

COLUMBUS STATE COMMUNITY COLLEGE
550 East Spring Street
Columbus, Ohio 43216

MINUTES

BOARD OF TRUSTEES MEETING
Thursday, May 27, 2004

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, May 27, 2004, was called to order by Vice-Chairman Kallner in the Board Room of Franklin Hall at 6:05 p.m.

ROLL CALL:

Present: Mr. Matthew G. Kallner, Vice-Chairman
Mr. William A. Antonoplos
Ms. Suzanne Stilson Edgar
Dr. Susan C. Finn
Ms. Paula A. Inniss
Mr. Michael C. Keller
Ms. Priscilla D. Mead

Absent: Mr. Dwight E. Smith, Chairman
[One Vacancy]

Vice-Chairman Kallner announced with regret the death of Board member Pete Grimes, who passed away this morning. He expressed the Board's sympathy to the Grimes family and indicated that Mr. Grimes' outstanding service to the Board will be missed. A moment of silence was observed in memory of Mr. Grimes.

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 Finn moved, Member Mead seconded, that the minutes of the regular meeting of the Board of Trustees held on January 22, 2004, be approved as presented.

A voice vote was taken, and the motion passed unanimously.

COMMUNICATIONS AND RECOGNITION

COMMUNITY AGENCY AWARD:

Dr. Moeller noted that April is Community College Month. As part of this celebration, the college presents its annual Community Agency Award, which recognizes an agency whose work in the community mirrors and supports the mission of Columbus State.

This year, the recipient of our 2004 Community Agency Award is **Columbus Sister Cities International**. Working with Columbus Sister Cities, the college has been able to host discussions with numerous international visitors that have enriched our understanding of the meaning of education access as seen from a global perspective.

Congratulations and a commemorative plaque were given to Melanie Paris-Arum, Executive Director.

EMERITUS STATUS FOR LOUISE CONWAY:

President Moeller introduced Louise Conway, who retired as a Professor in the Hospitality Management Department after 24 years of service to the college. The college is recommending that Louise Conway be granted emeritus status for her valued service and many contributions to the college's and her department's operations over the years.

Member Mead moved, Member Finn seconded, that the Board of Trustees grant emeritus status to Louise Conway effective June 1, 2004.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Inniss, Kallner, Keller, Mead

NAYS: None

CONSENT AGENDA:

The consent agenda includes the following items:

- (1) **Revision of Policy No. 3-10 (Sick Leave).**
- (2) **Revision of Policy No. 11-04 (Records Retention and Disposal).**
- (3) **Four new full-time faculty positions.**
- (4) **Three new full-time staff positions.**
- (5) **Development Foundation agreement.**
- (6) **Resolution on Brown vs. Board of Education Supreme Court decision.**
- (7) **Revision of Policy No. 9-01 (Operating Budget).**
- (8) **Tenure appointments.**
- (9) **Union Hall lab renovation.**
- (10) **Compensation adjustments for non-union employees.**
- (11) **Equipment funds for Fiscal Year 2005.**
- (12) **Personnel information items.**

Member Keller moved, Member Mead seconded, that the Board of Trustees take the following actions:

- (1) Approve the attached revision to Policy No. 3-10 (Sick Leave) effective June 1, 2004 [see Attachment A].
- (2) Rescind Policy No. 11-04 (Retention of Records) dated May 1, 1993, and replace it with the attached revised Policy No. 11-04 (Records Retention and Disposal) effective June 1, 2004 [see Attachment B].
- (3) Approve four full-time faculty positions effective Autumn Quarter 2004. Faculty positions will be funded at the Instructor Rank as outlined in college Procedure No. 3-01 (Faculty Rank) (\$37,956 three-quarter salary plus the current rate of approximately \$13,100 for benefits per position). In addition, per position, office expenses will be \$2,000 for computer and \$3,600 for furniture. The total cost of these positions will be \$151,824 for salary, \$52,400 for benefits, and \$22,400 for office expenses. The positions will be in the following areas: Nursing, Practical Nurse, Mathematics, and Social and Behavioral Sciences.
- (4) Approve the three full-time staff positions of Bookstore Operations Manager, Textbook Buyer, and Accounting Clerk in Auxiliary Services effective June 1, 2004. The costs to the Auxiliary Services Fund for these positions will be \$115,670 for salary, \$36,708 for benefits, and \$9,715 for office expenses.

- (5) Approve renewal of the agreement between Columbus State Community College and the Columbus State Community College Development Foundation, Inc., outlining their relationship and responsibilities.
- (6) Approve the attached resolution supporting equity for all students in recognition of the 50th anniversary of the landmark Brown vs. Board of Education Supreme Court decision [see Attachment C].
- (7) Approve the revised Policy No. 9-01 (Operational Budget) as attached effective June 1, 2004 [see Attachment D].
- (8) Granted tenure to the following individuals effective at the beginning of the 2004-2005 contract year:

Dr. Sharon R. Barnewall, Biological and Physical Sciences Department
 Mr. Mark S. Bocija, Humanities Department
 Dr. William A. Cook, Humanities Department
 Ms. Christine A. Evenson, Interpreting/American Sign Language Education Tech.
 Mr. Gil Feiertag, Off-Campus Programs
 Mr. Richard A. Greely, Massage Therapy Technology
 Mr. Kevin W. James, Mathematics Department
 Dr. Morteza Javadi, Biological and Physical Sciences Department
 Dr. Eric C. Neubauer, Social and Behavioral Sciences Department
 Dr. Michael W. Squires, Biological and Physical Sciences Department
 Ms. Rebecca L. Test, Communication Skills Department
 Ms. Jacqueline D. Walli, Nursing Technology
 Mr. Eric L. Welch, Sports and Fitness Management Technology
 Mr. Mingzhi Xu, Mathematics Department

- (9) Approve \$247,751 of the balance remaining in the "Union Hall Nursing Labs" board account for this project, and approve award of bids listed below.

<u>Contract</u>	<u>Contractor</u>	<u>Actual Bid</u>	<u>Bid Estimate</u>
General	Rockwood Builders	\$70,500	\$69,400
Plumbing	Peter Miller Inc.	Combined	Combined
HVAC	Peter Miller Inc.	\$37,025	\$37,000
Electrical	Mid City Electric	\$25,944	\$27,500
Total Base Bid Cost		\$133,469	\$133,900
Total Construction Cost		<u>\$133,469</u>	

- (10) Approve the following employee compensation adjustments:

Full-Time Employees:

1. That the current staff and administrator salary ranges be amended as attached to reflect a 2 percent increase at both the top and bottom of the range [*see Attachment E*]; and
2. That salary adjustments for individual employees be implemented only after a formal evaluation of each employee is performed by his/her supervisor which includes a professional development plan and recommendation for a salary increase, and that such evaluation and recommendation be filed with the Human Resource Department; and
3. That the pool of monies approved (4 percent) for staff and administrator salary adjustments (who are evaluated on a merit basis) be \$1,064,038 (annual basis); and
4. The above actions be effective July 1, 2004.

Adjunct Faculty:

5. Effective July 1, 2004, all adjunct faculty will be paid the flat rate of \$38 per contact hour. The cost of implementation of this rate is approximately \$454,505.

Part-Time Employees:

6. Effective July 1, 2004, all part-time employees will receive a 4 percent increase in the hourly wage rate. The cost to implement this recommendation is approximately \$191,709.

- (11) Allocate for the purchase of equipment \$3,000,000 from the Fiscal Year 2005 Current General Fund-Capital Equipment, and \$19,332 from the Bookstore's Auxiliary Fund [*see Attachment F*].

A vote was taken which resulted in:

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

TUITION INCREASE:

Member Keller moved, Member Finn seconded, that the Board of Trustees approve, effective Summer Quarter 2004, the tuition rates as outlined below and as included in the attached schedule [see Attachment G]:

Ohio Resident Fee: \$73 per credit hour. This fee will include a \$64 instructional fee and a \$9 general fee.

Non-Ohio, U.S. Resident Fee: \$161 per credit hour. This fee will include a \$145 instructional fee and a \$16 general fee.

International Student Fee: \$194 per credit hour. This fee will include a \$173 instructional fee and a \$21 general fee.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Inniss, Kallner, Keller, Mead

NAYS: None

LAND PURCHASE IN DELAWARE COUNTY:

Vice-Chairman Kallner indicated that this item would not be acted upon at this time. The Board will go into Executive Session later in the meeting to discuss it.

OPERATING BUDGET FOR FISCAL YEAR 2005:

Member Inniss moved, Member Keller seconded, that the Board of Trustees approve the Fiscal Year 2005 operating budget for Columbus State Community College, the Child Development Center, and the Bookstore [see Attachment H].

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Inniss, Kallner, Keller, Mead

NAYS: None

FINANCIAL STATEMENTS:

Member Finn moved, Member Mead seconded, that the financial statements as of and for the ten months ended April 30, 2004, be accepted as presented.

A vote was taken which resulted in:

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

PRESIDENT'S REPORT:

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

- (1) Columbus State Phi Theta Kappa students received a special commendation during the Ohio Regional Convention. Our Alpha Rho Epsilon Chapter has been named a "5-Star Chapter" in recognition of their successful attainment of goals as presented in the society's Five-Star Chapter Development Program.
- (2) The Federal Aviation Administration has given our Aviation Maintenance Department a "Diamond Certificate of Excellence" for their outstanding participation in the FAA Aviation Technician Training Program.
- (3) In further recognition of our Aviation program, 12 of our aviation students were awarded scholarships ranging from \$250 to \$425 by the Central Ohio Professional Aviation Maintenance Association. These scholarships will pay for their written, oral, and practical exams for FAA certification testing.
- (4) The Six Rivers Chapter of the Clinical Laboratory Management Association recently awarded a \$2,000 scholarship to Columbus State student Holly Rilea. Holly was selected from among applicants in a three-state region due to her "superior academic achievement as well as leadership characteristics and her strong commitment to the clinical laboratory profession."
- (5) The Associated Landscape Contractors of America's annual Student Career Days conference was held this year here in Columbus. Columbus State and the Landscape Design and Build Program were proud to host this event, which involved 2-year and 4-year colleges from across the country, and participation by more than 1,000 students and industry representatives. Overall, Columbus State placed 4th out of 52 teams, and several of our students took first-place awards in the individual competitions.
- (6) The Institutional Advancement Department has won two Bronze Paragon Awards from the National Council for Marketing and Public Relations. They are for:

Radio Advertisement/PSA - Single
Print Advertisement - Series

- Both awards were for our "We're Here to Teach" campaign featuring faculty testimonial spots.
- (7) The National Accrediting Agency for Clinical Laboratory Sciences has reaccredited the Medical Laboratory Program for a period of seven years.
 - (8) The Joint Review Committee on Education in Radiologic Technology reaccredited the Radiography Technology for a period of five years.
 - (9) Wayne Cocchi, Director of the Department of Disability Services, has been appointed by the President of the Ohio Senate to a 3-year term as Commissioner for the Ohio Legal Rights Service Commission. The Commission is an independent state agency created in 1975 by state law to protect and advocate for the rights of people with disabilities.
 - (10) Barbara Pletz, adjunct instructor in the Communication Skills Department, was recently elected President of The Ohio State University Council of Graduate Students, the organization that serves more than 10,000 graduate students. She will represent the Council at the University Senate, the Research and Graduate Council, the Council on Student Affairs, and the new Student Leadership Committee of the OSU Board of Trustees.
 - (11) The Social and Behavioral Sciences Department has awarded their third "Adjunct Appreciation Award" to Dr. George Sheppard, a sociology instructor since 1998. Dr. Sheppard was recognized by his colleagues for his unique teaching style and terrific rapport, which helps strengthen students' understanding of theory and concept, while at the same time allowing them to develop associations between their life experiences and the subject matter.
 - (12) Dr. Robert Fittrakis, professor in the Social and Behavioral Sciences Department, has recently published another book in his series, The Fittrakis Files, entitled *The Brothers Voinovich and the Ohiogate*.
 - (13) Dr. Mort Javadi, assistant professor in the Biological and Physical Sciences Department, is advisor to capstone student Hiruy Solomon, whose research paper entitled "Effects of Nitrogen Fertilizer on Pepper Plant Growth Responses" was published in the peer-reviewed abstract of *The Ohio Journal of Science*.
 - (14) Upward Bound student Blossom Barrett has been selected as a Gates Millennium Scholar. She is one of 1,000 students awarded in the nation. The scholarship is based on academic achievement, community service, and leadership potential. Blossom will be attending Kenyon College.
 - (15) The state's capital budget will be delayed in order to bring it into the same timing cycle as their operating budget.
 - (16) In the college's K-12 initiatives, we are working with the Columbus Public Schools on an Early College High School at the Africentric School. The program will begin this fall with about 30 students. Those students will then be coming to Columbus State in the fall of 2006.
 - (17) The Greater Columbus Chamber of Commerce has asked Columbus State to be involved in their Small Business Development Center. We are exploring this and are applying for a federal grant as a partner in this program.
 - (18) Each year the Ohio Board of Regents produces a Performance Report for Ohio's colleges and universities. Board members received a copy of a summary of some of the key areas covered by this report.

- (19) Board members also received a copy of the report of the Governor's Commission on Higher Education and the Economy, which focuses on four areas: business leadership, providing Ohioans with the knowledge and skills to succeed, strengthening higher education's research base, and strengthening accountability.
- (20) Several areas in the reauthorization of the Higher Education Act impact community colleges:
 - ◆Pell grants may increase from \$4,050 to \$4,500.
 - ◆Carl D. Perkins funding will continue.
 - ◆The "single institution" definition would have a negative impact on community colleges because it would allow private, for-profit colleges to qualify for grants just as public, non-for-profit colleges do.
 - ◆Transfer and articulation requirements may be regulated more so that students can get universal credit for courses they take.
- (21) The college has received \$400,000 in grant funding for Integrated Systems Manufacturing. We have also received about \$600,000 in Workforce Investment Act funds through the Ohio Department of Jobs and Family Services.
- (22) At the college's annual Spring In-Service Day, more than 50 employees pledged to join Channel 10 news anchor Andrea Cambern in her "Commit to be Fit" program, a voluntary program to exercise, eat right, and promote healthy living.
- (23) Upcoming events include Spring Quarter Graduation on Friday, June 11, 2004, 10:00 a.m., Veterans Memorial Auditorium.

PRESENTATION:

Dr. Deborah Coleman, Executive Assistant to the President, gave a presentation on the status of the college's Strategic Goals for 2001-2004 which were established by the Board of Trustees in January 2001. The six Board-defined goals are in the areas of:

- ◆Technology
- ◆Human Capacity Development
- ◆Workforce Development
- ◆Access and Outreach
- ◆Resources Management
- ◆Marketing and College Image

A complete copy of this progress report is available from the President's Office.

PUBLIC PARTICIPATION:

Mrs. Martha Agler, Trustee Emeritus, was introduced from the audience and commented that she was very happy to be in attendance and appreciates being kept advised of Board meetings and actions.

EXECUTIVE SESSION:

Member Edgar moved, Member Inniss 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 and personnel matters, specifically the President's evaluation.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Inniss, Kallner, Keller, Mead

NAYS: None

The Board of Trustees adjourned to Executive Session at 7:08 p.m. and reconvened the regular meeting at 8:44 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:45 p.m.



M. Valeriana Moeller
Secretary, Board of Trustees

*Attachments A through H.
J. Patton*

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SICK LEAVE
Policy No. 3-10
Page 1 of 2

~~Effective February 15, 2001~~
Effective June 1, 2004

- (A) The college recognizes that from time to time employees will need to take sick leave. Paid sick leave will be used only for personal illness, adoption, injury, pregnancy, exposure to a contagious disease which could be communicated to others, or for death, illness, or injury to a member of the employee's immediate family. [See also benefits available under colleges Family and Medical Leave Policy No. 3-36.]
- (B) Full-time employees who work a 100 percent schedule are credited with time for sick leave at a rate of 9.38 hours per calendar month of completed service. Other employees working reduced work schedules shall have their time for sick leave credited and deducted at a rate in proportion to their appointment. Full-time faculty members, regardless of whether they are employed three or four quarters during a fiscal year, will be credited with time for sick leave at a rate of fifteen days per year. Time for sick leave may be accumulated without limit.
- (C) ~~Upon completion of four quarters of employment with the college, a~~ Adjunct instructors are credited with time for sick leave at a rate equal to the total number of contact hours for that quarter times 0.625, rounded to the nearest half hour. Adjunct instructors do not accumulate sick leave credit from quarter to quarter. A full-time faculty member who is employed as an adjunct faculty member under a supplemental contract is eligible to be credited with sick leave in accordance with the above. Sick leave credit earned as a full-time faculty member and sick leave credit earned as an adjunct faculty member are not interchangeable.
- (D) If an employee is absent from work due to a work-related injury and receives lost-time compensation from the Bureau of Workers Compensation, that employee is not eligible to utilize sick leave or receive pay from the college for that absence or any subsequent related absence for which he/she receives lost-time compensation. (Such leave shall be counted as Family and Medical Leave under Policy No. 3-36.)
- (E) Sick leave accumulated by an employee while previously employed by another public agency is transferable in accordance with the provisions of the Ohio Revised Code and related regulations.
- (F) College employees who, at the time of their disability or service retirement, have ten or more years of service with the college or any agency of the state or any of its political subdivisions, may convert their accrued but unused time for sick leave to monetary

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SICK LEAVE
Policy No. 3-10
Page 2 of 2

~~Effective February 15, 2001~~

Effective June 1, 2004

- compensation. In order to be eligible for this payment, the employee must retire directly into a state retirement system from active employment with the college.
- (G) One-fourth of the accumulated sick leave earned as an employee of the college or any agency of the State or any of its political subdivisions to a maximum of forty (40) days may be converted to a cash payment at the time of retirement, based upon the employee's rate of compensation at the time of retirement. The payment for sick leave under this policy eliminates for all time the sick leave credit of the employee at the time of retirement, and such payment will be made only once to any employee.
- (H) The college will establish procedures to administer this policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

RECORDS RETENTION AND DISPOSAL

Effective June 1, 2004

Policy No. 11-04

Page 1 of 1

- (A) In compliance with Section 149.33 of the Ohio Revised Code, the President shall establish a procedure and schedule of retention and disposal of all records generated in the course of the college's operation. A record is defined as "any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political sub-divisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office."

This Records Retention and Disposal policy is to ensure that necessary records and documents are adequately protected and maintained in compliance with current local, state, and federal legal requirements.

- (B) Employees of the college in the position of department head as designated by the President shall:
- (1) Review currently used records and forms to determine whether these records and forms are adequate and appropriate for each department's requirements.
 - (2) Establish a Records Retention and Disposal Schedule for their area of responsibility that is in compliance with local, state, and federal laws.
 - (3) Monitor local, state, and federal laws affecting records retention and disposal for their area of responsibility.
 - (4) Annually review the Records Retention and Disposal Schedule for their area of responsibility.
- (C) No record shall be retained, destroyed, or transferred to another area in violation of the Records Retention and Disposal Schedule.
- (D) Records no longer needed or of no continuing value to the college shall be properly discarded at the appropriate time.
- (E) In the event of a governmental audit, investigation, or pending litigation, records disposal may be suspended at the direction of the President of the college, the Executive Director of Human Resources, legal counsel, or other designated person of the college.
- (F) The President of the college shall establish procedures to administer this policy.

COLUMBUS STATE COMMUNITY COLLEGE

RESOLUTION
on the 50th Anniversary
of the
Brown vs. Board of Education Supreme Court Decision

WHEREAS, the Columbus State Community College District is fully committed to the community college values of open access and opportunity for all and fully understands the value of an educational environment that embraces diversity and inclusiveness; and

WHEREAS, the year 2004 marks the 50th anniversary of the Brown vs. Board of Education Supreme Court decision, a landmark for equity in public education; and

WHEREAS, the decision reversed the longstanding separate-but-equal doctrine that had governed public education, including community colleges; and

WHEREAS, federal courts and “courts of public opinion” consistently favor desegregation efforts, and many states are still struggling with how to remove the vestiges of segregation in education; and

WHEREAS, some school districts and higher education systems are still operating under consent degrees, and inequitable school funding or school district configurations have caused *de facto* segregation;

NOW, THEREFORE, BE IT RESOLVED, that on the 50th anniversary of the Brown vs. Board of Education Supreme Court decision, we, the Board of Trustees of the Columbus State Community College District, pledge our unwavering commitment to providing equal access to higher education and support efforts on behalf of local school districts to ensure learning equity for all students through institutional, political, personal, and civic engagement.

IN WITNESS WHEREOF, I have hereunto set my hand to this resolution this twenty-seventh day of May, 2004.

COLUMBUS STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES

Dwight E. Smith, Chairman

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

OPERATIONAL BUDGET

Policy No. 9-01

Page 1 of 2

~~Effective October 15, 1985~~

EFFECTIVE DATE: JUNE 1, 2004

- (A) THE BOARD OF TRUSTEES REVIEWS AND APPROVES THE COLLEGE'S ANNUAL OPERATIONAL BUDGET. THE ANNUAL OPERATIONAL BUDGET CAN BE AMENDED ONLY BY ACTION OF THE BOARD OF TRUSTEES.
- (B) ONLY THE BOARD OF TRUSTEES SHALL HAVE THE AUTHORITY TO ALLOCATE FUNDS FOR EXPENSES NOT INCLUDED IN THE APPROVED OPERATIONAL BUDGET.
- (AC) The fiscal year begins July first of each year and ends June thirtieth of the following year.
- (BD) The college's operational budget shall include a projection of income and expenditures for the fiscal year.
- (CE) ~~The Vice President for Business and Administrative Services shall ESTABLISH A PROCESS FOR PREPARING AN ANNUAL OPERATIONAL BUDGET FOR REVIEW AND APPROVAL BY designate an operational budget format and shall establish procedures for operational budget planning, approval, implementation, control, transfer, and reporting, subject to the approval of the Board of Trustees Finance Committee.~~
- (DF) AN ANNUAL OPERATIONAL BUDGET SHALL BE APPROVED BY the Board of Trustees ~~shall approve an operational budget~~ for the fiscal year before June thirtieth of the preceding fiscal year. If the Board of Trustees does not approve an operational budget for a fiscal year, it shall adopt an interim operational budget in order for funds to be expended for the operation of the college.
- (EG) ~~Only by action of the Board of Trustees shall the approved operational budget be amended.~~ The Board of Trustees shall review the operating budget at least once ~~after December thirty-first~~ of each fiscal year BY JANUARY 31st to consider its amendment, AND AT OTHER TIMES DURING THE FISCAL YEAR AS NECESSARY.
- ~~(F) Only the Board of Trustees shall have the authority to allocate funds for expenses not included in the approved operational budget.~~
- ~~(G) The Board of Trustees shall have the authority to designate funds for specific purposes.~~

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

OPERATIONAL BUDGET

Policy No. 9-01

Page 2 of 2

~~Effective October 15, 1985~~

EFFECTIVE DATE: JUNE 1, 2004

- (H) ~~The authority to invest college funds in accordance with the Ohio Revised Code is vested in the Vice President for Business and Administrative Services.~~
- (H) Expenditures of approved budget funds shall SUPPORT AND ADVANCE THE COLLEGE'S MISSION, AND SHALL be MADE in accordance with COLLEGE POLICY AND COLLEGE procedures. EXPENDITURES THAT SUPPORT AND ADVANCE THE COLLEGE'S MISSION MAY INCLUDE BEVERAGES, MEALS, REFRESHMENTS, AND OTHER AMENITIES. NO FUNDS HELD BY THE COLLEGE SHALL BE USED TO PURCHASE ALCOHOL. ~~adopted by the Vice President for Business and Administrative Services.~~
- (J) The Board of Trustees may accept for administration, funds from another state OR OTHER agency OR ORGANIZATION that are restricted for specific purposes.
- (J) THE BOARD OF TRUSTEES SHALL HAVE THE AUTHORITY TO DESIGNATE FUNDS FOR SPECIFIC PURPOSES NOT PROVIDED FOR IN THE COLLEGE'S ANNUAL OPERATIONAL BUDGET.
- (K) THE PRESIDENT SHALL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.

Current Effective Date: October 15, 1985

RECOMMENDATION:

Full-Time Employees:

1. That the current staff and administrator salary ranges be amended as attached to reflect a 2 percent increase at both the top and bottom of the range; and
2. That salary adjustments for individual employees be implemented only after a formal evaluation of each employee is performed by his/her supervisor which includes a professional development plan and recommendation for a salary increase, and that such evaluation and recommendation be filed with the Human Resource Department; and
3. That the pool of monies approved (4 percent) for staff and administrator salary adjustments (who are evaluated on a merit basis) be \$1,064,038 (annual basis); and
4. The above actions be effective July 1, 2004.

Adjunct Faculty:

5. Effective July 1, 2004, all adjunct faculty will be paid the flat rate of \$38 per contact hour. The cost of implementation of this rate is approximately \$454,505.

Part-Time Employees:

6. Effective July 1, 2004, all part-time employees will receive a 4 percent increase in the hourly wage rate. The cost to implement this recommendation is approximately \$191,709.

STAFF SALARY SCHEDULE JULY 1, 2003

PAY RANGE	BOTTOM	TOP
23	\$9.81 \$20,396	\$15.37 \$31,970
24	\$10.48 \$21,789	\$16.43 \$34,177
25	\$11.23 \$23,352	\$17.57 \$36,538
26	\$11.99 \$24,937	\$18.76 \$39,029
27	\$12.85 \$26,737	\$20.12 \$41,847
28	\$13.77 \$28,644	\$21.54 \$44,798
29	\$14.86 \$30,914	\$23.22 \$48,294
30	\$16.37 \$34,043	\$25.60 \$53,255
31	\$17.97 \$37,385	\$28.10 \$58,455
32	\$19.76 \$41,091	\$30.92 \$64,311

STAFF SALARY SCHEDULE JULY 1, 2004

PAY RANGE	BOTTOM	TOP
23	\$10.00 \$20,804	\$15.68 \$32,609
24	\$10.68 \$22,224	\$16.76 \$34,861
25	\$11.45 \$23,819	\$17.92 \$37,269
26	\$12.23 \$25,436	\$19.14 \$39,809
27	\$13.11 \$27,271	\$20.52 \$42,684
28	\$14.05 \$29,217	\$21.97 \$45,694
29	\$15.16 \$31,533	\$23.68 \$49,260
30	\$16.69 \$34,723	\$26.12 \$54,320
31	\$18.33 \$38,133	\$28.67 \$59,624
32	\$20.15 \$41,913	\$31.54 \$65,598

33	\$21.70 \$45,141	\$33.92 \$70,561	33	\$22.14 \$46,044	\$34.60 \$71,973
34	\$23.87 \$49,640	\$37.32 \$77,620	34	\$24.34 \$50,633	\$38.06 \$79,173
35	\$26.25 \$54,610	\$41.07 \$85,421	35	\$26.78 \$55,702	\$41.89 \$87,130
36	\$28.89 \$60,094	\$45.24 \$94,097	36	\$29.47 \$61,296	\$46.14 \$95,979

ADMINISTRATIVE SALARY SCHEDULE
July 1, 2003

RANGE

	\$47.83	\$77.37
AA	99,493	\$160,922
	\$42.63	\$69.07
A	\$88,674	\$143,658
	\$37.42	\$60.77
B	\$77,833	\$126,395
	\$32.28	\$52.48
C	\$67,143	\$109,153
	\$28.33	\$43.54
D	\$58,916	\$90,557
	\$24.79	\$37.42
E	\$51,568	\$77,839
	\$21.25	\$32.09
F	\$44,198	\$66,737
	\$17.71	\$26.73
G	\$36,828	\$55,593
	\$15.17	\$22.90
H	\$31,558	\$47,638

ADMINISTRATIVE SALARY SCHEDULE
July 1, 2004

RANGE

	\$48.79	\$78.91
AA	\$101,483	\$164,140
	\$43.48	\$70.45
A	\$90,447	\$146,531
	\$38.17	\$61.98
B	\$79,390	\$128,923
	\$32.93	\$53.53
C	\$68,486	\$111,336
	\$28.89	\$44.41
D	\$60,094	\$92,368
	\$25.29	\$38.17
E	\$52,599	\$79,395
	\$21.67	\$32.73
F	\$45,082	\$68,072
	\$18.06	\$27.26
G	\$37,564	\$56,705
	\$15.48	\$23.36
H	\$32,189	\$48,591

CAPITAL EQUIPMENT REQUESTS
A List - SUMMARY
May, 2004

Department	Non-Lab IT A List	Miscellaneous A List	Computer Lab A List	Department Total
BAS	69,667	198,405		\$ 268,072
BAS Contingency	50,000			\$ 50,000
President's Office	300			\$ 300
Development Fdn	3,834	933		\$ 4,767
SEM	9,759	779		\$ 10,538
Human Resources	12,335			\$ 15,835
I A (with Grants)	12,717			\$ 12,717
Information Technology	706,950	22,600	65,144	\$ 794,694
Learning Systems	806,370	492,389	701,241	\$ 2,000,000
GRAND TOTALS - A LIST	1,671,932	715,106	766,385	\$ 3,156,923
Bookstore*		19,332		\$ 19,332

*Bookstore is self-funded.

COLUMBUS STATE COMMUNITY COLLEGE

Fee Structure

Proposed (Effective Summer Quarter, 2004)				Current (Effective Summer Quarter, 2003)		
Credit Hours	Ohio Resident	Non-Resident of Ohio	International Students	Ohio Resident	Non-Resident of Ohio	International Students
1	\$ 73.00	\$ 161.00	\$ 194.00	\$ 69.00	\$ 152.00	\$ 183.00
2	146.00	322.00	388.00	138.00	304.00	366.00
3	219.00	483.00	582.00	207.00	456.00	549.00
4	292.00	644.00	776.00	276.00	608.00	732.00
5	365.00	805.00	970.00	345.00	760.00	915.00
6	438.00	966.00	1,164.00	414.00	912.00	1,098.00
7	511.00	1,127.00	1,358.00	483.00	1,064.00	1,281.00
8	584.00	1,288.00	1,552.00	552.00	1,216.00	1,464.00
9	657.00	1,449.00	1,746.00	621.00	1,368.00	1,647.00
10	730.00	1,610.00	1,940.00	690.00	1,520.00	1,830.00
11	803.00	1,771.00	2,134.00	759.00	1,672.00	2,013.00
12	876.00	1,932.00	2,328.00	828.00	1,824.00	2,196.00
13	949.00	2,093.00	2,522.00	897.00	1,976.00	2,379.00
14	1,022.00	2,254.00	2,716.00	966.00	2,128.00	2,562.00
15	1,095.00	2,415.00	2,910.00	1,035.00	2,280.00	2,745.00
16	1,168.00	2,576.00	3,104.00	1,104.00	2,432.00	2,928.00
17	1,241.00	2,737.00	3,298.00	1,173.00	2,584.00	3,111.00
18	1,314.00	2,898.00	3,492.00	1,242.00	2,736.00	3,294.00
19 or more	73.00	161.00	194.00	69.00	152.00	183.00
	per credit hour	per credit hour	per credit hour	per credit hour	per credit hour	per credit hour
	additional	additional	additional	additional	additional	additional
fees.xls						

**Columbus State Community College
FY2005 Operating Budget**

	(1) Revised FY04 Budget (Jan 2004)	(2) FY05 Proposed	(3) Difference	(4) Percent Increase/(Decrease)	Row
Revenues (1)					
Appropriations					
Subsidy	\$ 38,700,185	\$ 42,200,185	\$ 3,500,000	9.0%	(1)
Access Challenge	7,275,371	6,967,784	(307,587)	-4.2%	(2)
Jobs Challenge	379,579	379,579	-	0.0%	(3)
	<u>46,355,135</u>	<u>49,547,548</u>	<u>3,192,413</u>	<u>6.9%</u>	(4)
Student					
Tuition	53,749,409	56,862,765	3,113,356	5.8%	(5)
Fees	2,049,583	2,510,837	461,254	22.5%	(6)
Special courses	426,112	426,112	-	0.0%	(7)
	<u>56,225,104</u>	<u>59,799,714</u>	<u>3,574,610</u>	<u>6.4%</u>	(8)
Contracted Services					
Net	223,872	223,872	-	0.0%	(9)
	<u>223,872</u>	<u>223,872</u>	<u>-</u>	<u>0.0%</u>	(10)
Other					
Interest	628,081	628,081	-	0.0%	(11)
Miscellaneous	407,059	407,059	-	0.0%	(12)
	<u>1,035,140</u>	<u>1,035,140</u>	<u>-</u>	<u>0.0%</u>	(13)
Total revenues	<u>103,839,251</u>	<u>110,606,274</u>	<u>6,767,023</u>	<u>6.5%</u>	(14)
Expenditures (2)					
Educational & general (Instructional)	56,605,406	59,750,291	3,144,885	5.6%	(15)
Library	1,461,049	1,517,326	56,277	3.9%	(16)
General	6,039,533	6,888,418	848,885	14.1%	(17)
Information Technology	7,916,592	8,979,088	1,062,496	13.4%	(18)
Student Services	8,861,878	9,195,087	333,209	3.8%	(19)
Operation and maintenance of plant	9,007,034	9,281,501	274,467	3.0%	(20)
Administration	5,523,042	5,951,767	428,725	7.8%	(21)
	<u>95,414,534</u>	<u>101,563,478</u>	<u>6,148,944</u>	<u>6.4%</u>	(22)
Additional Payroll items		1,710,252	1,710,252		(23)
Transfer for equip. and replacement	2,600,000	3,000,000	400,000	15.4%	(24)
Transfer for debt service	1,400,000	1,400,000	-	0.0%	(25)
Transfer for capital improvements	2,500,000	2,500,000	-	0.0%	(26)
Revenue Contingency	1,581,746			0.0%	(27)
Total expenditures & transfers	<u>103,496,280</u>	<u>110,173,730</u>	<u>6,677,450</u>	<u>6.5%</u>	(28)
Operational revenues	\$ 342,971	\$ 432,544	\$ 89,573	26.1%	(29)

Notes

(1) Revenues

Assumes 1% Enrollment Growth plus \$4 per credit hour tuition increase
Subsidy reflects final FY04 + \$3.5 m of projected \$7m subsidy increase
Increase in parking fee from \$15 to \$25 per quarter

(2) Expenses

4 new faculty positions
Insurance Costs increase of 36%
Additional adjuncts for additional off-campus sites and growth.
Colleague implementation and training for additional modules.
Strategic Enrollment Management shift from federal funding to General Fund.
Negotiated pay raises for bargaining unit employees and proposed merit raise of up to 4% for non-bargaining unit employees.

Columbus State Community College
 Child Development Center
 FY05 Budget

	Revised FY04 Budget	FY05 Budget	Increase (Decrease)	Percent Change
<u>Revenues</u>				
Tuition/Fees	\$ 470,213	\$ 475,811	\$ 5,598	1.2%
Grants	93,725	101,827	8,102	8.6%
Other Income	10,000	7,000	(3,000)	-30.0%
CSCC Rent In Kind	53,305	53,305	-	0.0%
CSCC Subsidy	50,000	50,000	-	0.0%
Total Revenues	677,243	687,943	10,700	1.6%
Operating Expenses	660,368	686,427	26,059	3.9%
Net Income	\$ 16,875	\$ 1,516	\$ (15,359)	-91.0%

Columbus State Community College
 Bookstore FY 2005 Budget

	Revised FY04 Budget	FY05 Budget	Increase (Decrease)	Percent Change
Sales	\$ 9,656,154	\$ 10,670,340	\$ 1,014,186	10.5%
Cost of Sales	7,365,113	7,929,465	564,352	7.7%
Gross margin	2,291,041	2,740,875	449,834	19.7%
Operating Expenses	1,882,770	2,301,461	418,691	26.0%
Net Income	\$ 408,271	\$ 439,414	\$ 31,143	4.6%