug-Free Workplace, establishes the College's position concerning the possession, use or distribution of illicit drugs and alcohol by all employees on College premises or as a part of any College-sponsored activities.

According to the Federal Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies that it has adopted and has implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's premises or as part of any of its activities. Issues pertaining to student use and abuse of drugs and alcohol are addressed in the College's Student Code of Conduct Policy No. 7-10.

RECOMMENDATION:

That the Board of Trustees adopts the proposed new Policy No. 3-46, Drug-Free Workplace.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Drug-Free Workplace
Policy No. 3-46
Page 1 of 3

Effective: XXXXXXXX

NEW POLICY

(A) Purpose:

To provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances and alcohol. As a condition of employment, all employees of Columbus State Community College are required to adhere to this policy. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the College.

(B) Definitions:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

Chain of custody is tracking storage of specimens to be analyzed from point of collection to final disposition to ensure the integrity of the process.

Collection site is a place designated by a testing laboratory where employees present themselves for providing a specimen to be analyzed.

College property includes any building, land, parking lots, or facilities owned, leased, or used by Columbus State Community College.

College time is any time spent conducting official business or travel for, or on behalf of the college, regular work hours, or while on or in state-owned or leased property.

College vehicles are any vehicles owned, leased or operated by Columbus State Community College.

Controlled substance / Drug, Compound, Common Mixture or Substance includes any drug listed in the Federal Food Drug & Cosmetic Act, federal narcotics law, and/or Ohio Revised Code Chapter 3719 or 3715, including but not limited to:

- (1) narcotics, such as opium, heroin, morphine and synthetic substitutes;
- (2) depressants, such as chloral hydrate, barbiturates, and methaqualone;
- (3) stimulants, such as cocaine (and any derivatives) and amphetamines;

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Drug-Free Workplace
Policy No. 3-46
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Effective: XXXXXXXX

NEW POLICY

- (4) hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, and Ecstasy;
- (5) cannabis, such as marijuana and hashish; and
- (6) any chemical compound added to federal or state regulations and denoted as a controlled substance.

Licensed medical provider is one who is licensed, certified, and/or registered under federal, state or local laws and regulations to prescribe controlled substances/drugs.

Positive test result is a test result that was positive on an initial approved immunoassay test, confirmed by a gas chromatography/mass spectrometry (GC/MS) or an equivalent or better scientifically accurate and acceptable method that provides quantitative data about the detected drug or drug metabolites or a positive result from an alcohol breath test (.04 percent impairment) for all employees except those covered under the random testing that is administered by a person qualified under Ohio Administrative Code 3701-53-07 or a facility meeting standards promulgated by the US Department of Health & Human Services.

Random testing means a testing process in which participants are selected by a computer-driven random selection process for unannounced controlled substances or alcohol and/or pre-selected but unannounced testing on a particular employee, who has previously tested positive for drugs and/or alcohol.

Reasonable suspicion testing means drug or alcohol testing based on a reasonable cause to believe that an employee is using drugs or alcohol in violation of College policy.

Refusal to submit occurs when an employee: (1) fails to provide adequate breath for alcohol testing without a valid medical explanation; (2) fails to provide an adequate urine sample for controlled substances testing without a genuine medical inability; (3) engages in conduct that obstructs the testing process; or (4) takes any measure to dilute, alter or substitute a sample provided.

Specimen is a tissue or product of the body chemically capable of revealing the presence of drugs or alcohol in the body.

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Drug-Free Workplace
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Effective: XXXXXXXX

NEW POLICY

Substance abuse professional means a licensed or certified physician, psychologist, psychiatrist, counselor or social worker with knowledge of, and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

Workplace is College owned or leased property or any place where official College business is conducted and/or while on College time.

- (C) Employees of Columbus State Community College are:
- (1) Required to report to work in a fit condition to perform their duties;
 - (2) Prohibited from being under the influence of alcohol (equivalent to the statutory level for impairment) or unlawfully controlled substances as defined in Ohio Revised Code 3719.01 and 3719.41 at the workplace, while on College property or vehicles and/or on College time (however, reasonable use of alcohol at workplace events where alcohol is served is exempted);
 - (3) Prohibited from using, misusing, dispensing, transferring, purchasing, or possessing controlled substances and abusing alcohol or prescription drugs in any way that is illegal in the workplace, on College property, on College time, or while conducting official business on behalf of the College; and
 - (4) Prohibited from operating college vehicles or equipment while under the influence of alcohol or drugs.
- (D) The President shall adopt procedures to implement this policy.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date: _____

SUBJECT:

Revise Policy 5-08, Graduation Requirements

BACKGROUND INFORMATION:

Policy 5-08 specifies the requirements for a student to be considered a candidate for an associate degree and graduate.

The proposed revisions to Policy 5-08:

- (1) require candidates for an associate of applied science (AAS), an associate of arts (AA), an associate of science (AS), or an associate of technical studies (ATS) to have a cumulative 2.0 grade point average (GPA) for all Columbus State Community College courses;
- (2) enable students to authorize degree consideration through their four-year partner institution via the reverse transfer process;
- (3) specify that students with Bachelor of Arts or Bachelor of Science degrees may only pursue associate of arts or associate of science degrees if degree audits reflect missing coursework at the associate degree level following evaluation of their transcripts from their four-year institutions;
- (4) specify that in order for students to be awarded an associate degree from Columbus State Community College, students must earn at least twenty (20) credit hours through enrollment in courses offered by the college.

These policy changes bring Columbus State Community College into compliance with state policy regarding the awarding of AA and AS degrees to students who have transferred to four year institutions without completion of the AA or AS degree at a community college. In addition, changes to the policy bring Columbus State into compliance with the broad agreement among institutions of higher learning that the grade point average (GPA) requirement for associates degrees should be based on all work completed at the institution unless the institution officially withdraws students from courses for reasons beyond the student's control.

RECOMMENDATION:

That the Board of Trustees adopts the proposed revisions to Policy 5-08, Graduation Requirements.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

GRADUATION REQUIREMENTS

Effective August 29, 2012

Policy No. 5-08

Page 1 of 2

- (A) In order for a student to be considered a candidate for an associate degree, he/she must have completed all the requirements for that degree as described in the college Catalog in effect at the time the student enrolled in the program leading to that degree. If the requirements for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until he/she earns the degree or for a period of three (3) years from the time the student initially enrolled in the degree. If the student does not receive a degree within three (3) years of initial enrollment, and there is a change in the degree requirements, the Senior Vice-President of Academic Affairs shall decide what requirements the student shall meet in order to be awarded a degree.
- (B) ~~In order for a student to be considered a candidate for an associate of applied science or associate of technical studies degree, he/she must have earned a 2.000 grade point average in all COURSES, technical study courses required and a 2.000 grade point average in all general and basic study courses required. In order for a student to be considered a candidate for an associate of arts or an associate of science degree, he/she must have earned a CUMULATIVE 2.000 grade point average for all courses, used to meet degree requirements. Only courses completed at Columbus State Community College will be used to calculate THIS AVERAGE these averages.~~
- (C) ~~In order for a student to be considered a candidate for~~ A STUDENT MAY REQUEST TO BE CONSIDERED FOR an associate degree, ~~he/she must file by filing a petition in accordance with procedures established by the college. A STUDENT MAY ALSO AUTHORIZE DEGREE CONSIDERATION THROUGH THEIR FOUR-YEAR PARTNER INSTITUTION VIA THE REVERSE TRANSFER PROCESS. STUDENTS WITH BACHELOR OF ARTS OR BACHELOR OF SCIENCE DEGREES MAY ONLY PURSUE ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE DEGREES IF DEGREE AUDITS REFLECT MISSING COURSEWORK AT THE ASSOCIATE DEGREE LEVEL FOLLOWING EVALUATION OF TRANSCRIPTS FROM THEIR FOUR-YEAR INSTITUTIONS.~~
- (D) The college shall verify eligibility of individual students to receive degrees in accordance with established procedures.
- (E) Individuals may earn more than one associate degree from Columbus State Community College, provided they meet all requirements stated in this policy and in the Catalog.

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GRADUATION REQUIREMENTS

Effective August 29, 2012

Policy No. 5-08

Page 2 of 2

- (F) In order for a student to be awarded an associate degree from Columbus State Community College, the student must earn at least twenty-three (23 20) credit hours through enrollment in courses offered by the Columbus State Community College, as approved by the college.

Last Effective Dates: June 26, 2000; July 1, 1987, January 26, 2012



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

Date _____

SUBJECT:

Financial Statements as of, and for the twelve months ended July 31, 2013.

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 twelve months ended July 31, 2013, be accepted as presented.



550 East Spring Street
P.O. Box 1609
Columbus, Ohio 43216-1609
614/287-2400

TO: Board of Trustees
FROM: Dr. David T. Harrison, President
DATE: August 27, 2013
SUBJECT: Financial Statements as of July 31, 2013

Attached are the financial statements of Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended July 31, 2013.

1. General Fund

These financial statements include comparisons of actual-to-date compared to the FY 14 Budget approved by the Board in May.

• **Enrollment**

<u>Term</u>	<u>Budgeted Credit Hours</u>	<u>FY 14 Credit Hours</u>	<u>Budget to Actual Increase/ Decrease</u>	<u>Actual FY 13 FTEs</u>	<u>FY 14 FTEs</u>	<u>% Variance</u>
Summer 2013*	98,950	127,387	28.7%	N/A **	8,492	N/A
Autumn 2013	229,332					
Spring 2014	229,254					

*FY14 preliminary student credit hours and FTEs

** FY13 FTEs are N/A due to differences in a Quarter Term (FY13) vs Semester Term (FY14) which is not a meaningful comparison

• **Revenues** (Exhibit B)

Summer tuition revenue exceeded budget by 40% as a result of higher than budgeted enrollments. Summer terms each year will now straddle two fiscal years; 46% of Summer 2013 is accounted for in FY 14. At this early juncture in the new fiscal year, the year-end projections reflect the FY 14 budget with the exception of subsidy which is projected at \$1.5 million higher than budget based on the most recent subsidy projections provided by the Ohio Board of Regents. FY14 subsidy allocations will be finalized by December.

• **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$10,784,684 for the period, which is 20% higher than the same period last year. An additional adjustment to payroll was done in this period in order to align actual expenditures to the budget. Because enrollment in Summer was higher than budget, an increase in adjunct faculty expenses is reflected in Educational and General (instructional) on line 14 of Exhibit B.

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

Comparisons in FY14 to FY13 for the Auxiliary Fund will be skewed because in FY13 the Child Development Center and Bridgeview Golf Course and Driving Range were operational. Both enterprises ceased operations on June 28, 2013. The year-to-year comparables for the Bookstore and the Food Services programs will continue to be relevant. Revenues at the bookstore are 43% higher than last year due to the adjustment in the textbook adoption time line, which allowed students to purchase their textbooks early. While Food Services revenues are down, gross margin is up 10% due to the closing of the convenience store; many of the products sold by the convenience store are now offered in the Bookstore. Operating expenses for the Bookstore, Food Services and Auxiliary Administration are up 9.5% due to the same type of payroll adjustment done for the general fund and earlier hiring and training of seasonal staff.

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

The President's Discretionary Fund has a cash balance of \$19,880 at July 31, after disbursements of \$120.

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

Foundation contributions through July are \$139,037, compared to \$91,501 through July of last year. This increase is attributed to a pledge and contribution from Cardinal Health totaling \$75,000. Management and General expenditures are \$10,621 compared to \$198 through the same period last year, higher in FY 14 due to the timing of *Taste the Future* expenditures and trustee fees for the investments. Foundation expenses funded by the College totaled \$28,957 compared to \$20,136 at the same time last year.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 32.8% currently invested in STAROhio and other money markets, with the balance in federal agencies.

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JULY 31, 2013
With Comparative Figures at July 31, 2012

EXHIBIT A

<u>Assets</u>		July 31, 2013	July 31, 2012	<u>Liabilities and Fund Balance</u>		July 31, 2013	July 31, 2012	
<u>Current Funds</u>				<u>Current Funds</u>				(1)
<u>Unrestricted</u>				<u>Unrestricted</u>				(2)
<u>Educational and general</u>				<u>Educational and general</u>				(3)
Cash	\$	4,381,946	\$	6,927,006		\$	7,642,326	(4)
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))				Accounts payable				(5)
Accounts receivable, net of allowance for doubtful accounts		107,478,504		Deferred income		28,744,678	29,140,745	(6)
Interest receivable		37,230,870		Student tuition		1,082,350	979,209	(7)
Prepaid expense		-		Lab fees and credit bank		-	-	(8)
Net Investment in Golf Course		462,026		Due to restricted funds		-	-	(9)
Due from agency funds		-		Due to plant funds		17,842,829	12,431,911	(10)
Due from auxiliary funds		1,912,448		Due to agency funds		605,309	-	(11)
Total educational & general	\$	151,465,795	\$	Fund balances (Exhibit C):				(12)
				Allocated		67,004,644	78,685,432	(13)
				Unallocated		25,660,960	23,568,766	(14)
				Total fund balances		92,665,605	102,254,198	(15)
				Total educational & general		\$	152,448,389	(16)
<u>Auxiliary enterprise</u>				<u>Auxiliary enterprise</u>				(17)
Cash	\$	1,847,632	\$	3,494,980		\$	875,454	(18)
Investments		7,149,999		6,135,605			1,389,809	(19)
Accounts receivable		891,003		1,135,600				(20)
Inventories, at cost as defined (note 2)		4,668,078		1,949,325				(21)
Other Assets		390,354		408,436				(22)
Due from general fund		-		-			350,000	(23)
Due from grant funds		-		-			10,511,877	(24)
Total auxiliary enterprise		554,254		3,194			10,861,877	(25)
Total unrestricted	\$	15,491,320	\$	13,127,140			13,127,140	(26)
Total current funds	\$	166,957,115	\$	165,575,529			165,575,529	(27)
		[A]		[B]			[D]	(28)
								(29)
								(30)
								(31)

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

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

(Continued)

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT JULY 31, 2013
With Comparative Figures at July 31, 2012

EXHIBIT A
(Continued)

<u>Assets</u>	July 31, 2013	July 31, 2012	<u>Liabilities and Fund Balance</u>	July 31, 2013	July 31, 2012
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		
State appropriations receivable	\$ -	-	Fund balances		
Capital Improvement Fund	3,252,800	3,725,396	Restricted	\$ 3,252,800	3,725,396
Total unexpended	3,252,800	3,725,396	Total unexpended	3,252,800	3,725,396
Cash from Bond Proceeds	-	9,690	Investment in plant:		
Deposit with trustees/escrow	7,859,657	-	Interest payable	-	-
Due from general fund	17,842,829	12,431,911	Capital lease payable	-	-
Land	29,618,235	29,618,235	Accounts payable	88,666	45,251
Improvements other than buildings	12,117,274	12,117,274	Bonds payable	19,005,000	12,425,000
Buildings	151,340,040	148,404,880	Deferred Gift Annuity	-	-
Movable equipment, furniture					
and library books	38,565,609	36,246,434	Net investment in plant	169,087,038	162,582,847
Construction-in-progress	4,194,695	4,112,371		-	-
Other Assets	1,239,624	257,513	Total investment in plant	188,180,704	175,053,098
Less: accumulated depreciation	(74,597,259)	(68,145,210)		-	-
Total investment in plant	188,180,704	175,053,098	Total plant funds	191,433,505	178,778,494
Total plant funds	\$ 191,433,504	\$ 178,778,494			
<u>Agency funds</u>			<u>Agency funds</u>		
Cash	\$ -	-	Deposits held in custody for others	\$ -	603,305
Due from agencies	414,651	1,097,329	Due to educational and general fund	1,019,959	494,024
Due from general fund	605,309	-			
Total agency funds	1,019,959	1,097,329	Total agency funds	1,019,959	1,097,329
	[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 ONE MONTH ENDED JULY 31, 2013
With Comparative Figures at July 31, 2012**

EXHIBIT B

	FY 14			FY 13			FY 14 Projected Year End		
	Budget as approved May 2013	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2013	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 14 Year End Budget	Projected % of Budget	
Revenues									
Appropriations									
Subsidy									
Student Support Services	\$ 58,494,937	\$ 5,004,766	8.56%	\$ 60,304,059	\$ 5,030,710	8.34%	\$ 60,057,200	102.67%	(1)
	<u>58,494,937</u>	<u>5,004,766</u>	<u>8.56%</u>	<u>60,304,059</u>	<u>5,030,710</u>	<u>8.34%</u>	<u>60,057,200</u>	<u>102.67%</u>	(2)
Student									(3)
Tuition	76,267,304	7,791,699	10.22%	73,156,221	4,773,131	6.52%	76,267,304	100.00%	(4)
Fees	5,076,982	914,453	18.01%	4,973,724	373,910	7.52%	5,076,982	100.00%	(5)
Special courses	724,153	77,779	10.74%	1,399,467	56,158	4.01%	724,153	100.00%	(6)
	<u>82,068,439</u>	<u>8,783,931</u>	<u>10.70%</u>	<u>79,529,412</u>	<u>5,203,199</u>	<u>6.54%</u>	<u>82,068,439</u>	<u>100.00%</u>	(7)
Contracted Services									
Net	325,000	(15,604)	-4.80%	600,000	(4,215)	-0.70%	325,000	100.00%	(8)
	<u>325,000</u>	<u>(15,604)</u>	<u>-4.80%</u>	<u>600,000</u>	<u>(4,215)</u>	<u>-0.70%</u>	<u>325,000</u>	<u>100.00%</u>	(9)
Other									
Partnership Revenue	250,000		0.00%	430,000			250,000	100.00%	(10)
Miscellaneous	353,000	1,524	0.43%	250,000	36,224	14.49%	353,000	100.00%	(11)
	<u>603,000</u>	<u>1,524</u>	<u>0.25%</u>	<u>680,000</u>	<u>36,224</u>	<u>5.33%</u>	<u>603,000</u>	<u>100.00%</u>	(12)
Total revenues	<u>141,491,376</u>	<u>13,774,617</u>	<u>9.74%</u>	<u>141,113,471</u>	<u>10,265,918</u>	<u>7.27%</u>	<u>143,053,639</u>	<u>101.10%</u>	(13)
Operating Expenditures									
Educational & general (instructional)									
Library	76,982,593	5,822,545	7.56%	78,085,837	4,703,257	6.02%	76,982,593	100.00%	(14)
General	1,576,801	191,562	11.42%	2,164,804	161,043	7.44%	1,576,801	100.00%	(15)
Information Technology	10,702,744	734,329	6.86%	12,012,036	513,818	4.28%	10,702,744	100.00%	(16)
Student Services	13,141,946	1,568,400	11.93%	12,491,343	1,447,439	11.59%	13,141,946	100.00%	(17)
Operation and maintenance of plant	14,546,406	1,023,941	7.04%	13,674,365	815,435	5.89%	14,546,406	100.00%	(18)
Administration	13,915,739	688,178	4.95%	14,577,304	494,457	3.39%	13,915,739	100.00%	(19)
Transfer for debt service	9,626,408	639,988	6.65%	9,847,089	741,206	7.53%	9,626,408	100.00%	(20)
Total expenditures	<u>1,388,906</u>	<u>115,742</u>	<u>8.33%</u>	<u>1,460,906</u>	<u>121,742</u>	<u>8.33%</u>	<u>1,388,906</u>	<u>100.00%</u>	(21)
	<u>141,981,543</u>	<u>10,784,684</u>	<u>7.60%</u>	<u>144,513,684</u>	<u>8,998,397</u>	<u>6.23%</u>	<u>141,981,543</u>	<u>100.00%</u>	(22)
Non-operating & Encumbered									
Transfer for equipment and replacement	2,000,000			500,000			2,000,000	100.00%	(23)
Total expenditures and transfers	<u>143,981,543</u>	<u>10,784,684</u>	<u>7.49%</u>	<u>145,013,684</u>	<u>8,998,397</u>	<u>6.21%</u>	<u>143,981,543</u>	<u>100.00%</u>	(24)
Operational revenues	<u>(2,490,167)</u>	<u>2,999,933</u>	<u>N/A</u>	<u>(3,900,213)</u>	<u>1,267,521</u>	<u>N/A</u>	<u>(927,904)</u>	<u>N/A</u>	(25)
Reserve Funding									
Transfer-in Delaware Campus									
Budget Tuition Stabilization	2,500,000			823,668	89,358	10.85%		0.00%	(26)
Reserve Operation revenues	2,500,000		0.00%	3,076,545			2,500,000	0.00%	(27)
	<u>5,000,000</u>	<u></u>	<u>0.00%</u>	<u>3,900,213</u>	<u>89,358</u>	<u>2.29%</u>	<u>2,500,000</u>	<u>0.00%</u>	(28)
Interest Income									
Net Operating revenues	\$ 9,833	\$ 84,518		\$ -	\$ 132,488		\$ 250,000	-	(29)
	<u>9,833</u>	<u>3,074,451</u>		<u></u>	<u>1,489,367</u>		<u>1,822,036</u>	<u></u>	(30)
Non-capital reserve expenditures*									
Net Revenues/(Expenditures)	\$ -	\$ 176,643		\$ -	\$ -		\$ 13,550,000	-	
	<u></u>	<u>2,897,808</u>		<u></u>	<u></u>		<u>(11,727,904)</u>	<u></u>	
	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>(D)</u>	<u>(E)</u>	<u>(F)</u>	<u>(D)</u>	<u>(E)</u>	

* Projected year-end represents projected cash reserve spending adjusted for spending that will be capitalized assets versus expensed, and depreciation.

EXHIBIT C

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE ONE MONTH ENDED JULY 31, 2013

	Balance at June 30, 2013	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at July 31, 2013	
Unrestricted Allocated							
Capital Improvements & Land Acquisition	\$ 7,312,891	\$ -	-	-	\$ -	7,312,891	(1)
Carpet/Furniture Reupholstering	170,516	-	-	-	-	170,516	(2)
Space Efficiency Upgrades	1,153,122	-	-	-	(21,092)	1,132,030	(3)
Project Planning	6,117	-	-	-	-	6,117	(4)
Union Hall Renovation	6,019,698	-	-	-	(1,946)	6,017,752	(5)
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279	(6)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(7)
Facilities Infrastructure Improvements	81,808	-	-	-	-	81,808	(8)
145-149 Cleveland Avenue Purchase	-	-	-	-	-	-	(9)
Student Support Services	53,376	-	-	-	-	53,376	(10)
Capital Equipment	6,709,128	-	2,000,000	-	(108,660)	8,600,468	(11)
Target 2002	333,088	-	-	-	-	333,088	(12)
Collective Bargaining	33,104	-	-	-	-	33,104	(13)
Budget/Tuition Stabilization	20,756,987	-	-	242,470	(15,000)	20,756,987	(14)
Accumulated Lab Fees	1,393,352	-	-	-	-	1,620,822	(15)
Broadbanding	221,079	-	-	-	-	221,079	(16)
Think Again Scholarship	2,539,020	-	-	-	275	2,539,295	(17)
Student Success and Innovation	6,176,668	-	-	-	(2,202)	6,174,466	(18)
Strategic Growth Initiatives	1,213,509	-	-	-	-	1,213,509	(19)
Technology Initiatives	1,312,295	-	-	-	(115,067)	1,197,228	(20)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(21)
Campus Safety Initiatives	1,391,921	-	-	-	-	1,391,921	(22)
Energy Efficiency/Sustainability Initiatives	2,384,132	-	-	-	-	2,384,132	(23)
Delaware Campus Operations	1,098,432	-	-	-	-	1,098,432	(24)
Health Care Self-Insurance Escrow	1,023,018	-	-	-	-	1,023,018	(25)
Health Care HSA Incentive	86,636	-	-	-	(21,572)	65,064	(26)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(27)
Voluntary Separation Incentive Plan	1,265,876	-	-	-	(5,073)	1,260,803	(28)
One-Time Compensation	78,665	-	-	-	-	78,665	(29)
Partnerships for Student Success	338,361	-	-	-	(11,911)	326,450	(30)
PERFORMS	12,089	-	-	-	-	12,089	(31)
Unallocated	65,064,423	-	2,000,000	242,470	(302,249)	67,004,644	(32)
Total General Fund	24,261,773	3,339,409	(2,000,000)	(242,470)	302,249	25,660,960	(33)
	\$ 89,326,196	\$ 3,339,409	-	-	-	\$ 92,665,605	(34)
	[A]	[B]	[C]	[D]	[E]	[F]	

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE ONE MONTH ENDED JULY 31, 2013
With Comparative Figures at July 31, 2012

EXHIBIT D

	FY 14		% of Budget Expended to Date	Revised Budget as approved January 2013	FY 13		% of Budget Expended to Date	Projected FY 14 Year End Budget	Projected % of Budget
	Budget as approved May 2013	Actual to Date			Actual to Date				
Auxiliary									
Sales/Revenues									
Bookstore	\$	14,905,690	\$	14,076,046	\$	101,178	0.72%	\$	14,905,690
Child Development Center		-		566,975		76,715	13.53%		-
Food Services		420,000		590,452		24,049	4.07%		420,000
Bridgeview		-		496,160		72,519	14.62%		-
Total Revenues		15,325,690		15,729,633		274,461	1.74%		15,325,690
Cost of Goods Sold									
Bookstore		11,546,468		10,923,012		98,944	0.91%		11,546,468
Bridgeview		-		31,258		4,454	14.25%		-
Food Service		55,000		161,267		7,094	0.00%		55,000
Gross Margin		3,724,222		4,614,096		163,969	3.55%		3,724,222
Operating Expenses									
Bookstore		2,035,416		1,993,244		112,870	5.66%		2,035,416
Child Development Center		-		795,761		51,767	6.51%		-
Food Services		236,819		262,317		7,969	3.04%		236,819
Bridgeview		-		545,912		22,830	4.18%		-
Auxiliary Administration		970,592		506,209		25,867	5.11%		970,592
Total Expenses		3,242,827		4,103,443		221,303	5.39%		3,242,827
Auxiliary Net Operating Income/(Loss)		481,395		510,653		(57,334)	0.00%		481,395
Net Income/(Loss)									
Bookstore		1,323,806		1,159,790		(110,636)	-9.54%		1,323,806
CDC		-		(228,786)		24,948	-10.90%		-
Food Services		128,181		166,868		8,986	5.39%		128,181
Bridgeview		-		(81,010)		45,235	55.84%		-
Auxiliary Administration		(970,592)		(506,209)		(25,867)	5.11%		(970,592)
Net Auxiliary Income/(Loss)		481,395		510,653		(57,334)	-11.23%		481,395
Auxiliary Fund Balance at June 30, 2013						10,919,212			
Non-operating Revenues/Expenditures						-			
Transfers						-			
Auxiliary Fund Balance at July 31, 2013	\$	11,221,704			\$	10,861,878			
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF JULY 31, 2013

EXHIBIT E

	Actual January 2013	Actual February 2013	Actual March 2013	Actual April 2013	Actual May 2013	Actual June 2013	
Beginning Cash	\$ 10,413,221	9,143,352	4,034,971	5,830,407	848,389	8,684,173	(1)
Cash Receipts	5,815,244	6,495,525	7,498,448	12,426,037	6,252,846	6,751,456	(2)
Cash Disbursements	(11,578,256)	(11,611,135)	(10,703,970)	(12,542,785)	(11,136,778)	(10,914,454)	(3)
Financial Aid	(506,857)	7,229	958	(4,865,270)	12,719,716	(480,012)	(4)
Outflow for investments	-	-	-	-	-	-	(5)
Inflow from investments	5,000,000	-	5,000,000	-	-	-	(6)
Ending Cash	\$ 9,143,352	4,034,971	5,830,407	848,389	8,684,173	4,041,163	(7)

	Forecasted July 2013	Forecasted August 2013	Forecasted September 2013	Forecasted October 2013	Forecasted November 2013	Forecasted December 2013	
Beginning Cash	\$ 4,041,163	5,211,136	5,031,109	5,056,109	5,056,109	5,056,109	(8)
Cash Receipts	17,619,973	6,519,973	6,500,000	6,500,000	6,500,000	14,500,000	(9)
Cash Disbursements	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(14,000,000)	(10)
Financial Aid	15,050,000	300,000	(7,975,000)	-	-	13,400,000	(11)
Outflow for investments	(17,500,000)	-	-	-	-	(13,500,000)	(12)
Inflow from investments	-	7,000,000	15,500,000	7,500,000	7,500,000	-	(13)
Ending Cash	\$ 5,211,136	5,031,109	5,056,109	5,056,109	5,056,109	5,456,109	(14)

COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE ONE MONTH ENDED JULY 31, 2013

EXHIBIT F

Cash at Beginning of Period		\$	17,907	(1)
				(2)
<u>Receipts:</u>				(3)
				(4)
Deposit	2,093		2,093	(5)
				(6)
				(7)
<u>Disbursements:</u>				(8)
Oberer's Flowers	120			(9)
			120	(10)
		\$	19,880	(11)
	[A]	[B]	[C]	(12)

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 JULY 31, 2013
With Comparative Figures at July 31, 2012

<u>Assets</u>	July 31, 2013	July 31, 2012	
Cash	\$ 159,275	\$ 187,987	(1)
Investments at market value (see note)	6,466,981	5,708,777	(2)
Pledges Receivable	260,850	59,596	(3)
Student Emergency Loans restricted - Net	-	-	(4)
Total Assets	<u>\$ 6,887,106</u>	<u>\$ 5,956,360</u>	(5) (6)
 <u>Liabilities</u>			
Due to general fund	\$ -	\$ 958	(7)
Pledge Payable	-	-	(8)
Trade Payables	-	959	(9)
Total Liabilities	<u>-</u>	<u>1,917</u>	(10)
 <u>Fund balance</u>			
Permanently Restricted	3,693,287	3,649,284	(11)
Temporarily Restricted	1,769,948	1,614,814	(12)
Unrestricted	<u>1,423,871</u>	<u>690,345</u>	(13) (14)
Total fund balance	<u>6,887,106</u>	<u>5,954,443</u>	(15)
Total Liabilities and fund balance	<u>\$ 6,887,106</u> [A]	<u>\$ 5,956,360</u> [B]	(16) (17) (18) (19)

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	\$ 90,943	90,943	1.40%
Equities	2,991,628	3,902,327	60.34%
Fixed Income	517,234	557,187	8.62%
Mutual Funds	<u>1,834,219</u>	<u>1,916,524</u>	<u>29.64%</u>
Total Investments	<u>\$ 5,434,024</u>	<u>\$ 6,466,981</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE ONE MONTH ENDED JULY 31, 2013
With Comparative Figures at July 31, 2012

	July 31, 2013			July 31, 2012	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	
Revenue					
Contributions	\$ 4,514	\$ 81,684	\$ 1,989	\$ 88,187	(1)
Contributions for Taste the Future	30,350	-	-	30,350	(2)
Contributions for Columbus State	-	20,500	-	20,500	(3)
Administration Fee Income	-	-	-	-	(4)
Interest Income	6	-	-	6	(5)
Investment Income					(6)
Realized	17,431	5,310	-	22,741	(7)
Unrealized	116,158	35,359	-	151,517	(8)
Investment income-subtotal	133,589	40,669	-	174,258	(9)
Total revenues	168,459	142,853	1,989	313,301	(10)
Expenditures					
Scholarships and Projects	-	500	-	500	(11)
Contributions to Columbus State	-	20,500	-	20,500	(12)
Administrative Fee Expense	-	-	-	-	(13)
Management and general	10,261	-	-	10,261	(14)
Total expenditures	10,261	21,000	-	31,261	(15)
Excess (deficit) of revenues over expenditures	158,198	121,853	1,989	282,040	(16)
Transfers	-	-	-	-	(17)
Fund balance at beginning of period	1,265,673	1,648,095	3,691,298	6,605,066	(18)
Fund balance at end of period	\$ 1,423,871	\$ 1,769,948	\$ 3,693,287	\$ 6,887,106	(19)
	[A]	[B]	[C]	[D]	(20)
					(21)
					(22)
					[F]

COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF JULY 31, 2013

1) Investments

Investment Fund	Cost	Market Value	Yield to Maturity*	Average Maturity (days)
STAR Ohio/Operating	\$ 25,664,210	\$ 25,664,210	0.03%	1
STAR Ohio/Plant	3,252,800	3,252,800	0.03%	1
STAR Ohio/Auxiliary	1,285,383	1,285,383	0.03%	1
CSCC Operating Fund 1	27,055,876	27,007,341	0.15%	176.4
CSCC Operating Fund 2	49,848,037	49,942,964	0.58%	552
Auxiliary Services	5,852,367	5,864,616	0.81%	701
Plant Fund	4,854,662	4,863,990	0.75%	679
	<u>\$ 117,813,335</u>	<u>\$ 117,881,303</u>		

* Weighted

Portfolio Composition

Type	% of Total
STAR Ohio	25.62%
Agencies	67.16%
Cash & Equivalents	7.21%
	<u>100.00%</u>

2) Inventories

Bookstore inventories at year-end are stated at actual cost. At or near year-end a complete physical inventory is taken 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 \$920,000 with interest at rates varying from 1.65% to 4.25%, the final installment being due in 2023, 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>
Joel Altman (Repl. F. Douglas)	Security Specialist	Police Department	08/16/13	\$28,939
Lindsey Benschoter (Repl. C. Ponyah)	Office Associate	Integrated Media and Technology	07/01/13	\$32,768
Dixie Burkhardt (Repl. A. Stir)	Specialist	Business and Campus Services	07/01/13	\$34,133
Amy Dew (Repl. K. Baldwin)	Office Associate	Mathematics	08/01/13	\$28,652
Laura Diamond (New- B/A)	Police Officer	Police Department	08/16/13	\$42,702
William Griffith (Repl. G. Smith)	Supervisor I	Facilities Management	08/01/13	\$72,000
Jonathan Morton (Repl. D. Robinson)	Specialist	Testing Center	08/16/13	\$33,196
Nicholas Rice (Repl. T. Welsh)	Police Officer	Police Department	08/16/13	\$42,702
Shannon Scott (Repl. K. Brown)	Police Officer	Police Department	08/16/13	\$42,702
Mairi Wilkins (Repl. J. Tang)	Advisor	Admissions	08/01/13	\$44,034
Douglas Williard (Repl. B. Cascuccio)	Lieutenant	Police Officer	08/16/13	\$67,300
Scott Wilson (Repl. J. Spencer)	Supervisor	Facilities Management	08/01/13	\$74,500

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/reductions in force/terminations/retirements have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Joel Altman (Resignation)	Security Specialist	Police Department	08/20/13
Andrew Babb (Resignation)	System Administrator	Communications Technology & PC Services	06/15/13
Jonathan Baker (Resignation)	Chairperson	Mathematics	07/19/13
Steven Borton (Resignation)	Police Officer	Police Department	06/22/13
Kimberly Brazwell (Resignation)	Supervisor II	Global Diversity and Inclusion	07/12/13
Robert Harley (Resignation)	Developer	Instructional Services	08/16/13
James Higgins (Resignation)	Assistant Professor	Integrated Media & Technology	08/03/13
Andrew Jarvi (Resignation)	Coordinator	Police Department	07/31/13
Amanda Koch (Resignation)	Advisor	Advising Services	08/09/13
Roger McGlaughlin (Retirement – VCSI)	Assistant Professor	Health, Dental & Veterinary Technology	08/03/13
Lenée Pezzano (Resignation)	Supervisor I	Business and Industry	08/23/13
Lori Rich (Deceased)	Office Associate	Integrated Media & Technology	07/25/13
Anita Ruiz (Retirement – VCSI)	Program Coordinator	Academic Affairs	08/01/13
Glenn Smith (Retirement)	Program Coordinator	Facilities Management	07/01/13
Todd Taylor (Resignation)	Advisor	Advising Services	08/30/13
Jeffrey Williams (Resignation)	Building Services I	Facilities Management	08/14/13