

COLUMBUS STATE COMMUNITY COLLEGE

550 East Spring Street
Columbus, Ohio 43216

MINUTES

BOARD OF TRUSTEES MEETING

Thursday, January 22, 2004

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, January 22, 2004, was called to order by Chairman Smith in the Board Room of Franklin Hall at 6:08 p.m.

OATH OF OFFICE ADMINISTERED TO NEW BOARD MEMBER:

Chairman Smith administered the oath of office to Michael C. Keller, newly appointed to the Board of Trustees by Governor Bob Taft for a six-year term through August 31, 2009.

ROLL CALL:

Present: Mr. Dwight E. Smith, Chairman
Mr. William A. Antonoplos
Ms. Suzanne Stilson Edgar
Dr. Susan C. Finn
Mr. Pete Grimes
Ms. Paula A. Inniss
Mr. Michael C. Keller
Ms. Priscilla D. Mead

Absent: Mr. Matthew G. Kallner, Vice-Chairman

CERTIFICATION OF COMPLIANCE:

President M. Valeriana Moeller (Board Secretary) stated that the record should show that notice of this meeting has been given in accordance with the provisions of Section 121.22 (F) of the Ohio Revised Code.

MINUTES:

Member Grimes moved, Member Mead seconded, that the minutes of the regular meeting of the Board of Trustees held on November 20, 2003, be approved as presented.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith

NAYS: None

COMMUNICATIONS AND RECOGNITION:

PRESENTATION OF PLAQUE:

Dr. Moeller presented a plaque to Dwight Smith in appreciation for his outstanding service as Chairman of the Board during the year 2003.

EMERITUS STATUS FOR DR. LEE WILLIS:

President Moeller reported that the college is recommending that Dr. Lee Willis be granted emeritus status. Dr. Willis, retiring as Associate Provost, has been a valued employee of the college for 27 years and has made many contributions to the college's operation.

Member Finn moved, Member Inniss seconded, that the Board of Trustees grant emeritus status to Dr. Lee Willis effective February 1, 2004.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith

NAYS: None

CONSENT AGENDA:

The consent agenda includes the following items:

- (1) **Renovation of Aquinas Hall.**
- (2) **Personnel information items.**

RENOVATION OF AQUINAS HALL:

Member Grimes moved, Member Mead seconded, that the Board of Trustees approve a total project budget of \$1,633,030 and enter into contract with each contractor noted below, for total construction costs of \$885,720.

<u>Contract</u>	<u>Contractor</u>	<u>Bid</u>
General	J & M Bennett Co.	\$399,000
Plumbing	Speer Mechanical	\$45,400
HVAC	J.A. Guy Inc.	\$277,000
Electrical	Mid City Electric	\$151,820
Total Base Bid Cost		\$873,220
Total Alternate Cost		<u>\$ 12,500</u> Flooring Condition
Total Construction Cost		<u>\$885,720</u>

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith
NAYS: None

AUDITORS' REPORTS:

Member Mead moved, Member Grimes seconded, that the Board of Trustees accept, as presented, the Reports of the Independent Auditors on the financial statements as of June 30, 2003, of the college and the Development Foundation as prepared by Crowe, Chizek and Company, LLP.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith
NAYS: None

ALLOCATION OF SERIES 2003 BOND PROCEEDS:

Member Finn moved, Member Mead seconded, that the Board of Trustees allocate bond proceeds as follows:

Bookstore/Retail Complex	\$7.0 million
Facilities Move Plan Projects/Land Acquisition	\$3.4 million
Child Development Center	\$3.0 million
Refunding/Series 1993 Bonds	<u>\$3.4 million</u>
Total	\$16.8 million

And that the Board reallocate funds in the college's general fund as follows:

	<u>Current Allocation</u>	<u>Revised Allocation</u>
Child Development Center	\$ 3.0 million	\$0
Facilities Move Plan	\$12.97 million	\$9.57 million

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith
NAYS: None

FINANCIAL STATEMENTS:

Member Edgar moved, Member Grimes seconded, that the financial statements as of and for the six months ended December 31, 2003, be accepted as presented.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith
NAYS: None

REVISED OPERATING BUDGET FOR FISCAL YEAR 2004:

Member Antonoplos moved, Member Grimes seconded, that the Revised Operating Budgets for Fiscal Year 2004 for Columbus State Community College, the Child Development Center, the Bookstore, and the Bridgeview Golf Course be approved as presented [*see Attachment A*].

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith
NAYS: None

PRESIDENT'S REPORT:

Dr. M. Valeriana Moeller, President, reported on the following items:

Awards:

- (1) The college has received a \$32,000 grant from The Columbus Foundation to support a workforce development project to provide training and job placement for disadvantaged and high-risk youth. This grant is from the Elisabeth State and Hermann Vorys funds.
- (2) Dr. Al Simmons, Vice President for Multicultural Affairs, has been elected Chairman of the Columbus Compact Corporation, which is the city's leading community development corporation designed to revitalize the most economically distressed areas of the central city. The Compact is the governing body of the HUD-designated Columbus Empowerment Zone and works with central city neighborhoods and other stakeholders to analyze, plan, and implement high-impact community redevelopment systems and projects.
- (3) Columbus State's basketball team continued its winning streak with a victory last night in Cincinnati. The team is number one in the nation, with a 20-0 record.
- (4) The college president has been appointed Chair of the Workforce Leadership Council of the Greater Columbus Chamber of Commerce.

Accomplishments:

In accordance with Chairman Smith's request at the last Committee of the Whole meeting, President Moeller outlined a few of the accomplishments during the past year. During the March 2004 meeting, a comprehensive report on the status of Strategic Goals will be presented and give a complete update on accomplishments.

- (1) The President's team has been working together to align college resources for the overall accomplishment of college goals. Her team consists of the following:
 - Dr. Michael Snider, Provost
 - Ms. Terri Gehr, V.P. for Business and Administrative Services
 - Mr. Hamid Danesh, Interim V.P. for Information Technology
 - Mr. Tim Wagner, Executive Director of Human Resources
 - Dr. Deborah Coleman, Executive Assistant to the PresidentThe team is currently studying the book Good to Great.
- (2) Access has been improved. Three new facilities have been opened: Westerville, the Southwest Center, and the Goodale facility in the Electrical Trades Center. Nursing labs have been expanded to double enrollment. Tuition increases were kept at the 6 percent level.
- (3) Resources have been used effectively. Management of parking has been improved with the addition of 275 spaces and more stringent parking enforcement, including towing when necessary. Admissions and Registration processes have been improved through the use of electronic and web-based media. The Computer Commons in the new Technology and Learning Center now serves about 9,000 students per month.

- (4) Financial stability has been maintained. The college's credit rating was improved; the college received an unqualified opinion during last year's audit; and the college received a perfect composite score of 5.0 in the state's rating system and was the only college in the state to do so.
- (5) Human Resources efforts have seen the successful negotiation of three union bargaining contracts. A Welcome Orientation Workshop for new employees is now in place. A Leadership Institute has been implemented.
- (6) Information Technology is moving forward with an integrated information system. The payroll system was successfully implemented during the last year, and 3.5 million student records are being put into the system.
- (7) The college image has been enhanced in many areas. The celebration of the college's 40th anniversary has been incorporated throughout events and publications. The golf team won the national championship during last year. A number of renowned speakers have been brought to the campus.

Communications:

- (1) The Ohio Association of Community Colleges has made a proposal to the Governor's Commission on Higher Education and the Economy. The proposal is called "GOAL" (Growing Ohio's Advanced Learners) and is designed to increase the number of students in higher education by 340,000 by the year 2014 and thus increase Ohio's economic competitiveness. OACC posits that if students start their college education at a two-year college, the cost of a baccalaureate degree would be decreased by 25 percent, since their first two years would cost about 40 percent of the four-year average cost. They also believe that the missions of two-year and four-year colleges need to be differentiated. In order to accomplish this goal, fundamental changes would need to be made in funding policies, articulation and transfer policies, financial aid and admissions policies, developmental education policies, and workforce development priorities. The next step for the Governor's Commission is to hold regional trustee meetings during the month of February to discuss these various issues.
- (2) The Higher Education Act is up for reauthorization, and some of its provisions include Pell Grant funding at the maximum level of \$4,050 and maybe additional funding for high school students taking demanding college-preparatory courses.
- (3) Columbus State, the Columbus Public Schools, and KnowledgeWorks Foundation are working on an Early College High School program for getting high school students onto a college campus. Unfortunately, we do not have the space on our campus for this program, but we have worked out with the Columbus Public Schools that the Early College High School could be located at what is now the Afrocentric School; it would be called the Afrocentric Early College. It is hoped that the KnowledgeWorks Foundation will provide funding for this program, but if not, we would like to go ahead with it anyway. We would like to start the program in the fall of 2004 with 200 students.
- (4) The Ohio State University has been discussing various collaborations with us. There are vacant properties downtown, and discussions are taking place regarding the possibility of creating a Downtown Adult Education Center.

- (5) Several months ago the Board approved limited funding for an Educational Access TV Channel in collaboration with the City of Columbus. We need to decide how this is to be funded in the future if we are to continue with it. Other parties are now interested in participating in this endeavor, and consideration is being given to the formation of a consortium. We are still working with the City of Columbus on this, and City Council may vote next week on a budget for this project.
- (6) The repeal of the one-cent sales tax prior to its planned expiration date would have serious implications for higher education funding in Ohio. If the tax repeal happens, the state could lose \$15 billion in tax revenues; higher education in Ohio could lose \$120 million in funding; and Columbus State could lose \$1.7 million in funding.
- (7) Upcoming events include:
 - ◆ National Legislative Summit February 8-11, 2004
Washington, DC
 - ◆ Winter Quarter Graduation Friday, March 19, 2004
10:00 a.m.
Veterans Memorial Auditorium

PRESENTATION:

Mr. Matthew J. Kelly, Executive Director of the Columbus State Development Foundation, gave a presentation on the activities and plans of the Development Foundation, which is a 501 (C) (3) non-profit organization separate from the college and designed to raise funds in support of Columbus State Community College.

The Development Foundation is embarking on a new multiyear fund-raising campaign that will be focused on specific projects and areas of need. Over the next five years, fund-raising efforts will be directed toward the following five campaign projects:

- (1) Academic Center D - \$4 million for an expanded child care center, a conference center, and a new center for Workforce Development and Community Outreach.
- (2) Union Hall - \$2.5 million for renovation of the five-floor building with its heavily health care-related programs.
- (3) Center for Technology and Learning - \$1.25 million for continuation of the technology needs in the building.
- (4) Bookstore/Student Center - \$2 million for the creation of a student center after the Bookstore vacates its current location.
- (5) Bridgeview Golf Course/First Tee - \$2 million for needed capital improvements at the golf course and First Tee activities.

A logo and tag line have been developed for the campaign, which should begin sometime in the spring.

ELECTION OF OFFICERS FOR 2004:

Member Edgar gave a report on the activities of the Nominating Committee, composed of herself, Priscilla D. Mead, and President Val Moeller. The committee polled other Board members for their input into what leadership qualities were important for the Board Chairman and Vice-Chairman and received the following criteria for serving as Chair:

- To facilitate the decision-making process so that the Board is cohesive.
- To facilitate the flow of information between the Board and the administration.
- To preside well over the meetings and move the agenda along.
- To work effectively with the President as a leadership team with good synergy and open communication.
- To represent and support the majority opinion of the Board even if as an individual one is not in agreement.
- To encourage participation and involvement of trustees in college events and activities.
- To not micro-manage administrative matters.
- To have a creative approach to matters.

As a result of the committee's deliberations, **Member Edgar moved**, Member Finn seconded, that the following individuals be elected as officers of the Board of Trustees of the Columbus State Community College for the 2004 organizational year:

Chairman	-	Dwight E. Smith
Vice-Chairman	-	Matthew G. Kallner
Secretary	-	Dr. M. Valeriana Moeller
Treasurer	-	Terri Gehr
Deputy Treasurers	-	Dr. M. Valeriana Moeller David A. Fitch

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith

NAYS: None

The Oath of Office was taken by Mr. Smith, Dr. Moeller, and Ms. Gehr.

**DATES ESTABLISHED FOR
BOARD MEETINGS FOR 2004:**

The Board of Trustees will continue the practice of holding meetings every other month, in the odd-numbered months only. Meetings will be held during March, May, July, September, and November of 2004, and during January of 2005. Additional meetings may be called if needed. Meeting days and times are generally as follows:

Committee of the Whole	-	Third Wednesday	-	12:00 noon
Board of Trustees	-	Fourth Thursday	-	6:00 p.m.

Meeting dates will be adjusted when necessary due to holidays or other schedule conflicts. The President's Office will publish and distribute a schedule of all Board meetings for the 2004 organizational year.

Member Grimes moved, Member Inniss seconded, that the attached schedule of Board of Trustees meeting dates for 2004 be approved [see Attachment B].

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith

NAYS: None

EXECUTIVE SESSION:

Member Edgar moved, Member Finn seconded, that the Board of Trustees adjourn to Executive Session according to Ohio Revised Code Section 121.22 for the purpose of discussing real estate matters.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Grimes, Inniss, Keller, Mead, Smith

NAYS: None

The Board of Trustees adjourned to Executive Session at 7:30 p.m. and reconvened the regular meeting at 8:14 p.m.

PUBLIC PARTICIPATION:

Mr. Steve Abbott, Communication Skills Department faculty, spoke to the Board as a representative of the Columbus State Education Association, currently serving as its president. He expressed CSEA's concern regarding the timing of faculty hiring, feeling that it is started too late in the year. They are also concerned about the ratio of full-time to part-time faculty being too low, and they feel that the college should hire more full-time faculty.

ADJOURNMENT:

The meeting was adjourned at 8:18 p.m.

M. Valeriana Moeller

M. Valeriana Moeller
Secretary, Board of Trustees

*Attachments A and B.
J. Patton*

Columbus State Community College
Operational Budget Comparison
Proposed Revised FY04 Budget Compared to FY04 Budget Adopted in July 2003

	FY04 Budget	Revised FY04 Budget	Difference	Percent Change
Revenues				
Appropriations				
Subsidy	\$38,360,175	\$38,700,185	\$340,010	0.9%
Access Challenge	6,899,217	7,275,371	376,154	5.5%
Jobs Challenge	388,265	379,579	(8,686)	-2.2%
	<u>45,647,657</u>	<u>46,355,135</u>	707,478	1.5%
Student				
Tuition	52,875,141	53,749,409	874,268	1.7%
Fees	2,130,110	2,049,583	(80,527)	-3.8%
Special courses	426,112	426,112	-	0.0%
	<u>55,431,363</u>	<u>56,225,104</u>	793,741	1.4%
Contracted Services				
Net	<u>223,872</u>	<u>223,872</u>	-	0.0%
	<u>223,872</u>	<u>223,872</u>	-	0.0%
Other				
Interest	852,590	628,081	(224,509)	-26.3%
Miscellaneous	407,059	407,059	-	0.0%
	<u>1,259,649</u>	<u>1,035,140</u>	(224,509)	-17.8%
Total Revenues	\$102,562,541	\$103,839,251	\$1,276,710	1.2%
Expenditures				
Educational & general				
(Instructional) ¹	57,101,301	56,605,406	(495,895)	-0.9%
Library	1,463,740	1,461,049	(2,691)	-0.2%
General	6,546,190	6,039,533	(506,657)	-7.7%
Information Technology	7,815,646	7,916,592	100,946	1.3%
Student Services ²	8,469,909	8,859,878	389,969	4.6%
Operation and maintenance of plant	9,169,103	9,007,034	(162,069)	-1.8%
Administration	5,390,076	5,525,042	134,966	2.5%
Total Expenditures	\$95,955,965	\$95,414,534	(\$541,431)	-0.6%
Contingency³		<u>1,581,746</u>		
Transfer for equip. and replacement	2,600,000	2,600,000	-	0.0%
Transfer for debt service	1,400,000	1,400,000	-	0.0%
Transfer for capital improvements	2,500,000	2,500,000	-	0.0%
Total expenditures & transfers	<u>\$102,455,965</u>	<u>\$103,496,280</u>	<u>\$1,040,315</u>	<u>1.0%</u>
Operational revenues	<u>\$106,576</u>	<u>\$342,971</u>	<u>\$236,395</u>	<u>221.8%</u>

Notes:

- 1 Student Health was moved from *Student Services* to *Instructional*
- 2 Telephone Information Center was moved from *General* to *Student Services*
- 3 *Contingency* equals the additional state subsidy and tuition revenue above July 2003 projections. Held in reserve in event of state appropriation reductions.

Columbus State Community College
Child Development Center
Revised Budget FY 2004

	FY04 Budget	Revised FY04 Budget	Increase (Decrease)	Percent Change
Revenues/Tuition	573,938	573,938	-	0.0%
CSCC Rent In Kind	53,305	53,305	-	0.0%
CSCC Subsidy	50,000	50,000	-	0.0%
Total revenues	677,243	677,243	-	0.0%
Operating Expenses	675,039	660,368	(14,671)	-2.2%
Net Income	2,204	16,875	14,671	665.7%

Columbus State Community College
Bookstore Revised Budget FY 2004

	FY04 Budget	Revised FY04 Budget	Increase (Decrease)	Percent Change
Sales	9,619,624	9,656,154	36,530	0.4%
Cost of Sales	7,338,173	7,365,113	26,940	0.4%
Gross margin	2,281,451	2,291,041	9,590	0.4%
Operating Expenses	1,611,217	1,882,770	271,553	16.9%
Net Income	670,234	408,271	(261,963)	-39.1%

**Columbus State Community College
 Bridgeview Golf Course
 Budget FY 2004 (January 1 - December 31)**

	FY03	FY04	Increase	Percent
	<u>Actual</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Change</u>
Sales	\$628,884	\$692,431	\$63,547	10.1%
Cost of Sales	133,677	77,700	(55,977)	-41.9%
Gross Margin	495,207	614,731	119,524	24.1%
			-	
Operating Expenses	561,885	616,157	54,272	9.7%
			-	
Other Income/Expense	94,311	(10,077)	(104,388)	-110.7%
Net Operating Income	\$27,633	(\$11,503)	(\$39,136)	-141.6%
Cash Support from				
Bookstore Retained Earnings*	0	11,503		
Net		\$0		

* Bookstore's fund balance will support operating losses and critical capital needs until such time as Bridgeview can become self-sustaining and establish a minimum retained earnings of \$100,000.

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES
2004 Meeting Dates

BOARD OF TRUSTEES MEETINGS

<u>Date</u>	<u>Time</u>	<u>Dinner</u>
Thursday, January 22, 2004	6:00 p.m.	5:15 p.m.
Thursday, March 25, 2004	6:00 p.m.	5:15 p.m.
Thursday, May 27, 2004	6:00 p.m.	5:15 p.m.
Thursday, July 22, 2004	6:00 p.m.	5:15 p.m.
Thursday, September 23, 2004	6:00 p.m.	5:15 p.m.
Thursday, November 18, 2004*	6:00 p.m.	5:15 p.m.
Thursday, January 27, 2005	6:00 p.m.	5:15 p.m.

(Fourth Thursday of odd-numbered months only. Other meetings may be called according to need.)

*Adjusted due to conflict.

SCHEDULE OF COMMITTEE MEETING DATES

(Odd-numbered months only.)

Committee of the Whole - Third Thursday - 12:00 noon
(Except when adjusted due to conflicts.)

Committee of the Whole

January 15
March 18
May 20
July 15
September 16
November 10* (Wednesday)
January 20, 2005

*Adjusted due to conflict.

All meetings of the Board of Trustees are held in the Board Room in Franklin Hall.
