

COLUMBUS STATE

COMMUNITY COLLEGE

BOARD OF TRUSTEES

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A G E N D A

BOARD OF TRUSTEES MEETING

Thursday, March 31, 2016

Columbus State, Eibling Hall, Room 003

6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Certification of Conformity with Section 121.22 (F) of the Ohio Revised Code
- IV. College's Mission and Vision Statements
- V. Opening Remarks from Chair Flowers
- VI. Approval of Minutes
- VII. Tuition Waiver for College Credit Plus 1
- VIII. Construction Contract Awards 2
- IX. Financial Statements as of, and for the eight months ended February 29, 2016 3
- X. Personnel Information Items (Information Only)..... 16
- XI. President's Report
- XII. Old Business
- XIII. New Business
- XIV. Public Participation
- XV. Executive Session (*if needed*)
- XVI. Adjournment



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Tuition Waiver for College Credit Plus Non-Public School Students

BACKGROUND INFORMATION:

There are some students who attend nonpublic high schools who would otherwise be eligible to participate in College Credit Plus but, due to State budget restraints, were not awarded State funds to subsidize the college course tuition costs under the program. The College's costs for a course being offered at the high school are less than the standard rate charged by the College and the Ohio Department of Higher Education Directive 2009-011 allows for tuition rates to be waived by an institution to keep college affordable and enhance the quality of the educational experience.

As a measure that advances Columbus State's commitment to making college as affordable as possible, the College seeks to provide the same rates of tuition for unsubsidized non-public high school students as the rates for College Credit Plus students, whose rate structures were authorized by the Board of Trustees at its January 2016 meeting. The amount of the waiver is equal to the difference between the in-state tuition rate of \$135.93 per credit amount for the College and the tuition rates outlined below:

	2015-2016 academic year	2016-2017 academic year
Students taking courses on their high school campus that are taught by Columbus State Community College faculty	\$81.62 (Waiver amount = \$54.31)	\$83.00 (Waiver amount = \$52.93)
Students taking courses on their high school campus that are taught by a qualified teacher-adjunct	\$40.81 (Waiver amount = \$95.12)	\$41.50 (Waiver amount = \$94.43)

A tuition waiver is unnecessary for home school and nonpublic students who are not awarded State funds for College Credit Plus courses taken on campus or on-line because they will be charged Columbus State's standard in-state tuition rate of \$135.93 per credit hour.

RECOMMENDATION:

That the Board of Trustees approves tuition rates for academic years 2015-16 and 2016-17 for nonpublic high school students who are not awarded State funding for College Credit Plus and authorizes a tuition waiver necessary to implement this rate schedule, pending approval by the Chancellor of the Ohio Department of Education.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Construction Contract Awards: Elevator Modernization and Jefferson/Grove Repaving

BACKGROUND INFORMATION:

State law requires the Board of Trustees to authorize the award of construction contracts that exceed \$200,000.

The Elevator Modernization Project will update controls on elevators in five campus buildings (Nestor Hall - 1992, Columbus Hall - 1973, Eibling Hall - 1968, Delaware Hall - 1976 and the Parking Garage - 1997). The updates will significantly improve the reliability of the elevators' operation and reduce risk and liability to the college. The work will start in May 2016 and will continue into the summer of 2017. The total project budget is \$1,156,000 and will be funded by state capital funds appropriated for the FY15-16 biennium.

Jefferson Avenue north of Spring Street to Grove Street and continuing west on Grove Street to Cleveland Avenue is owned and maintained by Columbus State Community College. Severe temperatures of the two winters preceding this winter accelerated the deterioration of pavement to the point that constant and expensive maintenance is required. The repaving project will remove existing pavement, repair the base, repave the roads, install new approaches meeting ADA requirements and add sidewalk from Spring Street to connect to the existing sidewalk, making the entire road between Spring Street and Cleveland Avenue pedestrian-friendly. Construction will begin in May 2016 and be completed in August 2016 prior to the start of Fall Semester. The total project budget is \$650,000 and will be funded with local funds.

Using the statutorily-required bidding process for construction contracts, the lowest responsive and responsible bidders are Fujitec America Inc. for elevator modernization project and Strawser Paving for the Jefferson/Grove repaving project.

RECOMMENDATION:

That the Board of Trustees authorizes the College to enter into the following contracts with the lowest responsive and responsible bidder:

<u>Project</u>	<u>Company</u>	<u>Amount</u>
Elevator Modernization	Fujitec America Inc.	\$966,987
Jefferson Grove Repaving	Strawser Paving	\$490,911



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of, and for the eight months ended February 29, 2016.

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 eight months ended, February 29, 2016, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

March 17, 2016

TO: Dr. David T. Harrison, President

FROM: Theresa J. Gehr, Senior Vice President | Chief Financial Officer | Treasurer

SUBJECT: Financial Statements as of February 29, 2016



Attached are the financial statements of the Columbus State Community College District, the Foundation, and the President's Discretionary Fund for the period ended February 29, 2016.

1. General Fund (Exhibit B)

Revenues. In the Revised Budget, authorized by the Board at its January meeting, State subsidy and tuition were updated, the latter using best Autumn 2015 and Spring 2016 enrollment information available at the time.

In the Revised FY16 budget, we assumed an enrollment increase of 1.5% for Spring 2016 over Spring 2015. By the start of Spring semester (January 19, 2016), the registrations of *College Credit Plus* students resulted in enrollment being 6.2% higher than Spring 2015. The updated enrollment numbers are reflected in the FY16 Projected Year End column (Column G, Row 4). Summer 2016 is still assumed to be flat to Summer 2015 as it is still too early to project Summer 2016 registrations.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to		Prior Year FTEs	Current Year FTEs*	% Variance
			Increase/ Decrease	Actual			
Summer 2015**	42,690	40,978	-4.0%	7,502	5,939	-20.8%	
Autumn 2015	203,685	218,055	7.1%	14,134	14,537	2.8%	
Spring 2016	190,459	210,835	10.7%	13,239	14,056	6.2%	
Summer 2016	50,114						

* Summer 2015 and Autumn 2015 terms represent official Census Day figures from the Ohio Department of Higher Education. Spring 2016 represents a *preliminary* estimate defined historically as the preliminary Census day enrollment. Given changes in the deregistration process for non-payment, currently as a pilot, and the new deferred payment plan, the credit hours and FTEs for Spring 2016 are projected, not the preliminary Census day numbers used historically.

** Summer semester 2015 straddles both FY15 and FY16, with 46% of the revenue attributed to FY16.

Expenses. Year-to-date expenditures through February are approximately 1.4% lower than the same period last year, primarily due to lower-than-budgeted enrollment in Summer term that required lower enrollment-related instructional expenses. FY16 Projected Year End spending (column G, row 22) has been reduced by about \$1.9 million, or 1.35%, from the Revised Budget (column A, row 22) based on updated spending projections. Currently Summer term registrations are trending lower than last Summer, but it is early in the process. Net operating income could range between \$2.5 million and \$6.2 million depending on Summer enrollment and the rate of spending over the last months of the year.

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

The Bookstore revenues through February are approximately \$148,000 or 1.4% lower than the same period last year due to textbook affordability initiatives and the fact that Columbus State subsidized textbooks this academic year for *College Credit Plus* Students. Expenditures are nearly flat to last year.

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

To-date disbursements of \$1,684 left a balance of \$18,316 for February in this Fund.

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

Foundation contributions through February are approximately \$13,000 lower compared to the same period last year. Management and General expenses are higher due primarily to personnel costs shifted from College auxiliary funds to administrative fees allowed by grants, and for higher expenses related to fundraising and recognition events. Net investment activity continues to decrease, decreasing \$39,937 from last month, and \$458,012 from February of last year for two reasons: continued swings in the market and the repositioning of the Foundation portfolio by investment advisors newly appointed in July 2015. The Foundation Investment Committee continues to work closely with the new investment advisors during this transition.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 38.28% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

EXHIBIT A
COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT FEBRUARY 29, 2016
With Comparative Figures at February 28, 2015

<u>Assets</u>	<u>February 29, 2016</u>	<u>February 28, 2015</u>	<u>Liabilities and Fund Balance</u>	<u>February 29, 2016</u>	<u>February 28, 2015</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 13,159,663	\$ 8,396,669	Accounts payable	\$ 13,086,213	\$ 12,654,830
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income		
Accounts receivable, net of allowance for doubtful accounts	119,872,104	124,062,844	Student tuition	19,027,226	19,604,851
Interest receivable	13,932,932	14,899,834	Lab fees and credit bank	299,996	302,068
Prepaid expense	786,823	-	Due to auxiliary funds	-	-
Due from agency funds	3,461,614	569,417	Due to restricted funds	-	-
Due from auxiliary funds	985,230	1,080,487	Due to plant funds	-	-
Total educational & general	<u>\$ 152,198,365</u>	<u>\$ 149,208,445</u>	Due to agency funds	27,085,084	23,270,752
			Fund balances (Exhibit C):		
			Allocated	66,755,096	68,199,545
			Unallocated	25,944,749	25,176,399
			Total fund balances	<u>92,699,845</u>	<u>93,375,944</u>
			Total educational & general	<u>\$ 152,198,365</u>	<u>\$ 149,208,445</u>
Auxiliary enterprise			Auxiliary enterprise		
Cash	\$ 1,977,902	\$ 1,876,955	Accounts payable	\$ 174,211	\$ 309,833
Investments	8,353,631	8,301,631	Due to educational & general fund	985,287	1,080,487
Accounts receivable	3,352,481	3,536,937	Due to Plant Fund	1,475,070	1,475,070
Inventories, at cost as defined (note 2)	2,170,374	2,163,732	Fund balances (Exhibit D):		
Other Assets	78,253	78,253	Allocated		
Due from general fund			Unallocated	13,814,677	13,610,747
Due from grant funds	516,604	516,629	Total fund balances	<u>13,814,677</u>	<u>13,610,747</u>
Total auxiliary enterprise	<u>16,449,245</u>	<u>16,476,137</u>	Total auxiliary enterprise	<u>16,449,245</u>	<u>16,476,137</u>
Total unrestricted	<u>\$ 168,647,610</u>	<u>\$ 165,684,582</u>	Total unrestricted	<u>\$ 168,647,610</u>	<u>\$ 165,684,582</u>
Total current funds	<u>\$ 168,647,610</u>	<u>\$ 165,684,582</u>	Total current funds	<u>\$ 168,647,610</u>	<u>\$ 165,684,582</u>
	[A]	[B]		[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT FEBRUARY 29, 2016
With Comparative Figures at February 28, 2015**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>February 29, 2016</u>	<u>February 28, 2015</u>	<u>Liabilities and Fund Balance</u>	<u>February 29, 2016</u>	<u>February 28, 2015</u>
<u>Plant funds</u>			<u>Plant funds</u>		
Unexpended			Unexpended		(1)
State appropriations receivable	-	-	Fund balances		(2)
Capital Improvement Fund	1,110,808	920,184	Restricted	1,110,808	(3)
Total unexpended	<u>1,110,808</u>	<u>920,184</u>	Total unexpended	<u>1,110,808</u>	(4)
Cash from Bond Proceeds	-	-			(5)
Deposit with trustees/Escrow	-	-	Investment in plant:		(6)
Due from general fund	-	-	Interest payable	-	(7)
Land	27,085,084	23,270,752	Capital lease payable	-	(8)
Improvements other than buildings	25,518,235	25,518,235	Accounts payable	-	(9)
Buildings	12,433,778	12,433,778	Bonds payable	7,740,000	(10)
Movable equipment, furniture	168,151,168	158,589,637	Deferred Gift Annuity	-	(11)
and library books					(12)
Construction-in-progress	44,398,816	40,256,615	Net investment in plant	176,580,033	(13)
Other Assets	1,147,607	8,627,333			(14)
Less: accumulated depreciation	1,293,450	2,835,824	Total investment in plant	<u>184,320,033</u>	(15)
Total investment in plant	<u>(95,708,105)</u>	<u>(88,798,556)</u>	Total plant funds	<u>185,430,841</u>	(16)
Total plant funds	<u>\$ 184,320,033</u>	<u>\$ 182,733,618</u>			(17)
	<u>\$ 185,430,841</u>	<u>\$ 183,653,802</u>	<u>Agency funds</u>	<u>\$ 185,430,841</u>	(18)
<u>Agency funds</u>			Deposits held in custody for others	-	(19)
Cash	-	-	Due to educational and general fund	3,461,614	(20)
Due from agencies	3,461,614	199,194			(21)
Due from general fund	-	-	Total agency funds	<u>3,461,614</u>	(22)
Total agency funds	<u>\$ 3,461,614</u>	<u>\$ 199,194</u>		<u>[C]</u>	(23)
	<u>[A]</u>	<u>[B]</u>		<u>[D]</u>	(24)

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

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE EIGHT MONTHS ENDED FEBRUARY 29, 2016
With Comparative Figures at February 28, 2015**

EXHIBIT B

	FY 16			FY 15			FY 16 Projected Year End			FY 15 Audited		
	Revised Budget as approved January 2016	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2015	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 16 Projected Year End	Projected % of Budget	FY 15 Audited Year End	Projected % of Budget		
Revenues												
Appropriations												
Subsidy	\$ 63,651,910	\$ 42,406,268	66.62%	\$ 61,204,273	\$ 40,625,204	66.38%	\$ 63,651,910	100.00%	\$ 61,204,273	100.00%		
Student Support Services	63,651,910	42,406,268	66.62%	61,204,273	40,625,204	66.38%	63,651,910	100.00%	61,204,273	100.00%		
Student												
Tuition	69,775,325	49,997,345	71.65%	70,599,986	50,356,186	71.33%	70,935,825	101.66%	70,311,673	99.59%		
Fees	3,810,117	3,572,654	93.77%	4,092,691	3,119,287	76.22%	3,810,117	100.00%	3,841,854	93.87%		
Special courses	1,125,210	806,972	71.72%	1,045,530	884,499	84.60%	1,125,210	100.00%	1,370,449	131.08%		
	74,710,652	54,376,971	72.78%	75,738,207	54,359,973	71.77%	75,871,152	101.55%	75,523,976	99.72%		
Contracted Services												
Net	309,234	144,223	46.64%	100,000	93,662	93.66%	309,234	100.00%	478,940	478.94%		
Other												
Partnership Revenue	3,480	-	-	250,000	154,406	61.76%	3,480	-	269,733	107.89%		
Miscellaneous	448,514	287,616	64.13%	370,000	257,327	69.55%	448,514	100.00%	553,984	149.73%		
	451,994	287,616	63.63%	620,000	411,733	66.41%	451,994	100.00%	823,717	132.86%		
Total revenues	139,123,790	97,215,077	69.88%	137,662,480	95,490,572	69.37%	140,284,290	100.83%	138,073,436	100.30%		
Operating Expenditures												
Educational & general (Instructional)	71,908,341	46,780,801	65.06%	73,069,606	48,026,556	65.73%	71,188,187	99.00%	70,776,554	96.86%		
Library	1,958,422	1,255,752	64.12%	1,987,766	1,287,397	64.77%	1,904,752	97.26%	1,852,634	93.20%		
General	10,846,269	6,423,415	59.22%	10,195,213	6,403,226	62.81%	10,607,602	97.80%	9,470,691	92.89%		
Information Technology	12,833,001	9,005,721	70.18%	13,293,384	8,859,622	66.65%	12,810,723	98.27%	12,384,256	92.78%		
Student Services	13,827,151	8,710,129	62.99%	14,425,569	8,965,124	62.29%	13,644,110	98.68%	13,739,721	95.25%		
Operation and maintenance of plant	15,035,149	9,272,931	61.68%	13,483,128	8,757,717	64.95%	14,893,670	99.06%	13,815,511	102.47%		
Administration	9,170,359	5,776,873	63.00%	8,831,409	6,159,397	69.74%	8,873,310	96.76%	8,171,540	92.53%		
Transfer for debt service	1,423,739	949,159	66.67%	1,376,385	917,590	66.67%	1,423,739	100.00%	1,376,385	100.00%		
Total expenditures	137,002,421	88,174,781	64.36%	136,662,480	89,396,630	65.41%	135,146,093	98.65%	131,537,292	96.25%		
Non-operating & Encumbered												
Transfer for Capital Equipment	-	See Exhibit C		1,000,000	See Exhibit C		-	N/A	2,100,000	210.00%		
Transfer for One-Time Compensation	-	-		-	-		-	N/A	1,100,000	0.00%		
Transfer for Capital Improvements	300,000	-		-	-		300,000	N/A	2,200,000	0.00%		
Transfer for Scholarships	-	-		-	-		-	N/A	-	0.00%		
Transfer for Student Success and Innovation	-	-		-	-		-	N/A	1,600,000	0.00%		
Transfer for Technology Initiatives	1,800,000	-		-	-		1,800,000	N/A	-	0.00%		
Total expenditures and transfers	139,102,421	88,174,781	63.39%	137,662,480	89,396,630	64.94%	137,246,093	98.67%	138,537,292	100.64%		
Operational revenues	21,369	9,040,296	N/A	-	6,093,942	N/A	3,038,197	N/A	(463,857)	N/A		
Interest Income	\$ 150,000	\$ 551,101		\$ -	\$ 361,071		\$ 600,000		\$ 688,848			
Net Operating revenues	171,369	9,591,398		-	6,455,013		3,638,197		224,992			
Reserve expenditures from Exhibit C	-	4,389,180		-	6,286,568		3,788,127		(661,403)			
Net Revenues/(Expenditures)	(A) \$ -	(B) \$ 5,202,217	(C)	(D) \$ -	(E) \$ 168,445	(F)	(149,930)	(H)	(I) \$ 886,395	(J)		

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE EIGHT MONTHS ENDED FEBRUARY 29, 2016

EXHIBIT C

	Balance at June 30, 2015	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at February 29, 2016
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 13,287,891	\$ -	\$ (1,066,000)	\$ -	\$ (12,175)	\$ 12,209,716
Carpet/Furniture Reupholstering	146,861	-	-	-	(31,994)	114,867
Madison Hall One Stop Center	25,000	-	716,000	41,000	(528,139)	253,861
Jefferson Ave/Grove Street Repaving	-	-	650,000	-	(22,613)	627,388
Space Efficiency Upgrades	847,450	-	-	(41,000)	(227,376)	579,074
Project Planning	21,503	-	-	-	-	21,503
Union Hall Renovation	436,044	-	-	-	(124,558)	311,486
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279
Bookstore/DX Modifications	263,490	-	-	-	-	263,490
Facilities Infrastructure Improvements	113,053	-	-	-	(24,500)	88,553
Student Support Services	74,109	-	-	-	(2,377)	71,732
Massage Therapy Space	2,829	-	-	-	-	2,829
Capital Equipment	8,235,805	-	-	-	(545,472)	7,690,333
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	33,104	-	-	-	-	33,104
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987
Accumulated Lab Fees	1,457,455	-	-	50,504	-	1,314,473
Broadbanding	133,653	-	-	-	(193,486)	(7,813)
Think Again Scholarship	2,438,010	-	-	-	(418,959)	1,258,411
Student Success and Innovation	8,483,425	-	-	-	(893,723)	7,589,702
Strategic Growth Initiatives	2,504,305	-	-	-	(452,627)	2,051,678
Technology Initiatives	2,534,755	-	1,800,000	-	(601,913)	3,732,842
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266
Campus Safety Initiatives	912,862	-	-	-	(114,873)	797,989
Energy Efficiency/Sustainability Initiatives	2,168,918	-	-	-	(32,401)	2,136,517
Delaware Campus Operations	-	-	-	-	-	-
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018
Health Care HSA Incentive	86,636	-	-	-	-	86,636
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500
Voluntary Separation Incentive Plan	-	-	-	-	-	-
One-Time Compensation	111,800	-	-	-	(67,299)	44,501
Partnerships for Student Success	148,959	-	-	-	(86,884)	62,075
Workforce Development	500,000	-	-	-	-	500,000
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219
PERFORMS	1,499	-	-	-	-	1,499
Unallocated	68,993,773	-	2,100,000	50,504	(4,389,180)	66,755,096
Total General Fund	17,963,255	5,742,817	(2,100,000)	(50,504)	4,389,180	25,944,749
	\$ 86,937,028	\$ 5,742,817	\$ -	\$ -	\$ -	\$ 92,699,845

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE EIGHT MONTHS ENDED FEBRUARY 29, 2016
With Comparative Figures at February 28, 2015**

EXHIBIT D

Auxiliary	FY 16		FY 15		FY 16 Projected Year End		FY 15 Audited	
	Revised Budget as approved January 2016	% of Budget Expended to Date	Revised Budget as approved January 2015	% of Budget Expended to Date	FY 16 Projected Year End	Projected % of Budget	FY 15 Audited Year End	Projected % of Budget
Sales/Revenues								
Bookstore	\$ 12,474,706	86.36%	\$ 13,325,234	81.96%	\$ 12,479,446	100.04%	\$ 13,161,828	98.77%
Food Services	389,227	74.13%	360,000	83.74%	363,969	93.51%	401,998	111.67%
Total Revenues	12,863,933	85.99%	13,685,234	82.01%	12,843,415	99.84%	13,563,826	99.11%
Cost of Goods Sold								
Bookstore	9,712,295	84.67%	10,585,924	78.98%	9,713,127	100.01%	10,031,098	94.76%
Food Service	65,000	59.60%	55,000	67.83%	59,000	90.77%	62,445	113.54%
Gross Margin	3,086,638	90.72%	3,044,310	92.79%	3,071,288	99.50%	3,470,283	113.99%
Operating Expenses								
Bookstore	1,856,351	58.51%	1,893,766	58.91%	1,842,196	99.24%	1,696,974	89.61%
Food Services	250,745	45.55%	223,717	22.66%	234,680	93.59%	120,065	53.67%
Auxiliary Administration	916,034	40.33%	924,658	41.93%	746,033	81.44%	690,873	74.72%
Total Expenses	3,023,130	51.93%	3,042,141	51.08%	2,822,909	93.38%	2,507,912	82.44%
Auxiliary Net Operating Income/(Loss)	63,508	1937.50%	2,169	58588.06%	248,379	391.10%	962,371	44369.34%
Net Income/(Loss)								
Bookstore	906,060	161.62%	845,544	170.90%	924,123	101.99%	1,433,756	169.57%
Food Services	73,482	184.50%	81,283	262.61%	70,289	95.65%	219,488	270.03%
Auxiliary Administration	(916,034)	40.33%	(924,658)	41.93%	(746,033)	81.44%	(690,873)	74.72%
Net Auxiliary Income/(Loss)	63,508	1937.50%	2,169	58588.06%	248,379	391.10%	962,371	44369.34%
Auxiliary Fund Balance at June 30, 2015	13,336,320		12,424,640		(250,000)		(47,210)	
Non-operating Revenues/Expenditures	(48,017)		(84,668)		(900,000)			
College Credit Plus	(704,091)				(250,000)			
Food Services/Renovations	-		-					
Transfers	-		-					
Audit Entries	-		-					
Auxiliary Fund Balance at February 29, 2016	\$ 13,814,677	[B]	\$ 13,610,747	[E]	(1,151,621)	[G]	915,161	[J]
	[A]	[C]	[D]	[F]	[H]			

**COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF FEBRUARY 29, 2016**

EXHIBIT E

	Actual September 2015	Actual October 2015	Actual November 2015	Actual December 2015	Actual January 2016	Actual February 2016	
Beginning Cash	\$ 27,038,733	8,575,646	6,290,377	7,043,114	7,757,278	6,426,401	(1)
Cash Receipts	8,344,574	7,047,041	5,530,062	9,032,569	15,735,145	7,293,615	(2)
Cash Disbursements	(12,047,863)	(11,413,802)	(11,010,283)	(10,613,971)	(12,122,887)	(11,445,510)	(3)
Financial Aid	4,240,202	2,081,492	(2,767,042)	295,566	11,556,865	2,437,802	(4)
Outflow for investments	(19,000,000)	-	-	-	(16,500,000)	-	(5)
Inflow from investments	-	-	9,000,000	2,000,000	-	8,000,000	(6)
Ending Cash	\$ 8,575,646	6,290,377	7,043,114	7,757,278	6,426,401	12,712,308	(7)

	Forecasted March 2016	Forecasted April 2016	Forecasted May 2016	Forecasted June 2016	Forecasted July 2016	Forecasted August 2016	
Beginning Cash	\$ 12,712,308	6,128,719	5,395,130	5,603,794	5,430,203	5,507,203	(8)
Cash Receipts	7,011,411	7,261,411	13,033,664	7,261,409	7,075,000	18,700,000	(9)
Cash Disbursements	(10,600,000)	(10,500,000)	(13,500,000)	(13,500,000)	(13,500,000)	(12,000,000)	(10)
Financial Aid	(2,995,000)	5,000	2,175,000	65,000	(498,000)	9,775,000	(11)
Outflow for investments	-	-	(6,000,000)	-	-	(20,500,000)	(12)
Inflow from investments	-	2,500,000	4,500,000	6,000,000	7,000,000	4,000,000	(13)
Ending Cash	\$ 6,128,719	5,395,130	5,603,794	5,430,203	5,507,203	5,482,203	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE EIGHT MONTHS ENDED FEBRUARY 29, 2016

EXHIBIT F

Cash at Beginning of Period		\$ <u>20,000</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
		-	(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	1,684		(8)
		<u>1,684</u>	(9)
		\$ <u><u>18,316</u></u>	(10)
	[A]	[B]	(11)
		<u>[C]</u>	

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 FEBRUARY 29, 2016
With Comparative Figures at February 28, 2015**

<u>Assets</u>	<u>February 29, 2016</u>	<u>February 28, 2015</u>	
Cash	\$ 919,071	\$ 1,023,390	(1)
Investments at market value (see note)	6,926,716	7,352,754	(2)
Pledges Receivable	5,365,553	5,900,759	(3)
Accounts Receivable	-	3,166	(4)
Total Assets	<u>\$ 13,211,340</u>	<u>\$ 14,280,069</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ 147	(6)
Pledge Payable	-	-	(7)
Trade Payables	504,534	-	(8)
Total Liabilities	<u>504,534</u>	<u>147</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,079,399	4,023,352	(10)
Temporarily Restricted	6,250,518	7,639,922	(11)
Unrestricted	2,376,889	2,616,648	(12)
			(13)
Total fund balance	<u>12,706,806</u>	<u>14,279,922</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 13,211,340</u>	<u>\$ 14,280,069</u>	(16)
	[A]	[B]	(17)
			(18)

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	\$ 17,502	17,502	0.25%
Equities	3,690,846	3,435,322	49.60%
Fixed Income	2,410,283	2,424,151	35.00%
Mutual Funds	1,060,512	1,049,741	15.15%
Total Investments	<u>\$ 7,179,143</u>	<u>\$ 6,926,716</u>	<u>100.00%</u>

EXHIBIT H

**COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE EIGHT MONTHS ENDED FEBRUARY 29, 2016
With Comparative Figures at February 28, 2015**

	February 29, 2016			February 28, 2015	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	
Revenue					
Contributions - Scholarships and Programs	\$ 71,962	\$ 58,241	\$ 24,074	\$ 154,277	(1)
Contributions for Taste the Future	85,062	-	-	85,062	(2)
Contributions for Columbus State	-	3,750	-	3,750	(3)
Corporate Gift	-	-	-	-	(4)
Administration Fee Income	-	-	-	-	(5)
Interest Income	219	172	-	391	(6)
Investment Income					(7)
Realized	171,336	75,567	-	246,903	(8)
Unrealized	(307,504)	(294,041)	-	(601,545)	(9)
Investment income-subtotal	(136,168)	(218,474)	-	(354,642)	(10)
Total revenues	21,075	(156,311)	24,074	(111,162)	(11)
Expenditures					
Scholarships and Projects	-	268,826	-	268,826	(12)
Contributions to Columbus State	-	-	-	-	(13)
Corporate Gift	-	-	-	-	(14)
Administrative Fee Expense	-	-	-	-	(15)
Management and general	166,431	-	-	166,431	(16)
Total expenditures	166,431	268,826	-	435,257	(17)
Excess (deficit) of revenues over expenditures	(145,356)	(425,137)	24,074	(546,419)	(18)
Transfers	(5,700)	5,250	450	-	(19)
Fund balance at beginning of period	2,527,945	6,670,405	4,054,875	13,253,225	(20)
Fund balance at end of period	\$ 2,376,889	\$ 6,250,518	\$ 4,079,399	\$ 12,706,806	(21)
	[A]	[B]	[C]	[D]	[F]
					(22)

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF FEBRUARY 29, 2016**

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	\$ 25,716,070	\$ 25,716,070	0.40%	1
STAR Ohio/Plant	1,110,808	1,110,808	0.40%	1
STAR Ohio/Auxiliary	3,392,298	3,392,298	0.40%	1
STAR Plus	15,055,014	15,055,014	0.35%	1
CSCC Operating Fund 1	35,505,819	35,384,186	0.82%	430
CSCC Operating Fund 2	34,507,052	34,685,442	1.14%	773
Auxiliary Services	4,937,972	4,961,333	1.03%	467
Plant Fund	8,983,796	9,031,393	1.15%	766
	<u>\$ 129,208,828</u>	<u>\$ 129,336,543</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	35.01%
	Agencies	50.32% *
	Municipal Bonds	6.55%
	Treasury Notes	4.85%
	Cash & Equivalents	3.28%
		<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. At or near year-end a complete physical inventory is taken and adjustments, if any, are recorded.

3) **Plant Funds**

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in case of gifts. Depreciation of physical plant and equipment is recorded.

4) **Long-term debt**

Outstanding long-term debt consists of bonds payable in annual installments varying from \$800,000 to \$920,000 with interest at rates varying from 1.65% to 4.25%, the final installment being due in 2023, collateralized by a gross pledge basis, of the general receipts of the college, which include the full of every type and character of receipts, excepting only those specifically excluded which are primarily those that are appropriated from the State of Ohio.

Debt service for this long-term debt is paid from an annual allocation in the College's Operating fund, the Auxiliary Services fund, and from the State's Capital Component Program.

5) **Interfund Accounts**

All interfund borrowings have been made from current funds and amounts are due currently without interest.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Personnel Information Items

BACKGROUND INFORMATION:

In accordance with a Board of Trustees resolution approved and adopted at their regular meeting held on October 18, 1978, the President has the authority to make staff appointments to positions which have already been approved by the Board and included in the current budget and to accept faculty and staff resignations.

FOR INFORMATION ONLY

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following persons have been **appointed**.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SALARY</u>
Dominique Alex	Technician II	Police Department	01/16/16	\$44,033
Maurice Anderson	Coordinator	Community & Prof Testing	03/16/16	\$53,196
Dianna Brackbill	Office Associate	Global Diversity & Inclusion Center	03/16/16	\$29,245
Keith Coates	Supervisor	Enrollment Management & Student Services	02/16/16	\$55,262
Mark Dudgeon	Director	Facilities	01/16/16	\$80,000
Charmain Fields	Office Associate	Mathematics	01/16/16	\$28,662
Misty Mahefkey	Assistant Director	Student Central	01/04/16	\$71,316
Rachael Sanders	Supervisor	Regional Learning Centers	01/04/16	\$55,262

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.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Mary Bartell	Representative	Telephone Information Center	02/01/16
Heather Borland	Assistant Director	Student Engagement and Leadership	01/08/16
Stacey Brown	Office Associate	Delaware Campus Administration	02/12/16
Shawn Ferguson	Supervisor	Information Technology	02/19/16
Pierce Freshwater	Specialist	Student Engagement and Leadership	02/11/16
Lucy Harkless	Specialist	Student Academic Support Services	02/03/16
Cheryl Hay	Senior Executive Director	Center for Workforce Development	12/28/15
Ryan Hunt	Supervisor	Academic Testing	01/22/16
Jennifer Long	Specialist	College Recreation & Wellness	01/15/16
Melissa Shaid	Program Coordinator	Justice & Safety	01/04/16
Derek Zoladz	Librarian	Library	01/31/16