

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

**MINUTES**

**BOARD OF TRUSTEES MEETING**  
Thursday, September 23, 2004

**CALL TO ORDER:**

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, September 23, 2004, was called to order by Chairman Smith in the Board Room of Franklin Hall at 6:03 p.m.

**OATH OF OFFICE ADMINISTERED TO NEW BOARD MEMBER:**

Chairman Smith administered the oath of office to Jeffrey L. Scheiman, newly appointed to the Board of Trustees by Governor Bob Taft to complete the unexpired term of Howard Peter Grimes (deceased) through August 31, 2007.

**ROLL CALL:**

Present: Mr. Dwight E. Smith, Chairman  
Mr. William A. Antonoplos  
Ms. Suzanne Stilson Edgar  
Dr. Susan C. Finn  
Mr. Michael C. Keller  
Ms. Priscilla D. Mead  
Mr. Jeffrey L. Scheiman

Absent: Mr. Matthew G. Kallner, Vice-Chairman  
Ms. Paula A. Inniss

**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 Mead moved**, Member Edgar seconded, that the minutes of the regular meeting of the Board of Trustees held on Thursday, July 22, 2004, be approved as presented.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Keller, Mead, Scheiman, Smith

NAYS: None

**COMMUNICATIONS AND RECOGNITION:**

**EMERITUS STATUS FOR JOAN W. FREEMAN**

President Moeller advised that Joan Freeman has been an employee of the college for 16 years, retiring as the Administrator of Off-Campus Programs. She is highly recommended for the honor of emeritus status in recognition of her valued service and many contributions to the college.

**Member Edgar moved**, Member Finn seconded, that the Board of Trustees grant emeritus status to Joan W. Freeman effective October 1, 2004.

A vote was taken which resulted in:

AYES: Members Antonoplos, Edgar, Finn, Keller, Mead, Scheiman, Smith

NAYS: None

The President introduced Joan from the audience. She expressed her gratitude for this honor, sharing with the Board that she has been in education for 43 years (27 as a teacher) and feels very lucky to have found a profession that gave her such satisfaction. She thanked the Board and the college for this recognition.

**PRESENTATION OF CERTIFICATE TO PHI THETA KAPPA**

President Moeller announced that Phi Theta Kappa, the international honor society for two-year colleges, has presented a Certificate of Participation to Columbus State's Alpha Rho Epsilon Chapter students in recognition of their outstanding participation in the community service initiative "Project Graduation: Feed a Body. Feed a Mind." She introduced Andy Webb, the outgoing president of our Phi Theta Kappa chapter, who accepted the award on behalf of the chapter members. Also introduced was Dr. Charles Gallucci, faculty advisor to the chapter.

**CONSENT AGENDA:**

The consent agenda includes the following items:

- (1) **New Policy No. 1-13 (Fiscal Oversight).**
- (2) **New Policy No. 3-38 (Transitional Work Program).**
- (3) **Personnel information items.**

**Member Antonoplos moved**, Member Keller seconded, that the Board of Trustees approve the attached new Policy No. 1-13 (Fiscal Oversight) effective October 1, 2004 [*see Attachment A*];

And that the Board of Trustees approve the attached new Policy No. 3-38 (Transitional Work Program) effective October 1, 2004 [*see Attachment B*].

A vote was taken which resulted in:

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

**FINANCIAL STATEMENTS:**

**Member Finn moved**, Member Mead seconded, that the financial statements as of and for the two months ended August 31, 2004, be accepted as presented.

A vote was taken which resulted in:

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

**PRESIDENT'S REPORT:**

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

- (1) Our "Kids in College" program has been awarded a \$20,000 grant from The Columbus Foundation, which will provide 75 scholarships to children without the financial means to attend next year's program. "Kids in College" is a summer day camp for kids entering the 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade and is a two-week, hands-on "college" learning experience in computers, art, music, physical fitness, math, science, communication skills, and conflict resolution.

- (2) *Business First* newspaper recently presented the "Top of the List Award" in the category of end-user computer training programs to our Business and Industry Training and Continuing Professional Education departments. These two departments are part of our Community Education and Workforce Development Division, and they outperformed private-sector competitors on the newspaper's Top 10 List, taking the number one spot for the first time.
- (3) Congratulations go to Alan LaForrest, Supervisor of the Physical Plant Department, who was recently qualified by the Association for Facilities Engineering as a Certified Plant Supervisor, with a passing score on his exam of 94 percent.
- (4) Two Columbus State Aviation Maintenance students, Andy Basch and Brett Washburn, donated time and expertise to help restore parts of a Curtiss SB2C Hell Diver airplane which was built in Columbus during World War II. The Commemorative Air Force, a non-profit organization that restores and flies historic aircraft, will use the plane as part of a 75<sup>th</sup> Anniversary event for Port Columbus International Airport.
- (5) The summer issue of *Academic Leadership* published an article by Shah Hasan and Val Moeller on the Human Capacity Development goal, focusing on the Leadership Institute at Columbus State.
- (6) Enrollment trends – some colleges in the state are up and some are down. Since classes just began yesterday, we do not have a count yet, but current registration figures show a decline in enrollment from last autumn.
- (7) The official transfer of the Small Business Development Center from the Greater Columbus Chamber of Commerce to Columbus State will start next week on October 1. Employees who have worked at the Chamber will be housed here. This center will serve more than 1,000 people, providing counseling for starting small businesses. \$540,000 will come with the center in federal funding. Entrepreneurship and Business Incubator areas are still being worked on.
- (8) The college will be participating in the Strategic Horizon Project, which is a program to assess strategic management capabilities. This is a three-year program in four stages: (1) assess capabilities in response to change, (2) devise activities to improve, (3) network with other colleges to share learning, and (4) develop and implement a learning program.
- (9) Update on the conversion to the Colleague information technology system – processing of student registrations for Autumn Quarter has met with a number of problems and delays, and the college is trying to rectify the situation. Additional hardware has already been ordered to increase the system's capabilities, and everyone is working very hard to try to get student processes running more smoothly. We have to decide how much to invest and at what point there is a diminishing return.
- (10) The capital budget is not yet approved; it is hoped that it will be approved after the November elections. Discussions are still taking place with the Office of Budget and Management and the Ohio Board of Regents regarding the amount of cuts.
- (11) A Topping Off Ceremony will be held at 2:00 p.m. tomorrow for Academic Center D. Board members are invited to attend if their schedules permit.

**PRESENTATION:**

President Moeller presented an update on the status and progress of Shared Governance. Shared Governance became operational in 2003 according to the model adopted by the Board of Trustees. Governance is a continuing process to work through issues that affect the college. It is a cooperative interaction among the administration, faculty, staff, and students that provides a structure for facilitating the decision-making process. This structure consists of an Instructional Council, Instructional Support Council, and six committees. All agendas, minutes, and other materials are made available to the entire campus. The accomplishments of the councils over the last year were reviewed.

**NEW BUSINESS:**

Chairman Smith commented that this year's *Taste the Future* fund raiser held last week was an outstanding event. Dr. Moeller advised that 60 restaurants had participated, and \$500,000 was raised.

Dr. Moeller introduced Cheryl Hacker, the college's new representative from the Ohio Attorney General'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. In a few days, she will be celebrating her 93<sup>rd</sup> birthday.

**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 the President's contract.


A vote was taken which resulted in:

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

The Board of Trustees adjourned to Executive Session at 7:10 p.m. and reconvened the regular meeting at 8:48 p.m.

**ADJOURNMENT:**

The meeting was adjourned at 8:48 p.m.

  
\_\_\_\_\_  
M. Valeriana Moeller  
Secretary, Board of Trustees

*Attachments A and B.  
J.Patton*

FISCAL OVERSIGHT  
Policy No. 1-13  
Page 1 of 1

Effective October 1, 2004

- (A) **Independent Auditing Firms.** The President shall not engage the independent audit firm in the performance of non-audit services during its tenure as the independent audit firm auditing the college's annual financial statements.
- (B) **Audit Committee.** Acting as a committee of the whole, the Board of Trustees shall perform the functions of the Audit Committee including:
- (1) The appointment, retention, and oversight of the work of any registered public accounting firm employed by the college.
  - (2) The establishment of procedures for the receipt, retention, and treatment of complaints received by the college regarding accounting, internal controls, and auditing matters.
- (C) **Certification.** The President shall certify to the Board of Trustees the following:
- (1) S/he has reviewed the annual audit report.
  - (2) Based on his/her knowledge, the annual audit report does not contain any untrue statement of material fact or omission of a material fact necessary in order to make the statement misleading.
  - (3) Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operation.
  - (4) S/he has established and maintained internal controls.
  - (5) S/he has disclosed to the auditors and to the Board of Trustees all significant deficiencies in the design or operation of internal controls that could adversely affect the college's ability to record, process, summarize, and report financial data and has identified for the auditors any material weaknesses in internal controls.
  - (6) S/he has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.
- (D) **Assessing Internal Controls.** The President shall periodically report to the Board of Trustees on an external assessment of the college's internal control structure and procedures for financial reporting.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

---

Transitional Work Program  
Policy No. 3-38  
Page 1 of 1

Effective October 1, 2004

- (A) The purpose of this policy is to provide full-time employees of Columbus State Community College a quick, efficient, and safe return to work from an on-the-job injury, illness, or a temporary disability. The goal is to gradually return the employee to his/her original position with an ability to perform the essential duties of that position.
- (B) The employee must have a physician's approval to participate in this program, at which point their participation is mandatory.
- (C) The hours of work and the duties may be modified in various forms pursuant to a review and approval from the attending physician or Vocational Rehabilitation Case Manager/occupational therapist.
- (D) The employee may continue to participate in this program as long as there is progress toward rehabilitation not to exceed 90 calendar days. A 30-day extension may be approved by the Human Resources Department. If after the time period the employee cannot perform the essential duties of the position, the employee in question will be returned to whatever appropriate status they were before the Transitional Work Program (TWP). The employee will then be covered by all of the rules, policies, and procedures of that status as if they had never participated in the TWP.
- (E) Employees will maintain their regular rate of pay while participating in this program.
- (F) Employees participating in this program are not eligible to work or be offered overtime during this program period.
- (G) Absences unrelated to the injury/illness for which the employee is in the TWP program shall be handled in the same manner and by the same policy and procedure already established for that appropriate form of leave.
- (H) All TWP plans shall be in writing with appropriate signatures.
- (I) The President shall establish procedures to implement this policy.