

COLUMBUS STATE

COMMUNITY COLLEGE

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A G E N D A

BOARD OF TRUSTEES MEETING

Friday, October 16, 2020
Virtual Meeting – Hosted on Microsoft Teams
8:00 AM

- I. Call to Order
- II. Roll Call
- III. Certification of Conformity with Section §121.22(F) of the Ohio Revised Code
- IV. Opening Remarks from Chair Joseph
- V. Opening Remarks from President Harrison
- VI. Approval of Minutes
- VII. Awarding Emeritus Status.....2
- VIII. Rescind Policy 7-14 & Procedure 7-14 (E) Felony Reporting.....9
- IX. Financial Statements as of and for the Two Months Ended August 31, 202016
- X. Personnel Information Items (Information Only)29
- XI. President’s Report
- XII. Old Business
- XIII. New Business
- XIV. Public Participation
- XV. Executive Session (*if needed*)
- XVI. Adjournment

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



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Awarding of Emeritus Status:

Dr. Garry Fourman, Chair, Modern Languages
Angelo Frole, Dean, Business, Engineering and Technologies
Assistant Professor Richard Greely, Massage Therapy
Dr. Sue Lape, English
Professor Tina Perry, Interpreting Education
Dr. Gary Piggrem, Psychology and Education
Professor Rita Rice, English
Professor Jackie Teny-Miller, Human Services
Cecil Williams, Facilities Management
Dr. Peggy Williams, Veterinary

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 Dr. Garry Fourman, Angelo Frole, Assistant Professor Richard Greely, Dr. Sue Lape, Professor Tina Perry, Dr. Gary Piggrem, Professor Rita Rice, Professor Jackie Teny-Miller, Cecil Williams, and Dr. Peggy Williams.

Emeritus Status: Garry Fourman

Dr. Fourman contributed significantly to the development of language offerings at Columbus State. He worked collaboratively with the Ohio State University's Languages Department to create articulation agreements. He was a stalwart of transferability and credibility, always devoted to our language students' success at four-year colleges and universities.

Likewise, Dr. Fourman cultivated a working relationship with our International Student Office, the Language Institute, and Columbus State's ESL student population. He was a committed advocate for not just their curricular needs, but their extra-curricular ones, too. He took the time to learn about their cultures and customs and to highlight them with special events.

Dr. Fourman's education credentials reveal his deep interest in the German language:

University of Cincinnati:	PhD, German
University of Iowa:	Secondary certification, German Language and Literature
The Ohio State University:	M.A., German Language and Literature
The Philipp University of Marburg	
Manchester University	

Interestingly enough, however, Dr. Fourman's more recent interest has been in China. He established a working relationship through the Ohio State University with the University in Wuhan Province. This yielded bringing consecutively two Chinese Visiting Scholars to Columbus State over a four-year period. The scholars revised our current CHIN courses, aligning them more closely with OSU's, and developed third- and fourth-year level CHIN courses. Garry also created opportunities for the scholars to share their culture and customs with Columbus State students. Every summer in recent years, Garry visited China to work with Chinese college students and university leaders.

Emeritus Status: Angelo Frole

Angelo's career began, not in higher education, but in the world of International Business. From 1970-2001, he worked for Lucent Technologies, as their director of Information Product Development and Delivery, a division of the Lucent Corporate Learning Group. His key professional areas of expertise were Intellectual Capital Management, Project Management, International Consulting, Product Sales Management and Contract Negotiations.

Soon after retiring from Lucent Technologies, Angelo followed his heart to Columbus State. In 2002, he yearned to teach, so became an adjunct in the Business Programs area. Within a year, he was hired as its Chairperson, overseeing Accounting, Finance, Human Resources, Business Management, and the Business Office Administration programs of study. When Columbus State needed someone to temporarily manage the operation at its Delaware Campus, the College turned to Angelo. After several months as temporary campus dean, he was asked to take on the job permanently.

In April 2014, once again, Columbus State turned to Angelo to become the Dean for the Business, Engineering and Technologies Division. This position constituted the academic programs in Business, Engineering Technologies, Transportation, Supply Chain, Construction, Skilled Trades, and Environmental Science. He thrived in Academic Affairs until he decided to retire in December, 2019. Everyone knows and loves Angelo; he is truly a “people person.” As he walked across campus, he greeted everyone heartily; before a meeting, he out-stretched his hand to all, giving familiar pats on the back; during functions, he chatted easily with others and his frequent jokes, often about himself, gave everyone a laugh. Angelo would take people out to breakfast or lunch, buy platters of pastries for meeting participants, and made phone calls to offer help and comfort to those in need. Whenever I was with him in a crowd, I felt like I was with a rock star, as everyone craved his attention and wide smile.

Angelo Frole embodies the best of Columbus State: its values, its commitment to others, its accessibility. We were honored by his work and his collegiality; I ask that we return the honor by giving him Emeritus status.

Emeritus Status: Richard Greely

Richard 'Rick' Greely retired July 1, 2019 from Columbus State Community College after 20 plus years of service. He deserves to be considered for emeritus status for his commitment to excellent teaching as well as his contributions to Columbus State Community College and the greater community.

During his time here, he helped to successfully create the Massage Therapy Program in 1997 and served as faculty within the program. For the last 11 years he served as the program coordinator. He also crafted a relationship with Nationwide Children's Hospital that led to an Advanced Studies course. In this course students from the program intern at the hospital. They use massage practices to aid medical conditions faced by children as an alternative to using medications to relieve pain. He led the Massage Therapy Program to a 98% pass rate on the Massage and Bodywork Licensing Exam (MBLEx).

Rick stayed well connected to the community. He served on the Massage Therapy Advisory Committee to the State Medical Board of Ohio from 2000-2014. He chaired the Massage Therapy Advisory Committee to the State Medical Board of Ohio from 2007-2014. He was a member of the Ohio Council of Massage Therapy Schools and served as a content expert for the National Certification Board for Therapeutic Massage and Bodywork job task analysis in 2002. He was a content expert for the Federation of State Massage Therapy Boards in 2002. He participated in the Model Practice Act Task Force from 2010-2014. He served on the Ohio State Center for Integrative Health and Wellness Advisory Committee from 2012-2018.

Rick was recognized by the Ohio General Assembly for Outstanding Service to the State Medical Board of Ohio in 2012. He was awarded the State of Ohio President's Award in 2002 and again in 2017. He was the winner of the State of Ohio Meritorious Award in 2018 from the AMTA-OH Chapter.

For these reasons and many more, Richard Greely deserves the award of Professor Emeritus.

Emeritus Status: Sue Lape

Retired Professor Sue Lape, Ph.D. is deserving of emeritus status. She came to Columbus State in 1988 as an adjunct teaching a 7 a.m. composition course. She was soon hired full-time and has meritoriously served the then Communication Skills department now known as English. Dr. Lape had her own distinctive style of teaching that students admired for which she was named Distinguished Teacher. A strong proponent of teaching composition, Sue also taught a number of second-year courses as well. Recently she created the online versions and taught both of the American Literature courses at a distance but also in the classroom. She crafted the first women's writers' course and continued to teach it as well.

What Dr. Lape is most proud of is her second-level writing course, The American Working-Class Identity, which she derived from her sabbatical research. In addition to her teaching, Sue served the college and the department in innumerable ways. She was a member of the Ohio Board of Higher Education's Articulation and Transfer Subcommittee; she was instrumental in the collaborative efforts to build the ASC 1190, the Critical thinking course in Arts and Sciences course. She was one of the first English instructors to teach on-site dual enrollment classes before CCP ever existed. Among Sue's greatest contributions to the department were the invaluable duties she performed as Lead Instructor. She carefully listened to both the students' and instructors' issues to negotiate a fair solution. As a valued member of the department, the college, and of the entire learning community, Sue Lape is deserving of the title Emeritus.

Emeritus Status: Tina Perry

Tina Perry retired August 1, 2019 from Columbus State Community College after 25 plus years of service. She deserves to be considered for emeritus status for her commitment to excellent teaching as well as her contributions to Columbus State Community College and the greater community.

During Tina's time as a faculty member in the Interpreting Education Program, she had a number of noteworthy accomplishments. Tina developed a long-standing program with The Ohio State University's veterinary and medical school that trained future doctors and veterinarians how to work effectively with deaf patients. Tina was also instrumental in developing a mentoring program to onboard new faculty in her department. Many of the longstanding adjuncts in the IEP / ASL program are products of this mentoring effort. Tina's hard work and dedication was recognized by her students and peers in 2015 when she received the college's Distinguished Full Professor Award.

Tina has one accomplishment that is dear to her heart and rises to the top of a long list. In 2017, Tina led her students and colleagues to create a regional conference aimed at providing professional development for the interpreting profession. This interpreter conference is now in its third year, and each year it has been sold out. The conference is a yearlong project developed and run by second year interpreting students. The student not only plan the conference, but also interpret for the presenters. It is a true experiential learning opportunity. Interpreters from all over Ohio, Michigan and Pennsylvania attend this conference to earn CEUs and learn about current trends and best practices in the profession.

Tina was a fixture in the Interpreter Education Program. When you see someone interpreting in the Columbus area, it is highly likely Tina Perry had a hand in preparing them for their career. Even though Tina has agreed to return as an adjunct instructor, her leadership and expertise will be missed.

For these reasons and many more, Tina Perry deserves the award of Professor Emeritus.

Emeritus Status: Gary Piggrem

Dr. Piggrem started at Columbus State as an adjunct, eventually teaching the full range of the psychology curriculum. He taught on-site and online, demonstrating his versatility. For six years, he was also the department chair for the Psychology and Education Department in the Arts and Sciences Division. He led with an emphasis on collaboration and collegiality. Gary's specialty areas were communication, human relations and counseling, and stress management, and this expertise he used to maintain stability and to encourage professional development within the department. In addition, Gary agreed to be the interim department chair for the Social Sciences for a year and a half, offering a much-needed structure and comfort-level to the faculty. As a writer of psychology-related materials, Dr. Piggrem authored and co-authored over 100 publications, thereby sharing with others his love for undergraduate education, and the community college student, in particular. He related well to this student cohort, as he often expressed his inability to attend college, at first, and its subsequent impact on his self-esteem. Gary eventually triumphed, however, evidenced now by his education credentials:

MA and PhD from The Ohio State University

MA, with honors from the America Public University System, specializing in Military History

BA, Summa Cum Laude in Psychology from Saint John Fisher College

Emeritus Status: Rita Rice

Rita Rice joined the English Department in 1991 as an adjunct and becoming a full-time instructor in 2002. When she taught composition, she focused more on the second-level writing courses, namely ENGL 2367, for which she devised and taught the honor's version during the past couple of years. She also taught an array of literature courses, such as Folklore as well as "Introduction to" and other creative writing courses. Professor Rice really made the Science Fiction literature course her own, teaching it over 35 times.

During the course of her service to Columbus State, Rita was a member of various committees, but she will be remembered for her help and devotion to the English Department's Writers Conference. More recently, Professor Rice became involved in the college-wide Honor's committee. As an outgrowth of her work with these students, she was a founding member of the Society of the Compass. Members of this student group are recognized for their extraordinary achievements during their time at Columbus State. For her service to the department and

college, and her work with students as she motivated and guided them to be the best writers, thinkers, communicators that they could become, Rita Rice deserves the title of Emeritus.

Emeritus Status: Jackie Teny-Miller

Jackie Teny-Miller retired August 8, 2020 from Columbus State Community College after 21 years of service to the college. She deserves to be considered for emeritus status for her commitment to excellent teaching as well as her contributions to Columbus State Community College and the greater community.

Jackie has been responsible for the portions of the Social Work & Human Services curriculum that focus on understanding and providing support for individuals with disabilities. Her work in this field, including that of a lead instructor, has produced a program that is highly respected by her peers in both higher education and in her industry. Much of the programming and organizations geared towards supporting individuals with disabilities in Central Ohio has directly or indirectly benefited from her expertise and ability to advocate for this vulnerable population.

Jackie has one accomplishment that is dear to her heart and rises to the top of a long list. She created and managed a program that created a certificate curriculum for individuals with disabilities. Hundreds of students who would likely not have had the opportunity to pursue a path in higher education were able to participate in the college experience because of her work. Furthermore, many of these students learned skills and gained experience that allowed them to pursue further education at the tertiary level and/or employment in their chosen field. Her work was recognized and funded through a U.S. Department of Education subgrant via The Ohio State University. This program is well respected by high schools and county agencies looking to find positive options for their students/clients who wish to grow personally and professionally.

Jackie was a fixture in the Human Services Department and the human services industry. Her students make a real and lasting difference every day in Central Ohio.

For these reasons and many more, Jackie Teny-Miller deserves the award of *Professor Emeritus*.

Emeritus Status: Cecil Williams

Cecil Williams served Columbus State for 26 years. His entire tenure with the college was with the Facilities Management department.

Cecil's commitment to the college was evident by his involvement with the Taste of the Future events; he has worked for each event since 1993. His most fond memories centered around the Taste of the Future, mainly because he was asked to play music during the 1994-1997 events. Cecil supported the Culinary and Hospitality Department in Ebling Hall for more than seven years. His service to that department was recognized when he was named Staff Employee of the Month for April 2018. He was passionate about his duties and the areas he serviced. Cecil strived to make a difference at Columbus State; he was "quietly effective" and created a positive

atmosphere. He will be greatly missed for his can-do attitude and his service to our students, faculty, and staff.

It is with great pleasure we offer our support and recommendation for Mr. Cecil Williams to be awarded Emeritus Status for his service to Columbus State Community College and our community.

Emeritus Status: Peggy Williams

Dr. Peggy Williams began her career at Columbus State Community College as an adjunct within the Veterinary Technology Program from 2002-2014. As an adjunct, Dr. Williams was very instrumental in providing the pathway for the conversion of many of the courses from traditional to hybrid to eventually an all on-line platform.

In 2014, Dr. Williams was hired as a full-time instructor and became the department's second Program Coordinator. During Dr. Williams' tenure as Program Coordinator, she was responsible for programmatic re-accreditation with A VMA-CVET A. Professor Williams also maintained programmatic compliance with the Ohio Department of Health, Ohio Board of Pharmacy, and the Institutional Animal Care And Use Committee.

In Autumn of 2017, Dr. Williams was responsible for the implementation of mini rotations in equine and bovine medicine. These hands-on activities contribute to the college's academic mission of active and collaborative learning.

Dr. Williams will be remembered for her contributions to student learning, compassion for the animal population, and growth in the profession of veterinary medicine.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Rescind Policy 7-14 & Procedure 7-14 (E), *Felony Reporting*

BACKGROUND INFORMATION:

Since policy 7-14 was established in 2000, the College has devoted resources to enhancing its approach to maintaining a safe campus while also bolstering support for marginalized populations. The 2016 Department of Education document, *Beyond the Box*, urged Colleges and Universities to remove questions about criminal backgrounds from the application process due to the chilling impact and the extension of biased data maintained through the criminal justice system. To that end, the request to rescind policy 7-14 is (1) a student success measure, (2) an acknowledgement of enhanced risk management practices, (3) an equity and inclusion act, and (4) in alignment with current practices throughout Ohio. A more comprehensive rationale is attached to this request.

- (1) The College maintains data that demonstrates large application abandonment rates for potential students as they work to complete the Enrollment Review Process. Additionally, student reports express a feeling of distrust and a lack of belonging to the College based on the background check process that occurs prior to enrollment.
- (2) The College has made enhancements to the Behavioral Intervention Team, Threat Assessment Team, and Critical Incident Response Team to review risk at multiple levels. This type of review is holistic in its approach as it looks at behavioral concerns that includes populations where convictions exists as well as the rest of the larger College community. Based on annual Student Conduct data, less than 3% of reported behavioral concerns involve individuals who have self-reported felony backgrounds. Lastly, the Columbus State Police Department actively reviews the Sex Offender Database to understand trends for sex offenders around the area.
- (3) African American males are disproportionately represented in those required to report criminal backgrounds and thus, often delayed in their enrollment process. The removal of perceived barriers reflects Columbus State's commitment to addressing equity issues in education and the workforce.
- (4) When comparing our current practice to that of other Ohio community colleges, only one of 22 surveyed inquire about criminal backgrounds.

RECOMMENDATION:

Board of Trustees vote to approve the rescinding of Policy 7-14 and the associated Procedure 7-14 (E). The effective date for the decision would also reflect the date by which questions pertaining to felony histories are removed from the College application and that any pending reviews would cease.

RATIONALE

The Columbus State Community College Enrollment Review Team requests that Policy 7-14, *Felony Reporting*, and its corresponding Procedure 7-14 (E) be rescinded. The current national climate, the increased awareness of racial inequities as well as changes in law and recommended best practice suggest that continual reliance on a biased system will have negative implications for prospective students and disproportionately on people of color.

1. The policy was originally created in 2000 as a safety measure to protect the College from liability due to concerns related to criminal behavior. However, along with the changes recommended on a national level, the College has enhanced several internal processes that effectively address risks on multiple levels.
 - a. Over the last seven years, the College has developed and honed its threat assessment processes to be prepared to address risk at multiple levels. It is recommended that these processes be used to address any concerns and/or threats (perceived or real) to the College environment rather than creating a separate process for individuals who self-report a criminal background.
 - The community policing model used by the Columbus State Police (CSP) supports and promotes personal engagement and trust-building within the college community. They also are able to respond to situations quickly and effectively within our multi-campus College. Because of the personal engagement and prompt response, CSP is situated to understand what is happening on and around College-operated facilities, and in the event of an issue, can respond quickly and direct communications to the appropriate processes outlined below.
 - The Behavioral Intervention Team (BIT) meets weekly to provide ongoing review, support and oversight of concerning behaviors. Training is offered to the College community via in-person, video and the dissemination of information. Faculty and staff are encouraged to report concerning behavior to this team for additional review and assessment using national best-practice risk assessment tools and resources.
 - The Threat Assessment Team (TAT) is nimble and can respond promptly to review matters of active and ongoing threat. The collaborative review process allows quick decisions to be made using best practices informed by some of the nation's leaders in risk assessment and management. In any instance of active/ongoing concerns for safety, the team is able to implement reasonable interim actions to assess the risk and address any behavioral concerns. Once a situation has been completed in the TAT sphere, it is generally shared with the BIT for ongoing review, if the individual is permitted to return to the College setting.
 - The Critical Incident Response Team (CIRT), under the leadership of the CSP, swiftly addresses any active threat involving weapons and/or violence.
 - Academic programs would maintain their respective review processes to evaluate specific background requirements in connection with licensing, accreditation and partnership agreements.
 - When comparing our current practice to that of other Ohio community colleges, only one of 22 surveyed inquire about criminal backgrounds.
 - i.e. Sinclair does not ask about criminal backgrounds in their application or enrollment process. However, they do inform students that admittance into some programs require background checks

<https://www.sinclair.edu/academics/divisions/hs/dit/program-specific-information/>.

- c. A survey about our comparison institutions reveal that 19 institutions have no mention of criminal background checks, and only three reflect some level of questioning regarding criminal backgrounds.
 - OSU removed their question about criminal backgrounds out of their application process. They still ask for disclosures prior to enrollment: <http://enrollmentservices.osu.edu/community-enrollment-review/>
 - Franklin University does not ask about criminal backgrounds at all. However, in practice, they inform students that it may be beneficial to disclose information to advisors to assist with career planning. With respect to liability, Franklin informs students that the responsibility of managing conditions of supervision are the shared responsibility of the individual student and community control agent.
 - Capital University asks a question at the point of application and uses a review process similar to our current practice.
2. Leading up to Autumn Semester 2019, the U.S. Department of Education (DOE) recommended the removal of questions related to criminal background from the Common Application (Big Island Now, 2018).
 - a. The DOE also recommended that colleges and universities adopt practices in support of “Beyond the Box,” which mirror the employment efforts to remove similar questions from hiring processes.
 - b. This would require the Shared Governance process of allowing notice and comment periods for updating existing policies and procedures (<https://www.csc.edu/employee/our-college/shared-governance/pdf/Shared%20Governance%20Model%20November%202018.pdf>).
3. Because there is no true “front door” to enroll at Columbus State, this Policy has not been effectively used in all facets of enrollment.
 - a. College Credit Plus and Non-Credit enrollment processes are areas that specifically make it challenging for the College to administer this enrollment process for all applicants.
 - b. Non-Credit programs use alternative application processes based on the various programs they oversee. Each of the processes allow for greater flexibility and often do not tie into our Colleague system until after the person has begun coursework. Thus, the Enrollment Review Process has to be adjusted for the various programs, and at times reflects more of a burden than a support because the programs do not require many in-person meetings and often were managed at an off-site facility.
 - c. During a trial period of asking minors the felony conviction question, the question proved confusing because the applicants were unclear what constituted a felony and also did not understand when juvenile records could be shared. This added an additional barrier to prospective students.
4. Representatives from Enrollment Services Operations have been involved in the extended review of the impact of the removal of this question and confirm that the removal of the question will be simple and will have no other system impacts.
5. National data demonstrates that the presence of questions about criminal background are a deterrent for would-be applicants based on public perception concerning collateral penalties for criminal records (Howard, 2011).

- a. From our Office of Institutional Effectiveness regarding application abandonment: 40% of applications marked as Pending Decision Felony (PDF) (289/722) still show a current application status of "PDF." This suggests that the applicant has not moved forward - or even has abandoned - the enrollment/admissions process after submission of the application. Though in this case there is no comparable data to benchmark against, the relatively high percentage of applicants who appear to have stopped progressing through the admission process after submitting an application does suggest that there is a chilling effect on students who affirm that they have been convicted of a felony on their admissions application.
6. The practice of delaying enrollment based on perceived threats has negative implications on people of color, as this group is overrepresented in the statistics of who is charged and convicted of criminal offenses. Enrollment Review Team data from January 2013 to August 2018 reflects that the majority of applicants who must complete this process identify as African American males.
 - a. Achieving the Dream data shows that African American males are a priority in terms of identifying strategies to decrease the achievement gap.
 - b. If national data shows that the presence of a question related to criminal backgrounds deters applicants, it could be perceived that many qualifying individuals never see college as an opportunity simply because they perceive that they are unwelcome.
 - c. As an open-enrollment institution, Columbus State has positioned itself to be a leader as it relates to accessing and shifting the way in which success is distributed throughout the greater community.
 - d. From our Office of Institutional Effectiveness regarding demographic impact: Although this analysis did not focus on demographic factors, it is noteworthy that 44% of applicants who self-disclosed their felony convictions for the three-year application period analyzed - and 48% of the same population since the College began tracking this data - self-reported their race/ethnicity as Black or African American. As the percentage of the College's total enrollment is typically about 20% Black or African American (per published IPEDS data), Black or African American applicants with self-disclosed criminal backgrounds are represented at rates roughly 200-250% higher than would normally be expected. On the other hand, students who self-report their race/ethnicity as white account for roughly 40% of the reported applicants with criminal backgrounds, though white students typically make up roughly 60% of the College's overall enrollment (IPEDS).

Overall, the College has well-developed processes for addressing potential threats to the community. As a result, the rescission of Policy 7-14 and its corresponding Procedure does not limit the College's ability to maintain safety standards. Rather, it affords an opportunity to remove barriers to inclusion within the Columbus State community and allows for a person-centered practice.

As an institution, we rely on self-reported data with respect to self-disclosures; that is also true of criminal background histories. Rather than relying on flawed data, which in turn creates flawed practices, it is recommended that Columbus State commit to removing all questions related to criminal background from the college application in alignment as recommended by the U.S. Department of Education and in alignment with best practice. We respectfully request this change be effective for all applicants who wish to enroll beginning in Spring 2021. If approved, all pending reviews would cease, and criminal background materials maintained for enrollment review would be purged.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FELONY REPORTING

Effective July 18, 2013

Policy No. 7-14

Page 1 of 1

- (A) — Columbus State Community College (CSCC) has a high standard of conduct for members of its college community, including students. To enhance the safety of the CSCC community, all applicants are responsible for informing the college of any prior felony convictions (including plea bargains) in any state or country upon application to the college. The college may deny, defer, or place conditions upon admission based on the nature and circumstances of the crime.
- (B) — Currently enrolled students are required to self-report any felony conviction in any state or country subsequent to application (including plea bargains) to the Office of Student Conduct in writing before registration begins for the semester following the conviction. The college may deny, defer, or place conditions on continued enrollment based upon the nature and circumstances of the crime.
- (C) — Returning or previously enrolled students are required to report any felony convictions subsequent to application (including plea bargains) to the Office of Student Conduct in writing prior to re-enrollment. The college may deny, defer, or place conditions on re-enrollment based upon the nature and circumstances of the crime and place a hold on registration until the process is complete.
- (C) The President shall establish procedures to administer this policy.

Approved by the Board of Trustees: July 18, 2013

(clh)

Last Effective Dates: *March 17, 2011(Reporting of Felonies and other Violent Crime;*
June 26, 2000(Felony Conviction)

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FELONY REPORTING

Effective July 18, 2013

Procedure No. 7-14 (E)

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If an applicant responds “Yes” to any of the screening questions on the admission application, or a returning or currently enrolled student notifies the office of student conduct of any felony conviction (including plea bargains), he or she is required to pay a non-refundable fee to an outside vendor for a criminal background check. Individual may be required to provide additional documentation, such as a personal statement or letter of recommendation as requested by the Office of Student Conduct.

- (1) Documentation will be reviewed in the Office of Student Conduct, which will determine whether the individual will be accepted and/or allowed to register, or whether the documentation will be forwarded to the Enrollment Review Team (ERT).
- (2) All applicants will be in a pending admission status while being reviewed by the Office of Student Conduct. Pending admission status prohibits access to other college services.
- (3) ERT interviews are scheduled by the Office of Student Conduct and individuals are contacted in advance with a date, time, and location of the interview. If the individual cannot attend the scheduled interview, he or she must notify the Office of Student Conduct and request rescheduling. Failure to reschedule or attend the interview will continue pending status until such time as the interview takes place. Admission, and or enrollment will not be approved for any individual whose status is pending.
- (4) The ERT is composed of voting members drawn for each meeting from a pool of pre-selected and trained staff members. For each interview date, a team of 3 members is selected, and voting will be on the basis of simple majority. The ERT membership pool is comprised of representatives of Student Life, Advising & Student Success, and Public Safety, with a focus on expertise in threat assessment, safety, advising and career services.
 - (a) A simple majority vote is also sufficient for the ERT to require an individual to obtain a psychological assessment as a condition of admission. The individual will pay any costs related to such an assessment. The ERT will specify a timeline for assessment; recommend providers, and provisions for communicating assessment outcomes to the ERT.
 - (b) The ERT will issue a short rationale of its decision, which shall be shown to the applicant upon request. The ERT may recommend to:

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FELONY REPORTING
Procedure No. 7-14 (E)

Effective July 18, 2013

Page 2 of 2

- (i) — Admit;
- (ii) — Admit with restrictions and/or conditions;
- (iii) — Continue the individual's status as pending , awaiting the outcome of a psychological assessment or other required information;
- (iv) — Defer admission and require re-interview after a specified period of time with no further criminal charges and/or expiration of community control sanctions;
- (v) — Deny admission.

(e) — All individuals are reviewed on a case-by-case basis using standards maintained by the Office of Student Conduct.

All individuals are reviewed on a case-by-case basis using standards maintained by the Office of Student Conduct.

(5) — Failure to Report Felony History

with respect to applicants who fail to disclose felony history on the application, the Office of Student Conduct has discretion to determine if the application is fraudulent and whether admission will be granted.

with respect to admitted and/or enrolled students who fail to disclose a felony conviction, the Office of Student Conduct may initiate charges under the Student Code of Conduct Policy and Procedure 7-10, and/or subject the student to interim suspension while the matter is pending.

For all individuals with felony history, a copy of all relevant documentation will be retained in the Office of Student Conduct as per the Records, Retention, and Disposal Policy and Procedure 11-04.

*Last Effective Dates: March 17, 2011, (Reporting of Felonies and Other Violent Crime);
June 26, 2000(Felony Conviction)*



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of and for the two months ended August 31, 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 two months ended August 31, 2020, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

September 11, 2020

TO: Dr. David T. Harrison, President

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

SUBJECT: Financial Statements as of August 31, 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 August 31, 2020.

1. General Fund (Exhibit B)

Revenues. Total revenues reported through August are 0.7% down compared to August 2019 with tuition being about \$976K up and Fees about \$992K down compared to last year. FY21 tuition is up because the tuition rate is \$5 more than last summer and because Summer 2020 enrollment is estimated to be 11.5% up from Summer 2019. It is still too early to project Autumn 2020 enrollment, which is trending flat with College Credit Plus currently up about 17% and traditional enrollment down almost 3%. Fees are down significantly due mostly to parking and lab fees being waived for Autumn semester. Special Courses revenues through August are also considerably down compared to last year primarily due to many non-credit courses being canceled or delayed and testing services being suspended.

The budget for State Share of Instruction (SSI) is based on a 19% reduction to ODHE's preliminary FY21 projection for the College. The 19% assumption was based on the most up-to-date communications from the State at the time the Board approved its budget in June. Since that time, the State announced a 4.38% reduction but cautioned that this reduction could be more if overall State revenue sources significantly worsen during the fiscal year compared to current projections.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to Actual Increase/ Decrease	Prior Year FTEs	Current Year FTEs*	% Variance
Summer 2020**	41,120	41,120	0.0%	5,345	5,959	11.5%
Autumn 2020	216,157					
Spring 2021	205,565					
Summer 2021**	43,348					

* Summer 2020 credit hours and FTEs are estimates by the Resource Planning & Analysis (RPA) Office based on current trends.

** Summer semester 2020 straddles both FY20 and FY21, with 46% of the revenue attributed to FY21. Likewise, Summer semester 2021 straddles both FY21 and FY22, with 54% of the revenue attributed to FY21.

Expenses. For the month of August, total expenditures are 3.3% (\$832K) lower than the same period last year. Spending has been generally slower than last year at this time as a result of the pandemic. This may also be due to cost center managers getting accustomed to only having 25% of their budget available to them in first quarter. Resource Planning and Analysis (RPA) will continue to closely monitor spending trends during these unprecedented times and provide a year-end projection once a better trend for spending patterns is established.

COVID-19 Federal Support: The College was awarded \$12.56 million of federal CARES Act funding. Half of this award (\$6.28M) is being used for emergency grants to students and the other half for institutional costs related to the pandemic. The institutional portion supported a stipend to faculty in FY20 for their efforts in converting in-person classes to a virtual platform. The balance (Column A, Row 24) was assumed as an offset for FY21 operational expenses. In July, the College was awarded an additional \$3.1 million of CARES Act Coronavirus Relief Fund (CRF) by the State. This award, which can be used for eligible expenses in FY20 and FY21, has been placed in deferred revenue (Exhibit A, Column C, Row 8) until it is determined how it will be used.

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

Bookstore revenues to date are down \$1.3M, or 36.1%, from last year, primarily because textbook revenues are down nearly \$1M. The pandemic has had a substantial impact on sales since the physical Bookstore location has been closed but online business has increased substantially, somewhat mitigating sales decreases. Bookstore operating expense is nearly flat to last year. Food Service revenues are down 94% from last year due to the timing of the yearly Pepsi Commission as well as minimal vending commission and no catering income this year compared to last.

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

To-date disbursements of \$106 left a balance of \$19,894 for August in this fund.

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

Total Foundation revenues are up \$134K, 16.4%, from the prior year with contributions through August at \$171K, approximately 30% of last year, while net investment activity through August, \$781K, is over three times the net investment activity for FY20. Revenues for Taste the Future are down \$98K while decreases in Contributions for Columbus State and for Scholarships and Programs are largely offset by corresponding decreases in expenses, the result of the current market conditions and some timing differences. Operating expenses are down nearly 71% from the previous year, due mainly to the timing of payment to the investment trustee.

5. **Investments**

The College's portfolio is invested consistently with its investment policy, with 30.56% currently invested in STAR Ohio and other money markets, and the balance in various federal agencies, municipal bonds, and treasury notes. Of the \$229K interest income reported on Exhibit B, (\$12K) is unrealized while \$241K is realized.

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT AUGUST 31, 2020
With Comparative Figures at August 31, 2019**

EXHIBIT A

<u>Assets</u>	<u>August 31, 2020</u>	<u>August 31, 2019</u>		<u>Liabilities and Fund Balance</u>	<u>August 31, 2020</u>	<u>August 31, 2019</u>	
Current Funds			(1)	Current Funds			(1)
Unrestricted			(2)	Unrestricted			(2)
Educational and general			(3)	Educational and general			(3)
Cash	\$ 32,015,597	\$ 5,247,224	(4)	Accounts payable	\$ 10,275,113	\$ 12,772,517	(4)
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))	108,016,195	125,783,138	(5) (6) (7)	Deferred income			(5)
Accounts receivable, net of allowance for doubtful accounts	19,108,039	17,780,900	(8) (9)	Student tuition	37,229,576	35,247,817	(6)
Interest receivable	-	-	(10)	Lab fees and credit bank	238,279	363,325	(7)
Prepaid expense	889,903	680,978	(11)	State CARES funds	3,105,492	-	(8)
Inventory	70,717	-	(12)	Due to auxiliary funds	-	-	(9)
Due from agency funds	7,484,905	6,205,665	(13)	Due to plant funds	50,567,329	41,123,448	(10)
Due from auxiliary funds	300,268	307,448	(14)	Due to agency funds	-	-	(11)
			(15)	Fund balances (Exhibit C):			(12)
Total educational & general	<u>\$ 167,885,626</u>	<u>\$ 156,005,353</u>	(16)	Allocated	63,612,048	60,135,296	(13)
				Unallocated	2,857,789	6,362,950	(14)
				Total fund balances	<u>66,469,837</u>	<u>66,498,246</u>	(15)
				Total educational & general	<u>\$ 167,885,626</u>	<u>\$ 156,005,353</u>	(16)
Auxiliary enterprise				Auxiliary enterprise			
Cash	\$ 1,425,748	\$ 1,506,828	(17)	Accounts payable	\$ 359,921	\$ 153,062	(17)
Investments	11,175,751	10,915,923	(18)	Due to educational & general fund	300,268	307,448	(18)
Accounts receivable	2,597,507	2,979,472	(19)	Due to Plant Fund	390,738	1,463,873	(19)
Inventories, at cost as defined (note 2)	1,634,047	1,302,819	(20)	Fund balances (Exhibit D):			(20)
Other Assets	70,178	70,178	(21)	Allocated	381,301	396,015	(21)
Due from general fund	-	-	(22)	Unallocated	15,471,003	14,454,822	(22)
Due from grant funds	-	-	(23)	Total fund balances	<u>15,852,304</u>	<u>14,850,837</u>	(23)
Total auxiliary enterprise	<u>16,903,230</u>	<u>16,775,220</u>	(24)	Total auxiliary enterprise	<u>16,903,230</u>	<u>16,775,220</u>	(24)
Total unrestricted	<u>\$ 184,788,856</u>	<u>\$ 172,780,573</u>	(25)	Total unrestricted	<u>\$ 184,788,856</u>	<u>\$ 172,780,573</u>	(25)
Total current funds	<u>\$ 184,788,856</u>	<u>\$ 172,780,573</u>	(31)	Total current funds	<u>\$ 184,788,856</u>	<u>\$ 172,780,573</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 AUGUST 31, 2020
With Comparative Figures at August 31, 2019**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>August 31, 2020</u>	<u>August 31, 2019</u>		<u>Liabilities and Fund Balance</u>	<u>August 31, 2020</u>	<u>August 31, 2019</u>	
Plant funds			(1)	Plant funds			(1)
Unexpended			(2)	Unexpended			(2)
State appropriations receivable	\$ -	\$ -	(3)	Fund balances			(3)
Capital Improvement Fund	1,540,111	1,519,852	(4)	Restricted	\$ 1,540,111	\$ 1,519,852	(4)
Total unexpended	<u>1,540,111</u>	<u>1,519,852</u>	(5)	Total unexpended	<u>1,540,111</u>	<u>1,519,852</u>	(5)
Cash from Bond Proceeds	2,450,715	100,000	(6)				(6)
Investments	-	1,006,256	(7)				(7)
Deposit with trustees/Escrow	906,118	1,402,412	(8)	Investment in plant:			(8)
Due from general fund	50,567,329	41,123,448	(9)	Interest payable	-	-	(9)
Due from Auxiliary	390,738	1,463,873	(10)	Capital lease payable	384,985	569,244	(10)
Land	27,719,338	27,719,338	(11)	Accounts payable	51,811	2,275,000	(11)
Improvements other than buildings	14,678,305	13,929,244	(12)	Bonds payable	25,267,915	17,447,951	(12)
Buildings	176,097,293	172,024,042	(13)	Deferred Gift Annuity	-	-	(13)
Movable equipment, furniture and library books	54,776,045	53,415,073	(14)	Due from Grant Funds	232,000	232,000	(14)
Construction-in-progress	28,349,062	5,601,430	(16)	Net investment in plant	203,122,036	178,630,683	(15)
Other Assets	189,276	141,391	(17)				(16)
Less: accumulated depreciation	(127,065,470)	(118,771,629)	(18)				(17)
Total investment in plant	<u>229,058,747</u>	<u>199,154,878</u>	(19)	Total investment in plant	<u>229,058,747</u>	<u>199,154,878</u>	(18)
Total plant funds	<u>\$ 230,598,858</u>	<u>\$ 200,674,730</u>	(20)	Total plant funds	<u>\$ 230,598,858</u>	<u>\$ 200,674,730</u>	(19)
	[A]	[B]					(20)
Agency funds			(21)	Agency funds			(21)
Cash	\$ -	\$ -	(22)	Deposits held in custody for others	\$ -	\$ -	(22)
Due from agencies	7,484,905	6,205,665	(23)	Due to educational and general fund	7,484,905	6,205,665	(23)
Due from general fund	-	-	(24)				(24)
Total agency funds	<u>7,484,905</u>	<u>6,205,665</u>	(25)	Total agency funds	<u>\$ 7,484,905</u>	<u>\$ 6,205,665</u>	(25)
	[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 TWO MONTHS ENDED AUGUST 31, 2020
With Comparative Figures at August 31, 2019**

EXHIBIT B

	FY 21			FY 20			FY 21 Projected Year End		FY 20 Projected Year End		
	Budget as approved June 2020	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2020	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 21 Projected Year End	Projected % of Budget	FY 20 Projected Year End	Projected % of Budget	
Revenues											
Appropriations											
Subsidy	\$ 59,434,068	\$ 11,688,598	19.67%	\$ 69,790,276	\$ 11,478,409	16.45%	\$ 59,434,068	100.00%	\$ 67,136,142	96.20%	(1)
Student Support Services	-	-	-	-	-	-	-	-	-	-	(2)
	<u>59,434,068</u>	<u>11,688,598</u>	<u>19.67%</u>	<u>69,790,276</u>	<u>11,478,409</u>	<u>16.45%</u>	<u>59,434,068</u>	<u>100.00%</u>	<u>67,136,142</u>	<u>96.20%</u>	(3)
Student											
Tuition	78,191,489	6,813,043	8.71%	74,866,040	5,836,607	7.80%	78,191,489	100.00%	77,470,192	103.48%	(4)
Fees	3,580,951	593,647	16.58%	4,032,253	1,585,880	39.33%	3,580,951	100.00%	3,707,054	91.94%	(5)
Special Courses	1,242,720	119,441	9.61%	2,151,760	431,307	20.04%	1,242,720	100.00%	1,777,489	82.61%	(6)
	<u>83,015,160</u>	<u>7,526,132</u>	<u>9.07%</u>	<u>81,050,053</u>	<u>7,853,794</u>	<u>9.69%</u>	<u>83,015,160</u>	<u>100.00%</u>	<u>82,954,735</u>	<u>102.35%</u>	(7)
Contracted Services											
Net	640,023	13,472	2.10%	676,865	19,114	2.82%	640,023	100.00%	629,255	92.97%	(8)
	<u>640,023</u>	<u>13,472</u>	<u>2.10%</u>	<u>676,865</u>	<u>19,114</u>	<u>2.82%</u>	<u>640,023</u>	<u>100.00%</u>	<u>629,255</u>	<u>92.97%</u>	(9)
Other											
Partnership Revenue	29,811	-	0.00%	41,800	4,000	9.57%	29,811	100.00%	38,505	92.12%	(10)
Miscellaneous	976,377	49,852	5.11%	1,018,634	55,729	5.47%	976,377	100.00%	605,567	59.45%	(11)
Mitchell Hall Transfer In	619,394	103,232	16.67%	869,394	111,614	-	619,394	100.00%	869,394	-	(12)
Transfer In for Debt Service	1,228,463	-	-	1,286,891	-	-	1,228,463	100.00%	-	-	(13)
	<u>2,854,045</u>	<u>153,084</u>	<u>5.36%</u>	<u>3,216,719</u>	<u>171,343</u>	<u>5.33%</u>	<u>2,854,045</u>	<u>100.00%</u>	<u>1,513,466</u>	<u>47.05%</u>	(14)
Total Revenues	<u>145,943,296</u>	<u>19,381,286</u>	<u>13.28%</u>	<u>154,733,913</u>	<u>19,522,660</u>	<u>12.62%</u>	<u>145,943,296</u>	<u>100.00%</u>	<u>152,233,598</u>	<u>98.38%</u>	(15)
Operating Expenditures											
Educational & general (Instructional)	82,447,318	11,845,982	14.37%	81,206,669	12,101,227	14.90%	82,447,318	100.00%	80,616,304	99.27%	(16)
Library	1,781,824	334,934	18.80%	1,944,305	351,019	18.05%	1,781,824	100.00%	1,907,369	98.10%	(17)
General	10,508,248	1,805,074	17.18%	11,208,498	1,756,012	15.67%	10,508,248	100.00%	9,792,854	87.37%	(18)
Information Technology	13,061,642	3,906,101	29.91%	13,279,035	3,949,594	29.74%	13,061,642	100.00%	13,088,891	98.57%	(19)
Student Services	14,667,916	2,148,068	14.64%	15,261,698	2,536,039	16.62%	14,667,916	100.00%	14,056,888	92.11%	(20)
Operation and maintenance of plant	16,082,637	2,443,073	15.19%	16,157,291	2,624,050	16.24%	16,082,637	100.00%	15,494,718	95.90%	(21)
Administration	9,372,162	1,546,581	16.50%	10,456,064	1,533,010	14.66%	9,372,162	100.00%	8,466,892	80.98%	(22)
Transfer for debt service	2,602,949	433,825	16.67%	2,669,662	444,944	16.67%	2,602,949	100.00%	2,669,662	100.00%	(23)
CARES Act Offset	(5,581,400)	-	-	-	-	-	(5,581,400)	100.00%	-	-	(24)
Total Expenditures	<u>144,943,296</u>	<u>24,463,637</u>	<u>16.88%</u>	<u>152,183,222</u>	<u>25,295,895</u>	<u>16.62%</u>	<u>144,943,296</u>	<u>100.00%</u>	<u>146,093,579</u>	<u>96.00%</u>	(25)
Non-operating & Encumbered											
Transfer for Capital Equipment	500,000	See Exhibit C	-	500,000	See Exhibit C	-	500,000	N/A	500,000	N/A	(26)
Transfer for Capital Improvements	500,000	-	-	-	-	-	500,000	N/A	-	N/A	(27)
Transfer for Student Success & Innovation	-	-	-	1,230,691	-	-	-	N/A	-	N/A	(28)
Transfer for Scholarships	-	-	-	-	-	-	-	N/A	-	N/A	(29)
Transfer for Technology Initiatives	-	-	-	820,000	-	-	-	N/A	820,000	N/A	(30)
Transfer for Mitchell Hall Start Up Costs	-	-	-	-	-	-	-	N/A	600,000	N/A	(31)
Transfer for FY21 Board Approved Additions	-	-	-	-	-	-	-	N/A	3,450,000	N/A	(32)
COVID-19	-	-	-	-	-	-	-	N/A	(175,000)	N/A	(33)
Total expenditures and transfers	<u>145,943,296</u>	<u>24,463,637</u>	<u>16.76%</u>	<u>154,733,913</u>	<u>25,295,895</u>	<u>16.35%</u>	<u>145,943,296</u>	<u>100.00%</u>	<u>147,413,579</u>	<u>95.27%</u>	(34)
Operational Revenues	<u>-</u>	<u>(5,082,351)</u>	<u>N/A</u>	<u>-</u>	<u>(5,773,235)</u>	<u>N/A</u>	<u>-</u>	<u>N/A</u>	<u>4,820,019</u>	<u>N/A</u>	(35)
Interest Income											
Net Operating Revenues	\$ -	\$ 229,724	-	\$ -	\$ 626,315	-	\$ 229,724	-	\$ 3,643,051	-	(36)
	<u>-</u>	<u>(4,852,627)</u>	<u>-</u>	<u>-</u>	<u>(5,146,920)</u>	<u>-</u>	<u>229,724</u>	<u>-</u>	<u>8,463,070</u>	<u>-</u>	(37)
Reserve expenditures from Exhibit C	-	1,987,859	-	-	927,846	-	1,987,859 *	-	6,131,403	-	(38)
Net Revenues/(Expenditures)	<u>-</u>	<u>(6,840,486)</u>	<u>-</u>	<u>-</u>	<u>(6,074,766)</u>	<u>-</u>	<u>(1,758,135)</u>	<u>-</u>	<u>2,331,667</u>	<u>-</u>	(39)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	

*As it is very early in the fiscal year, the amount in [G](38) contains only the actuals expended year to date. Estimated year-end entries for State capital appropriations, capitalization of assets, depreciation expense and other required year-end audit accruals and adjustments will be included in the September financial statements.

**COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE TWO MONTHS ENDED AUGUST 31, 2020**

EXHIBIT C

	Preliminary Balance at June 30, 2020	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at August 31, 2020	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 7,831,989	\$ -	\$ 500,000	\$ -	\$ (2,932)	\$ 8,329,057	(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	39,901	-	-	-	-	39,901	(9)
School of Hospitality Management	(16,638)	-	-	-	-	(16,638)	(10)
Advancement	905,771	-	400,000	-	(11,106)	1,294,666	(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	318,660	-	-	-	-	318,660	(15)
Ongoing Maintenance	16,140	-	-	-	-	16,140	(16)
Mitchell Hall Start-Up Costs	1,130,521	-	-	-	(103,251)	1,027,269	(17)
COVID-19	408,496	-	-	-	(102,134)	306,362	(18)
FY21 Board Approved Allocations	3,450,000	-	-	-	-	3,450,000	(19)
Capital Equipment	5,627,179	-	500,000	-	-	6,127,179	(20)
Target 2002	333,088	-	-	-	-	333,088	(21)
Collective Bargaining	33,104	-	-	-	-	33,104	(22)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(23)
Accumulated Lab Fees	1,699,768	-	-	-	(3,584)	1,696,184	(24)
Broadbanding	103,337	-	-	-	-	103,337	(25)
Scholarships	349,903	-	350,000	-	(282,204)	417,698	(26)
Student Success and Innovation	8,371,213	-	1,200,000	-	(160,855)	9,410,357	(27)
Strategic Growth Initiatives	689,107	-	-	-	-	689,107	(28)
Technology Initiatives	3,168,508	-	-	-	-	3,168,508	(29)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(30)
Campus Safety Initiatives	176,134	-	-	-	-	176,134	(31)
Energy Efficiency/Sustainability Initiatives	1,570,416	-	-	-	-	1,570,416	(32)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(33)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(34)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(35)
One-Time Compensation	226,657	-	1,500,000	-	(1,292,066)	434,591	(36)
Partnerships for Student Success	20,529	-	-	-	-	20,529	(37)
Workforce Development	41,300	-	-	-	(29,725)	11,575	(38)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(39)
PERFORMS	1,499	-	-	-	-	1,499	(40)
	61,149,907	-	4,450,000	-	(1,987,859)	63,612,048	(41)
Unallocated	8,514,324	(3,194,394)	(4,450,000)	-	1,987,859	2,857,789	(42)
Total General Fund	\$ 69,664,231	\$ (3,194,394)	\$ -	\$ -	\$ -	\$ 66,469,837	(43)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TWO MONTHS ENDED AUGUST 31, 2020
With Comparative Figures at August 31, 2019**

EXHIBIT D

	FY 21			FY 20			FY 21 Projected Year End		FY 20 Projected Year End		
	Budget as approved June 2020	Actual to Date	% of Budget Expended to Date	Budget as approved January 2020	Actual to Date	% of Budget Expended to Date	FY 21 Projected Year End	Projected % of Budget	FY 20 Projected Year End	Projected % of Budget	
Auxiliary											
Sales/Revenues											
Bookstore	\$ 9,242,000	\$ 2,286,761	24.74%	\$ 9,309,487	\$ 3,578,579	38.44%	\$ 9,242,000	100.00%	\$ 9,721,476	104.43%	(1)
Food Services	139,500	5,731	4.11%	219,500	101,038	46.03%	139,500	100.00%	213,226	97.14%	(2)
Total Revenues	9,381,500	2,292,492	24.44%	9,528,987	3,679,617	38.61%	9,381,500	100.00%	9,934,702	104.26%	(3)
Cost of Goods Sold											
Bookstore	7,313,040	1,844,827	25.23%	7,474,192	2,758,549	36.91%	7,313,040	100.00%	7,520,161	100.62%	(4)
Food Service	-	-	0.00%	-	-	0.00%	-	0.00%	245	0.00%	(5)
Gross Margin	2,068,460	447,666	21.64%	2,054,795	921,068	44.83%	2,068,460	100.00%	2,414,296	117.50%	(6)
Operating Expenses											
Bookstore	1,432,081	197,226	13.77%	1,374,421	201,852	14.69%	1,432,081	100.00%	1,274,968	92.76%	(7)
Food Services	84,455	12,628	14.95%	92,823	12,597	13.57%	84,455	100.00%	77,956	83.98%	(8)
Auxiliary Administration	295,708	55,365	18.72%	333,671	24,937	7.47%	295,708	100.00%	221,505	66.38%	(9)
Total Expenses	1,812,244	265,219	14.63%	1,800,915	239,386	13.29%	1,812,244	100.00%	1,574,429	87.42%	(10)
Auxiliary Net Operating Income/(Loss)	256,216	182,447	71.21%	253,880	681,682	268.51%	256,216	100.00%	839,867	330.81%	(11)
Net Income/(Loss)											
Bookstore	496,879	244,708	49.25%	460,874	618,178	134.13%	496,879	100.00%	926,347	201.00%	(12)
Food Services	55,045	(6,897)	-12.53%	126,677	88,441	69.82%	55,045	100.00%	135,025	106.59%	(13)
Auxiliary Administration	(295,708)	(55,365)	18.72%	(333,671)	(24,937)	7.47%	(295,708)	100.00%	(221,505)	66.38%	(14)
Net Auxiliary Income/(Loss)	256,216	182,447	71.21%	253,880	681,682	268.51%	256,216	100.00%	839,867	330.81%	(15)
Reserve Expenditures											
Non-operating Revenues/Expenditures	(50,000)	-		(50,000)	-		(50,000)		(12,744)		(16)
College Credit Plus	-	-		-	-		-		-		(17)
College Strategic Priorities	-	-		-	(13,000)		-		-		(18)
Food Services/Renovations	-	-		-	-		-		-		(19)
Transfer for Debt Service	(331,301)	(55,217)		(323,015)	(53,836)		(331,301)		(323,015)		(20)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	

**COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF AUGUST 31, 2020**

EXHIBIT E

	Actual March 2020	Actual April 2020	Actual May 2020	Actual June 2020	Actual July 2020	Actual August 2020	
Beginning Cash	\$ 9,345,311	7,761,989	3,915,506	15,239,581	9,278,832	11,048,998	(1)
Cash Receipts	9,470,660	8,418,928	13,622,557	9,378,988	12,256,816	22,321,598	(2)
Cash Disbursements	(16,275,182)	(13,593,700)	(13,506,788)	(15,775,963)	(15,311,264)	(13,370,628)	(3)
Financial Aid	221,200	(1,671,711)	4,208,306	1,436,226	(1,175,386)	11,573,310	(4)
Outflow for investments	-	-	-	(7,000,000)	-	-	(5)
Inflow from investments	5,000,000	3,000,000	7,000,000	6,000,000	6,000,000	-	(6)
Ending Cash	<u>\$ 7,761,989</u>	<u>3,915,506</u>	<u>15,239,581</u>	<u>9,278,832</u>	<u>11,048,998</u>	<u>31,573,278</u>	(7)

	Forecasted September 2020	Forecasted October 2020	Forecasted November 2020	Forecasted December 2020	Forecasted January 2021	Forecasted February 2021	
Beginning Cash	\$ 31,573,278	9,367,577	5,552,577	5,781,712	5,596,712	5,786,712	(8)
Cash Receipts	8,614,299	9,050,000	7,275,000	9,280,000	17,050,000	10,735,000	(9)
Cash Disbursements	(15,000,000)	(14,700,000)	(14,060,865)	(13,800,000)	(14,350,000)	(15,000,000)	(10)
Financial Aid	3,180,000	(165,000)	15,000	335,000	14,490,000	60,000	(11)
Outflow for investments	(22,000,000)	-	-	-	(17,000,000)	-	(12)
Inflow from investments	3,000,000	2,000,000	7,000,000	4,000,000	-	4,000,000	(13)
Ending Cash	<u>\$ 9,367,577</u>	<u>5,552,577</u>	<u>5,781,712</u>	<u>5,596,712</u>	<u>5,786,712</u>	<u>5,581,712</u>	(14)

**COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE TWO MONTHS ENDED AUGUST 31, 2020**

EXHIBIT F

Cash at Beginning of Period		\$ <u>18,000</u>	(1)
<u>Receipts:</u>			
Deposit from General Fund	2,000	2,000	(2)
<u>Disbursements:</u>			
Oberer's Flowers	106		(3)
		106	(4)
		\$ <u>19,894</u>	(5)
	[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 AUGUST 31, 2020
With Comparative Figures at August 31, 2019**

<u>Assets</u>	<u>August 31, 2020</u>	<u>August 31, 2019</u>	
Cash	\$ 6,483,436	\$ 2,955,816	(1)
Investments at market value (see note)	12,455,729	10,623,806	(2)
Pledges Receivable - Mitchell Hall	2,365,503	2,969,614	(3)
Pledges Receivable - Other	3,043,745	4,344,823	(4)
Accounts Receivable	-	129,417	(5)
Other Assets	377,123	377,123	(6)
Total Assets	<u>\$ 24,725,536</u>	<u>\$ 21,400,599</u>	(7)
<u>Liabilities</u>			
Due to general fund	\$ 48,388	\$ -	(8)
Pledge Payable	-	-	(9)
Trade Payables	259,781	-	(10)
Total Liabilities	<u>308,169</u>	<u>-</u>	(11)
<u>Fund balance</u>			
Permanently Restricted	4,929,368	4,742,319	(12)
Temporarily Restricted	15,227,803	12,789,048	(13)
Unrestricted			
Allocated	150,272	54,872	(14)
Unallocated	4,109,924	3,814,360	(15)
Total fund balance	<u>24,417,367</u>	<u>21,400,599</u>	(16)
Total Liabilities and fund balance	<u>\$ 24,725,536</u>	<u>\$ 21,400,599</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	\$ 423,840	425,004	3.42%
Equities	5,461,104	7,349,110	59.00%
Fixed Income	2,288,396	2,314,703	18.58%
Mutual Funds	<u>2,212,655</u>	<u>2,366,912</u>	<u>19.00%</u>
Total Investments	<u>\$ 10,385,995</u>	<u>\$ 12,455,729</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TWO MONTHS ENDED AUGUST 31, 2020
With Comparative Figures at August 31, 2019**

	August 31, 2020					August 31, 2019	
	Unrestricted		Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds	
	Allocated	Unallocated					
Revenue							
Contributions							
Scholarships and Programs	\$ -	\$ 37,289	\$ 72,973	\$ 10,532	\$ 120,794	\$ 254,291	(1)
Taste the Future	-	22,530	-	-	22,530	121,003	(2)
Contributions for Columbus State Mitchell Hall	-	-	25,053	-	25,053	187,965	(3)
Administration Fee Income	-	-	3,105	-	3,105	605	(4)
Rental Income	-	-	-	-	-	-	(5)
Interest Income	-	1,312	238	-	1,550	124	(6)
Investment Income							
Realized	-	28,936	62,834	-	91,770	231,035	(7)
Unrealized	-	224,564	464,265	-	688,829	24,148	(8)
Investment income-subtotal	-	253,500	527,099	-	780,599	255,183	(9)
Total revenues	-	314,631	628,468	10,532	953,631	819,171	(10)
Expenditures							
Scholarships and Programs	-	-	57,663	-	57,663	267,554	(11)
Contributions to Columbus State	-	-	32,177	-	32,177	187,965	(12)
Corporate Gift	-	-	-	-	-	-	(13)
Creative Campus	-	-	-	-	-	1,656	(14)
Mitchell Hall	-	-	-	-	-	-	(15)
Administrative Fee Expense	-	-	-	-	-	-	(16)
Management and general	-	21,200	500	-	21,700	72,470	(17)
Total expenditures	-	21,200	90,340	-	111,540	529,645	(18)
Excess (deficit) of revenues over expenditures	-	293,431	538,128	10,532	842,091	289,526	(19)
Transfers	-	-	-	-	-	-	(20)
Other Board Distributions	-	-	-	-	-	-	(21)
Fund balance at beginning of period	150,272	3,816,493	14,689,675	4,918,836	23,575,276	21,111,073	(22)
Fund balance at end of period	\$ 150,272	\$ 4,109,924	\$ 15,227,803	\$ 4,929,368	\$ 24,417,367	\$ 21,400,599	(23)
	[A]	[B]	[C]	[D]	[E]	[F]	(24)

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF AUGUST 31, 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	\$ 11,070,647	\$ 11,070,647	0.25%	1
STAR Ohio/Plant	1,540,111	1,540,111	0.25%	1
STAR Ohio/Auxiliary	5,723,238	5,723,238	0.25%	1
STAR Plus	2,618,984	2,618,984	0.25%	1
CSCC Operating Fund	82,741,186	84,506,396	1.55%	794
Auxiliary Services	5,317,707	5,452,513	1.71%	801
Plant Fund	9,667,446	9,820,169	1.22%	718
	<u>\$ 118,679,320</u>	<u>\$ 120,732,058</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	17.35%
	Agencies	34.85% *
	Municipal Bonds	8.06%
	Corporate Issues	24.09%
	Treasury Notes	2.44%
	Stocks	0.00%
	Cash & Equivalents	13.21%
		<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.

A weighted average cost is used for inventory for the Retail Operations in Mitchell Hall. Inventory is taken monthly 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>
Amanda Gradisek	Chairperson	English	08/01/2020	\$95,000
Sara Hardin	Instructor	Mathematics	08/16/2020	\$41,460
Terri Rowland	Chairperson	Psychology & Education	08/01/2020	\$100,000

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.

NAME	POSITION	DEPARTMENT	DATE
John Bowler	Supervisor	Mail Ship/Receiving Warehouse	07/15/2020
William Cook	Professor	Humanities	08/10/2020
Edwynna Freeman	Manager	Facilities Operations	08/21/2020
Eric Johnson	Coordinator	Mail Ship/Receiving Warehouse	07/10/2020
Sue Lape	Professor	English	08/08/2020
Shona Nicol	Office Associate	Library	09/30/2020