

COLUMBUS STATE

COMMUNITY COLLEGE

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A G E N D A **BOARD OF TRUSTEES MEETING**

Thursday, March 23, 2017

Dublin Regional Learning Center

6805 Bobcat Way

Dublin, OH 43016

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 Radigan
- VI. Opening Remarks from President Harrison
- VII. Approval of Minutes
- VIII. Financial Statements as of, and for the Eight Months Ended February 28, 2017..... 1
- IX. Revise Current Policy No. 3-45, Workplace/College Violence..... 14
- X. Personnel Information Items (Information Only)..... 19
- XI. President's Report
- XII. Old Business
- XIII. New Business
- XIV. Public Participation
- XV. Executive Session (*if needed*)
- XVI. Adjournment

President's Office/lss

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



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of and for the eight months ended, February 28, 2017.

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 28, 2017, be accepted as presented.

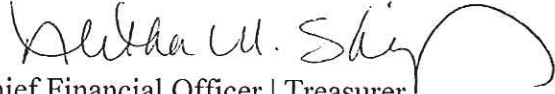
COLUMBUS STATE

COMMUNITY COLLEGE

March 10, 2017

TO: Dr. David T. Harrison, President

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



SUBJECT: Financial Statements as of February 28, 2017

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 28, 2017.

1. General Fund (Exhibit B)

Revenues. In the Revised Budget, authorized by the Board at its January meeting, State subsidy (column G, line 1) was updated to reflect Columbus State's final FY17 allocation from the Ohio Department of Higher Education.

The updated figures in the table below show the latest enrollment projections compared to the FY17 Revised Budget. Enrollment for Spring 2017 is projected to be 2.1% down from last Spring rather than 5% down, the latter of which was the trend when the Board approved its FY17 Revised Budget. Summer 2017 is still assumed to be flat to Summer 2016 as it is still too early to project Summer 2017 registrations. Based on these enrollment assumptions, FY17 Projected Year-End tuition revenue (column G, line 4) has been adjusted up by \$565K. All other revenue categories were adjusted up by \$76K over the FY17 Revised Budget, mostly represented in Contracted Services.

| Term | Revised Budgeted Credit Hours | Actual Credit Hours* | Budget to Actual Increase/Decrease | Prior Year FTEs | Current Year FTEs* | % Variance |
|---------------|-------------------------------|----------------------|------------------------------------|-----------------|--------------------|------------|
| Summer 2016** | 40,175 | 40,175 | 0.0% | 5,939 | 5,822 | -2.0% |
| Autumn 2016 | 218,213 | 218,261 | 0.0% | 14,537 | 14,551 | 0.1% |
| Spring 2017 | 198,976 | 204,981 | 3.0% | 13,963 | 13,665 | -2.1% |
| Summer 2017** | 47,162 | | | | | |

* Spring credit hours and FTEs are projected by the Budget Office, not the preliminary Census day numbers used historically, due to better historical trend information on the deregistration process for non-payment and on deferred payment options, both of which help inform enrollment projections.

** Summer semester 2016 straddles both FY16 and FY17, with 46% of the revenue attributed to FY17. Likewise, Summer semester 2017 straddles both FY17 and FY18, with 54% of the revenue attributed to FY17.

Expenses. Through February, expenditures are approximately 2.9% higher than the same period last year, as compared to 1.8% and 2.6% higher through December and January, respectively. FY17 Projected Year-End overall expenditures have been adjusted down by a little more than \$500K from the Revised Budget. Spending for adjunct faculty is trending above what was budgeted due mostly to the higher than expected enrollment for Spring. Higher adjunct spending is almost entirely offset by payroll spending, which is trending below the Revised Budget due mostly to

hiring taking longer than expected. General operating expenses are also trending about \$665K below the Revised Budget due mostly to spending trends for contracted services.

FY17 Projected Net Operating Income. Net operating revenues (column G, row 34) is projected to be \$1.3 million based on the revenue and expenditure assumptions outlined above. This could change, however, because with four months remaining, spending trends could still change; expenditures and revenues related to Summer term are still too early to project and other large expenditure categories, like group health insurance, can swing significantly before year end.

2. Auxiliary Fund (Exhibit D)

Bookstore revenues are 2.4% higher compared to the same period last year, while cost of goods sold, primarily textbooks, increased by 5.8%. The overall net income is lower than last year as a result of lower Bookstore gross margin, primarily due to discounts offered for textbooks for the College Credit Plus program, in addition to ongoing affordability initiatives, and increases in operational expenses necessary to service the College Credit Plus program, and costs for seasonal and temporary employees to support peak business periods. Food services revenues are down approximately 18% from the same point last year but above amounts anticipated and budgeted for FY17, reflecting terms of new contracts executed at the end of FY16 for both food services and pouring rights. Through February, food services expenses are also down significantly from last year due to one-time professional fees incurred last year and the closing of the café in December.

3. President's Discretionary Fund (Exhibit F)

To-date disbursements of \$2,992 left a balance of \$17,008 through February in this fund.

4. Foundation (Exhibits G and H)

Foundation contributions through February are \$792,668 compared to \$243,089 for the same period last year. The Foundation received \$90,000 in one-time gifts this year that were not received in the prior year, as well as \$435,000 for larger initiatives (Creative Campus, School of Hospitality Management & Culinary Arts). Net investment activity through February is \$505,085 compared \$(354,642) last year, an increase of \$859,727. Much of the losses incurred last year were due to US stock market swings and the beginning of the repositioning of the Foundation's investments by new investment advisors while more favorable swings in the stock market for this January and February generated healthy gains for the investment portfolio of approximately \$475,000 since December. Management and General expenses are higher due to payroll expenses funded through the Grant Admin Expense line item in FY17 that did not get recorded until April in FY16.

5. Investments

The College's portfolio is invested consistent with its investment policy, with 48.5% currently invested in STAR Ohio, STAR Plus, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT FEBRUARY 28, 2017
With Comparative Figures at February 29, 2016

EXHIBIT A

| <u>Assets</u> | February 28, 2017 | February 29, 2016 | <u>Liabilities and Fund Balance</u> | February 28, 2017 | February 29, 2016 |
|---|----------------------|----------------------|-------------------------------------|----------------------|----------------------|
| <u>Current Funds</u> | | | <u>Current Funds</u> | | |
| <u>Unrestricted</u> | | | <u>Unrestricted</u> | | |
| Educational and general | | | Educational and general | | |
| Cash | 7,283,108 | 13,159,663 | Accounts payable | 13,980,095 | 13,086,213 |
| 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 | 123,508,005 | 119,872,104 | Student tuition | 18,112,113 | 19,027,226 |
| Interest receivable | 15,831,301 | 13,932,875 | Lab fees and credit bank | 378,042 | 299,996 |
| Prepaid expense | 776,542 | 786,823 | Due to auxiliary funds | - | - |
| | | | Due to restricted funds | - | - |
| | | | Due to plant funds | 34,053,192 | 27,085,084 |
| | | | Due to agency funds | - | - |
| Due from agency funds | 3,231,596 | 3,461,614 | Fund balances (Exhibit C): | | |
| Due from auxiliary funds | 1,293,294 | 985,287 | Allocated | 65,548,928 | 66,755,096 |
| | | | Unallocated | 19,851,476 | 25,944,749 |
| Total educational & general | 151,923,846 | 152,198,365 | Total fund balances | 85,400,404 | 92,699,845 |
| | | | Total educational & general | 151,923,846 | 152,198,365 |
| <u>Auxiliary enterprise</u> | | | <u>Auxiliary enterprise</u> | | |
| Cash | 2,191,008 | 1,977,902 | Accounts payable | 15,786 | 174,211 |
| Investments | 8,415,659 | 8,353,631 | Due to educational & general fund | 1,293,294 | 985,287 |
| Accounts receivable | 3,812,303 | 3,352,481 | Due to Plant Fund | 1,459,520 | 1,475,070 |
| Inventories, at cost as defined (note 2) | 2,645,633 | 2,170,374 | Fund balances (Exhibit D): | | |
| Other Assets | 59,274 | 78,253 | Allocated | 229,395 | - |
| Due from general fund | - | - | Unallocated | 14,125,882 | 13,814,677 |
| Due from grant funds | - | - | Total fund balances | 14,355,277 | 13,814,677 |
| Total auxiliary enterprise | 17,123,878 | 16,449,245 | Total auxiliary enterprise | 17,123,878 | 16,449,245 |
| Total unrestricted | 169,047,723 | 168,647,610 | Total unrestricted | 169,047,724 | 168,647,610 |
| | | | Total current funds | 169,047,724 | 168,647,610 |
| | [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 28, 2017
With Comparative Figures at February 29, 2016

EXHIBIT A
(Continued)

| <u>Assets</u> | <u>February 28, 2017</u> | <u>February 29, 2016</u> | <u>Liabilities and Fund Balance</u> | <u>February 28, 2017</u> | <u>February 29, 2016</u> |
|---|------------------------------|------------------------------|-------------------------------------|------------------------------|------------------------------|
| <u>Plant funds</u> | | | <u>Plant funds</u> | | |
| Unexpended | | | Unexpended | | |
| State appropriations receivable | - | - | Fund balances | 1,289,005 | 1,110,808 |
| Capital Improvement Fund | 1,289,005 | 1,110,808 | Restricted | - | - |
| Total unexpended | <u>1,289,005</u> | <u>1,110,808</u> | Total unexpended | <u>1,289,005</u> | <u>1,110,808</u> |
| Cash from Bond Proceeds | - | - | Investment in plant: | | |
| Deposit with trustees/escrow | - | - | Interest payable | - | - |
| Due from general fund | 34,053,192 | 27,085,084 | Capital lease payable | - | - |
| Due from Auxiliary | 1,459,520 | 1,475,070 | Accounts payable | - | - |
| Land | 25,518,235 | 25,518,235 | Bonds payable | 6,155,000 | 7,740,000 |
| Improvements other than buildings | 13,304,974 | 12,433,778 | Deferred Gift Annuity | - | - |
| Buildings | 169,493,823 | 168,151,168 | Due from Grant Funds | 240,000 | 176,580,033 |
| Movable equipment, furniture and library books | 47,427,609 | 44,398,816 | Net investment in plant | 182,995,755 | 176,580,033 |
| Construction-in-progress | 1,224,344 | 1,147,607 | Total investment in plant | <u>189,390,755</u> | <u>184,320,033</u> |
| Other Assets | 231,535 | (181,520) | Total plant funds | <u>190,679,760</u> | <u>185,430,841</u> |
| Less: accumulated depreciation | (103,322,477) | (95,708,105) | Agency funds | | |
| Total investment in plant | <u>189,390,755</u> | <u>184,320,033</u> | Deposits held in custody for others | - | - |
| Total plant funds | <u>\$ 190,679,760</u> | <u>\$ 185,430,841</u> | Due to educational and general fund | 3,231,596 | 3,461,614 |
| <u>Agency funds</u> | | | Total agency funds | <u>3,231,596</u> | <u>3,461,614</u> |
| Cash | - | - | | [C] | [D] |
| Due from agencies | 3,231,596 | 3,461,614 | | | |
| Due from general fund | - | - | | | |
| Total agency funds | <u>3,231,596</u> | <u>3,461,614</u> | | | |
| | [A] | [B] | | | |

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2017
With Comparative Figures at February 29, 2016

| | FY 17 | | | FY 16 | | | FY 17 Projected Year End | | | FY 16 Audited | | |
|--|---|--|------------------------------|---|--|------------------------------|--------------------------|-----------------------|------------------------|-----------------------|--|--|
| | Revised Budget as approved January 2017 | Expended to Date (Actual & Encumbrances) | % of Budget Expended to Date | Revised Budget as approved January 2016 | Expended to Date (Actual & Encumbrances) | % of Budget Expended to Date | FY 17 Projected Year End | Projected % of Budget | FY 16 Audited Year End | Projected % of Budget | | |
| Revenues | | | | | | | | | | | | |
| <u>Appropriations</u> | | | | | | | | | | | | |
| Subsidy | \$ 67,039,588 | \$ 44,685,390 | 66.56% | \$ 63,651,910 | \$ 42,406,268 | 66.62% | \$ 67,039,588 | 100.00% | \$ 63,651,910 | 100.00% | | |
| Student Support Services | - | - | - | - | - | - | - | - | 18,812 | - | | |
| | | | | | | | | | 63,670,722 | 100.03% | | |
| <u>Student</u> | | | | | | | | | | | | |
| Tuition | 69,528,706 | 48,653,703 | 69.98% | 69,775,325 | 49,997,345 | 71.65% | 70,093,706 | 100.81% | 70,692,626 | 101.31% | | |
| Fees | 4,286,267 | 3,474,800 | 81.07% | 3,810,117 | 3,572,654 | 93.77% | 4,286,267 | 100.00% | 4,331,709 | 113.69% | | |
| Special courses | 1,419,371 | 854,634 | 60.21% | 1,125,210 | 806,872 | 71.72% | 1,429,371 | 100.70% | 1,340,392 | 119.12% | | |
| | 75,234,344 | 52,983,137 | 70.42% | 74,710,652 | 54,376,971 | 72.78% | 75,809,344 | 100.76% | 76,364,727 | 102.21% | | |
| <u>Contracted Services</u> | | | | | | | | | | | | |
| Net | 364,124 | 254,778 | 69.97% | 309,234 | 144,223 | 46.64% | 435,124 | 119.50% | 562,370 | 181.86% | | |
| | 364,124 | 254,778 | 69.97% | 309,234 | 144,223 | 46.64% | 435,124 | 119.50% | 562,370 | 181.86% | | |
| <u>Other</u> | | | | | | | | | | | | |
| Partnership Revenue | 6,960 | - | - | 3,480 | - | 0.00% | 6,960 | - | - | 0.00% | | |
| Miscellaneous | 498,218 | 269,869 | 54.17% | 448,514 | 287,616 | 64.13% | 503,218 | 101.00% | 563,232 | 125.58% | | |
| | 505,178 | 269,869 | 53.42% | 451,994 | 287,616 | 63.63% | 510,178 | 100.99% | 563,232 | 124.61% | | |
| <u>Total revenues</u> | 143,143,234 | 98,193,175 | 68.60% | 139,123,790 | 97,215,077 | 69.88% | 143,794,234 | 100.45% | 141,161,051 | 101.46% | | |
| Operating Expenditures | | | | | | | | | | | | |
| <u>Educational & general (Instructional)</u> | | | | | | | | | | | | |
| Library | 72,237,586 | 47,636,753 | 65.94% | 71,908,341 | 46,780,801 | 65.06% | 72,758,508 | 100.72% | 70,104,782 | 97.49% | | |
| General | 1,872,706 | 1,225,299 | 65.43% | 1,958,422 | 1,255,752 | 64.12% | 1,791,900 | 95.69% | 1,752,871 | 89.50% | | |
| Information Technology | 11,012,428 | 7,050,554 | 64.02% | 10,846,259 | 6,423,415 | 59.22% | 10,985,969 | 99.76% | 9,854,107 | 91.77% | | |
| Student Services | 13,204,782 | 9,138,936 | 69.21% | 12,833,001 | 9,005,721 | 70.18% | 12,423,317 | 94.08% | 12,189,263 | 94.98% | | |
| Operation and maintenance of plant | 13,893,827 | 9,069,194 | 65.27% | 13,827,151 | 8,710,129 | 62.99% | 13,717,702 | 98.73% | 13,362,247 | 96.64% | | |
| Administration | 14,770,498 | 9,952,035 | 67.38% | 15,035,149 | 9,272,931 | 61.68% | 15,138,063 | 102.49% | 14,676,342 | 97.61% | | |
| Transfer for debt service | 8,391,878 | 5,732,505 | 68.31% | 9,170,359 | 5,776,873 | 63.00% | 8,062,462 | 96.07% | 7,590,601 | 82.77% | | |
| | 1,417,598 | 945,065 | 66.67% | 1,423,739 | 949,159 | 66.67% | 1,417,598 | 100.00% | 1,423,739 | 100.00% | | |
| <u>Total expenditures</u> | 136,801,303 | 90,750,340 | 66.34% | 137,002,421 | 88,174,781 | 64.36% | 136,295,519 | 99.63% | 131,053,953 | 95.66% | | |
| Non-operating & Encumbered | | | | | | | | | | | | |
| Transfer for Capital Equipment | - | - | - | - | - | - | - | - | 1,100,000 | 0.00% | | |
| Transfer for One-Time Compensations | - | - | - | 300,000 | - | - | - | - | - | 0.00% | | |
| Transfer for Capital Improvements | - | - | - | - | - | - | - | - | 4,300,000 | 0.00% | | |
| Transfer for Scholarships | - | - | - | - | - | - | - | - | - | 0.00% | | |
| Transfer for Budget/Tuition Stabilization | - | - | - | - | - | - | - | - | - | 0.00% | | |
| Transfer for Campus Safety | 1,318,956 | - | - | - | - | - | 1,318,956 | - | - | - | | |
| Transfer for Student Success and Innovation | 700,000 | - | - | - | - | - | 700,000 | - | - | - | | |
| Transfer for Technology Initiatives | 4,300,000 | - | - | - | - | - | 4,300,000 | - | - | - | | |
| <u>Total expenditures and transfers</u> | 143,120,259 | 90,750,340 | 63.41% | 139,102,421 | 88,174,781 | 63.39% | 142,614,475 | 99.65% | 139,253,953 | 100.11% | | |
| Operational revenues | 22,975 | 7,442,835 | N/A | 21,369 | 9,040,296 | N/A | 1,179,759 | N/A | 1,907,098 | N/A | | |
| Interest Income | | | | | | | | | | | | |
| Net Operating revenues | \$ 22,975 | \$ 127,417 | 0.00% | \$ 21,369 | \$ 551,101 | - | \$ 127,417 | - | \$ 1,128,321 | - | | |
| | - | \$ 7,570,252 | - | - | \$ 9,591,397 | - | \$ 1,307,176 | - | \$ 3,035,419 | - | | |
| Reserve expenditures from Exhibit C | | | | | | | | | | | | |
| Net Revenues/(Expenditures) | - | 8,664,597 | (C) | - | 4,389,180 | (F) | 2,615,000 | (H) | 8,522,625 | (J) | | |
| | - | (1,094,345) | (B) | - | 5,202,217 | (E) | (1,307,824) | (G) | (5,487,206) | (I) | | |
| | [A] | \$ [B] | [C] | [D] | [E] | [F] | [G] | [H] | [I] | [J] | | |

EXHIBIT C

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2017

| | Balance at June 30, 2016 | Net Increase for Current Period | Board Approved Additions | Transfers | Expenditures | Balance at February 28, 2017 |
|--|--------------------------------|---------------------------------------|--------------------------------|-----------|--------------|------------------------------------|
| Unrestricted Allocated | \$ 15,866,021 | \$ - | \$ - | (962,100) | (2,855,508) | \$ 12,048,413 |
| Capital Improvements & Land Acquisition | 90,116 | - | - | - | (16,914) | 73,202 |
| Carpet/Furniture Reupholstering | 562,126 | - | - | - | (513,167) | 48,959 |
| Jefferson Ave/Grove Street Repaving | 604,121 | - | - | - | (379,313) | 224,808 |
| Space Efficiency Upgrades | 1,172,279 | - | - | - | - | 1,172,279 |
| Site Development Delaware Campus | 263,490 | - | - | - | - | 263,490 |
| Bookstore/DX Modifications | 496,666 | - | - | (297,264) | (98,571) | 100,831 |
| Facilities Infrastructure Improvements | 107,077 | - | - | - | (77,896) | 29,181 |
| Student Support Services | - | - | - | 300,000 | (100,000) | 200,000 |
| Creative Campus | - | - | - | 530,600 | (162,860) | 367,740 |
| School of Hospitality Management | - | - | - | 125,000 | (50,000) | 75,000 |
| COTA | - | - | - | 110,810 | - | 110,810 |
| EB 302 Renovation | - | - | - | 100,000 | - | 100,000 |
| Vet Tech Upgrade | 8,394,863 | - | - | - | (773,901) | 7,620,962 |
| Capital Equipment | 333,088 | - | - | - | - | 333,088 |
| Target 2002 | 33,104 | - | - | - | - | 33,104 |
| Collective Bargaining | 20,756,987 | - | - | - | - | 20,756,987 |
| Budget/Tuition Stabilization | 1,692,142 | - | - | - | - | 1,692,142 |
| Accumulated Lab Fees | 125,353 | - | - | - | (133,607) | 33,104 |
| Broadbanding | 1,950,321 | - | - | - | - | 1,950,321 |
| Think Again Scholarship | 8,077,648 | - | 4,300,000 | - | (463,559) | 125,353 |
| Student Success and Innovation | 696,178 | - | - | - | (865,890) | 1,486,762 |
| Strategic Growth Initiatives | 3,007,018 | - | - | - | (14,578) | 11,511,758 |
| Technology Initiatives | 311,266 | - | - | - | (1,605,336) | 681,600 |
| Human Capacity Development/Wellness | 508,665 | - | 700,000 | - | - | 1,401,682 |
| Campus Safety Initiatives | 2,063,721 | - | - | - | (215,177) | 311,266 |
| Energy Efficiency/Sustainability Initiatives | 1,241,018 | - | - | 92,954 | (334,213) | 993,488 |
| Health Care Self-Insurance Escrow | 86,636 | - | - | - | - | 1,822,462 |
| Health Care HSA Incentive | 152,500 | - | - | - | - | 1,241,018 |
| Self-Insured Workers Compensation Benefits | 44,501 | - | - | - | - | 86,636 |
| Partnerships for Student Success | 17,903 | - | - | - | (4,107) | 152,500 |
| Workforce Development | 500,000 | - | - | - | - | 44,501 |
| Tobacco Free Campus Implementation | 57,219 | - | - | - | - | 13,796 |
| PERFORMS | 1,499 | - | - | - | - | 500,000 |
| Unallocated | 69,213,526 | - | 5,000,000 | - | - | 57,219 |
| Total General Fund | 16,740,625 | (553,746) | (5,000,000) | - | (8,664,597) | 1,499 |
| | \$ 85,954,150 | \$ (553,746) | \$ (5,000,000) | \$ - | \$ 8,664,597 | \$ 65,548,928 |
| | [A] | [B] | [C] | [D] | [E] | [F] |

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2017
With Comparative Figures at February 29, 2016**

EXHIBIT D

| | FY 17 | | FY 16 | | FY 17 Projected Year End | | FY 16 Audited | |
|--|---|--|---|--|--------------------------|-----------------------|------------------------|-----------------------|
| | Revised Budget as approved January 2017 | % of Budget Expended to Date Actual to Date | Revised Budget as approved January 2016 | % of Budget Expended to Date Actual to Date | FY 17 Projected Year End | Projected % of Budget | FY 16 Audited Year End | Projected % of Budget |
| Auxiliary | | | | | | | | |
| Sales/Revenues | | | | | | | | |
| Bookstore | \$ 12,448,652 | 88.64% | \$ 12,474,706 | 86.36% | \$ 12,414,766 | 99.73% | \$ 12,938,442 | 103.72% |
| Food Services | 269,325 | 87.83% | 389,227 | 74.13% | 259,325 | 100.00% | 390,721 | 100.38% |
| Total Revenues | 12,717,977 | 88.62% | 12,863,933 | 85.99% | 12,674,091 | 99.73% | 13,329,163 | 103.62% |
| Cost of Goods Sold | | | | | | | | |
| Bookstore | 10,069,231 | 86.38% | 9,712,295 | 84.67% | 10,035,345 | 99.66% | 9,843,611 | 101.35% |
| Food Service | 25,871 | 100.00% | 65,000 | 59.60% | 25,871 | 100.00% | 55,983 | 86.13% |
| Gross Margin | 2,622,875 | 97.12% | 3,086,638 | 90.72% | 2,622,875 | 100.00% | 3,429,569 | 111.11% |
| Operating Expenses | | | | | | | | |
| Bookstore | 1,893,683 | 61.06% | 1,856,351 | 58.51% | 1,893,683 | 100.00% | 1,794,608 | 96.67% |
| Food Services | 144,321 | 55.53% | 250,745 | 45.55% | 144,321 | 100.00% | 191,070 | 76.20% |
| Auxiliary Administration | 584,193 | 59.76% | 916,034 | 40.33% | 584,193 | 100.00% | 621,603 | 67.86% |
| Total Expenses | 2,622,197 | 60.48% | 3,023,130 | 51.93% | 2,622,197 | 100.00% | 2,607,281 | 86.24% |
| Auxiliary Net Operating Income/(Loss) | 678 | 141791.11% | 63,508 | 1937.50% | 678 | 100.00% | 822,288 | 1294.78% |
| Net Income/(Loss) | | | | | | | | |
| Bookstore | 485,738 | 242.92% | 906,060 | 161.62% | 485,738 | 100.00% | 1,300,223 | 143.50% |
| Food Services | 99,133 | 131.66% | 73,482 | 184.50% | 99,133 | 100.00% | 143,668 | 195.51% |
| Auxiliary Administration | (584,193) | 59.76% | (916,034) | 40.33% | (584,193) | 100.00% | (621,603) | 67.86% |
| Net Auxiliary Income/(Loss) | 678 | 141791.11% | 63,508 | 1937.50% | 678 | 100.00% | 822,288 | 1294.78% |
| Auxiliary Fund Balance at June 30, 2016 | 13,401,641 | | 13,336,320 | | (300,000) | | - | |
| Non-operating Revenues/Expenditures | - | | (250,000) | | (300,000) | | - | |
| College Credit Plus | (7,708) | | (1,000,000) | | (237,103) | | (757,057) | |
| Food Services/Renovations | - | | (250,000) | | - | | - | |
| Transfers | - | | - | | - | | - | |
| Audit Entries | - | | - | | - | | - | |
| Auxiliary Fund Balance at January 31, 2017 | \$ 14,355,277 | [B] | \$ 13,814,677 | [E] | \$ (336,425) | [G] | \$ 65,231 | [U] |
| | [A] | [C] | [D] | [F] | [H] | [I] | [J] | |

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF FEBRUARY 28, 2017

| | Actual September 2016 | Actual October 2016 | Actual November 2016 | Actual December 2016 | Actual January 2017 | Actual February 2017 | |
|-------------------------|-----------------------------|---------------------------|----------------------------|----------------------------|---------------------------|----------------------------|-----|
| Beginning Cash | \$ 24,860,244 | 13,237,155 | 8,741,096 | 2,675,449 | 7,649,295 | 7,859,164 | (1) |
| Cash Receipts | 6,536,896 | 3,902,683 | 5,718,189 | 8,275,818 | 16,778,578 | 6,979,305 | (2) |
| Cash Disbursements | (13,122,418) | (12,285,952) | (11,962,065) | (11,355,467) | (11,564,865) | (11,611,857) | (3) |
| Financial Aid | 4,962,433 | 3,887,210 | 178,229 | (1,946,505) | 13,996,156 | (488,681) | (4) |
| Outflow for investments | (10,000,000) | - | - | - | (19,000,000) | - | (5) |
| Inflow from investments | - | - | - | 10,000,000 | - | 3,500,000 | (6) |
| Ending Cash | \$ 13,237,155 | 8,741,096 | 2,675,449 | 7,649,295 | 7,859,164 | 6,237,931 | (7) |

| | Forecasted March 2017 | Forecasted April 2017 | Forecasted May 2017 | Forecasted June 2017 | Forecasted July 2017 | Forecasted August 2017 | |
|-------------------------|-----------------------------|-----------------------------|---------------------------|----------------------------|----------------------------|------------------------------|------|
| Beginning Cash | \$ 6,237,931 | 5,577,646 | 5,512,361 | 5,733,317 | 5,643,027 | 5,296,027 | (8) |
| Cash Receipts | 8,284,715 | 7,984,715 | 12,990,956 | 7,339,710 | 8,095,000 | 17,850,000 | (9) |
| Cash Disbursements | (10,950,000) | (10,550,000) | (10,950,000) | (13,750,000) | (12,950,000) | (11,750,000) | (10) |
| Financial Aid | (2,995,000) | 500,000 | 180,000 | 1,320,000 | (992,000) | 8,690,000 | (11) |
| Outflow for investments | - | - | (2,000,000) | - | - | (14,500,000) | (12) |
| Inflow from investments | 5,000,000 | 2,000,000 | - | 5,000,000 | 5,500,000 | - | (13) |
| Ending Cash | \$ 5,577,646 | 5,512,361 | 5,733,317 | 5,643,027 | 5,296,027 | 5,586,027 | (14) |

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE EIGHT MONTHS ENDED FEBRUARY 28, 2017

EXHIBIT F

| | | | |
|------------------------------------|-------|-----------|------|
| Cash at Beginning of Period | | \$ 17,175 | (1) |
| | | | (2) |
| <u>Receipts:</u> | | | (3) |
| Deposit from General Fund | 2,825 | 2,825 | (4) |
| | | | (5) |
| | | | (6) |
| <u>Disbursements:</u> | | | (7) |
| Oberer's Flowers | 1,595 | | (8) |
| Transfer to Staff Advisory Council | 1,000 | | (9) |
| Columbus State Bookstore | 397 | 2,992 | (10) |
| | | \$ 17,008 | (11) |
| | [A] | [B] | (12) |
| | | [C] | |

NOTE:

The President's Discretionary fund is a separate fund from the operating and capital funds of the college. The source of funds is from other-than-public (governmental) monies or student fees, as specified by the Board of Trustees.

The purpose of the fund is to enhance the mission of the college. Expenditures are to promote or enhance the image of the college, the college educational programs, operations, entertainment, contributions, and other appropriate expenditures not provided for in the college operating budget.

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
BALANCE SHEET AT FEBRUARY 28, 2017
With Comparative Figures at February 29, 2016

| <u>Assets</u> | <u>February 28, 2017</u> | <u>February 29, 2016</u> | |
|--|------------------------------|------------------------------|------|
| Cash | \$ 1,463,000 | \$ 919,071 | (1) |
| Investments at market value (see note) | 7,816,394 | 6,926,716 | (2) |
| Pledges Receivable | 3,802,504 | 5,365,553 | (3) |
| Accounts Receivable | 3,699 | 55,545 * | (4) |
| Total Assets | <u>\$ 13,085,597</u> | <u>\$ 13,266,885</u> | (5) |
| | | | |
| <u>Liabilities</u> | | | |
| Due to general fund | \$ 7,391 | \$ - | (6) |
| Pledge Payable | - | - | (7) |
| Trade Payables | 447,747 | 504,555 | (8) |
| Total Liabilities | <u>455,138</u> | <u>504,555</u> | (9) |
| | | | |
| <u>Fund balance</u> | | | |
| Permanently Restricted | 4,129,493 | 4,079,399 | (10) |
| Temporarily Restricted | 5,633,107 | 6,306,042 | (11) |
| Unrestricted | 2,867,859 | 2,376,889 | (12) |
| | | | (13) |
| Total fund balance | <u>12,630,459</u> | <u>12,762,330</u> | (14) |
| | | | (15) |
| Total Liabilities and fund balance | <u>\$ 13,085,597</u> | <u>\$ 13,266,885</u> | (16) |
| | [A] | [B] | (17) |
| | | | (18) |

* Has been restated as part of year end audit by \$57,591 over last year.

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 | \$ 152,989 | 152,989 | 1.96% |
| Equities | 3,790,554 | 4,207,901 | 53.83% |
| Fixed Income | 2,398,975 | 2,374,096 | 30.37% |
| Mutual Funds | 1,083,143 | 1,081,408 | 13.84% |
| Total Investments | <u>\$ 7,425,661</u> | <u>\$ 7,816,394</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 28, 2017**
With Comparative Figures at February 29, 2016

| | February 28, 2017 | | | February 29, 2016 | |
|---|-------------------|---------------------------|---------------------------|----------------------|--------------------|
| | Unrestricted | Temporarily Restricted | Permanently Restricted | Total All Funds | Total All Funds |
| Revenue | | | | | |
| Contributions - Scholarships and Programs | \$ 88,789 | \$ 315,173 | \$ 17,896 | \$ 421,858 | \$ 154,277 |
| Contributions for Taste the Future | 109,560 | - | - | 109,560 | 85,062 |
| Contributions for Columbus State | - | 26,250 | - | 26,250 | 3,750 |
| Corporate Gift | - | 235,000 | - | 235,000 | - |
| Administration Fee Income | 38,115 | - | - | 38,115 | - |
| Interest Income | 311 | 65 | - | 376 | 391 |
| Investment Income | | | | | |
| Realized | 95,736 | 172,560 | - | 268,296 | 246,903 |
| Unrealized | 84,559 | 152,230 | - | 236,789 | (601,545) |
| Investment income-subtotal | 180,295 | 324,790 | - | 505,085 | (354,542) |
| Total revenues | 417,070 | 901,278 | 17,896 | 1,336,244 | (111,162) |
| Expenditures | | | | | |
| Scholarships and Projects | | | | | |
| Contributions to Columbus State | - | 207,449 | - | 207,449 | 212,802 * |
| Corporate Gift | - | 70,400 | - | 70,400 | - |
| Administrative Fee Expense | - | 521,406 | - | 521,406 | - |
| Management and general | - | 38,115 | - | 38,115 | - |
| Total expenditures | 201,008 | 837,370 | - | 201,008 | 166,431 |
| | 201,008 | 837,370 | - | 1,038,378 | 379,233 |
| Excess (deficit) of revenues over expenditures | 216,062 | 63,908 | 17,896 | 297,866 | (490,395) |
| Transfers | - | (1,727) | 1,727 | - | - |
| Fund balance at beginning of period | 2,651,797 | 5,570,926 | 4,109,870 | 12,332,593 | 13,253,225 |
| Fund balance at end of period | \$ 2,867,859 | \$ 5,633,107 | \$ 4,129,493 | \$ 12,630,459 | \$ 12,762,830 |
| | [A] | [B] | [C] | [D] | [F] |

* Has been restated as part of year end audit. Reduced by \$57,591 over last year.

COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF FEBRUARY 28, 2017

1) Investments

| Investment Fund | Cost | Market Value | Yield to Maturity* | Average Maturity (days) |
|-----------------------|-----------------------|-----------------------|--------------------|-------------------------|
| STAR Ohio/Operating | \$ 38,886,293 | \$ 38,886,293 | 0.79% | 1 |
| STAR Ohio/Plant | 1,289,005 | 1,289,005 | 0.79% | 1 |
| STAR Ohio/Auxiliary | 3,412,746 | 3,412,746 | 0.79% | 1 |
| STAR Plus | 5,091,991 | 5,091,991 | 0.50% | 1 |
| CSCC Operating Fund 1 | 35,705,663 | 35,646,186 | 1.17% | 451 |
| CSCC Operating Fund 2 | 34,887,308 | 34,825,826 | 1.36% | 798 |
| Auxiliary Services | 4,979,991 | 5,004,408 | 1.22% | 259 |
| Plant Fund | 9,095,671 | 9,057,709 | 1.33% | 847 |
| | \$ <u>133,348,669</u> | \$ <u>133,214,164</u> | | |

* Weighted

| Portfolio Composition | Type | % of Total |
|-----------------------|--------------------|----------------|
| | STAR Ohio | 36.54% |
| | Agencies | 43.31% * |
| | Municipal Bonds | 4.17% |
| | Treasury Notes | 4.00% |
| | Cash & Equivalents | 11.98% |
| | | <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:

Revise Current Policy No. 3-45, Workplace/College Violence

BACKGROUND INFORMATION:

In 2015, the Columbus State Community College Board of Trustees promulgated Policy No. 3-45, as a reflection of its commitment to maintaining an environment that is secure, safe and free from threats, intimidation and violence for all faculty, staff, and students. Violence of any kind is neither tolerated nor excused in the College workplace and educational environment.

Prohibited conduct under the Policy includes unauthorized possession or inappropriate use of deadly weapons on college-owned and/or leased property or where a college or work program or activity takes place. The current version of the Policy prohibits storing deadly weapons on campus, including in personal vehicles parked on College-owned and/or leased property.

The recent enactment of Senate Bill 199 (131st Gen. Assembly, eff. 3/21/17), necessitates an amendment to Policy No. 3-45 with regard to the storage of firearms on campus. Specifically, the law states:

A business entity, property owner, or public or private employer may not establish, maintain, or enforce a policy or rule that prohibits or has the effect of prohibiting a person who has been issued a valid concealed handgun license from transporting or storing a firearm or ammunition when both of the following conditions are met:

- (1) Each firearm and all of the ammunition remains inside the person's privately owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle;
- (2) The vehicle is in a location where it is otherwise permitted to be.

Accordingly, the proposed amendment to Policy No. 3-45 states that an individual with a valid concealed handgun license may store a firearm and ammunition in the trunk, glove box, or other enclosed compartment, or container in the individual's privately owned vehicle parked in a Columbus State parking lot. The proposed amendment also states that firearms are not permitted outside of any such vehicle while on Columbus State property.

RECOMMENDATION:

That the Board of Trustees revises Policy No. 3-45, Workplace/College Violence, effective March 23, 2017.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective XXXXX

Policy 3-45

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PROPOSED REVISIONS

(A) **PURPOSE**

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and educational environment in which to discuss workplace/college violence and seek assistance with those concerns. It is the goal of Columbus State Community College to provide a workplace and educational environment in which violence of any kind is neither tolerated nor excused.

(B) **DEFINITIONS**

As used in this policy, the following terms are defined and will be adhered to as follows:

Workplace/College Violence – any act or conduct against a person or property that is sufficiently severe and objectively offensive and/or intimidating to cause actual harm or to create an abusive or intimidating workplace or educational environment. This includes, but is not limited to: assault; psychological intimidation or bullying; threats; isolation; name-calling or verbal, physical or emotional abuse.

Deadly Weapon - any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, Taser, etc.); knife; club; brass knuckles; martial arts weapon or an improvised weapon (e.g. an item not intended to be a weapon that is used as a weapon).

BULLYING – a type of workplace or college violence that consists of repeated, abusive verbal or physical conduct directed against a person or persons in the course of employment or in the educational environment that would cause a reasonable person to feel threatened, humiliated or intimidated, or to experience interference in the work or educational environment.

(C) **PROHIBITED CONDUCT OR BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:**

1. Threatening to harm an individual or his/her family, friends, associates or property, including pets;
2. Hitting or shoving an individual or other intentional physical contact that results in harm;

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective XXXXX

Policy 3-45

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3. Unauthorized possession or inappropriate use of deadly weapons on college-owned and/or leased property or where a college or work program or activity takes place;
4. Storing deadly weapons on campus, including in personal vehicles parked on College-owned and/or leased property, WITH THE EXCEPTION THAT A PERSON WITH A VALID CONCEALED HANDGUN LICENSE MAY STORE A FIREARM AND AMMUNITION IN THE TRUNK, GLOVE BOX, OR OTHER ENCLOSED COMPARTMENT, OR CONTAINER IN THE PERSON'S PRIVATELY OWNED VEHICLE PARKED IN A COLUMBUS STATE PARKING LOT. FIREARMS ARE NOT PERMITTED OUTSIDE OF THE VEHICLE WHILE ON COLUMBUS STATE PROPERTY.
5. Intimidating conduct or harassment that disrupts the work or educational environment or causes a reasonable person to fear for personal safety;
6. Making harassing or threatening telephone calls or sending threatening communication in any form (verbal, written or electronic), including through the use of social media.

(D) RISK ASSESSMENT PROTOCOLS FOR EMPLOYEES AND STUDENTS

1. Behavioral Intervention Teams (BIT) consist of a cross-section of trained personnel whose task is to identify and assess low-risk behaviors before they escalate and recommend appropriate intervention strategies.
2. Threat Assessment Teams (TAT) consist of a cross-section of trained personnel whose task is to evaluate and manage imminent threats or violence and coordinate an appropriate plan of action.

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POLICY & PROCEDURE MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective XXXXX

Policy 3-45

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(E) CONSEQUENCES OF POLICY VIOLATIONS

Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment, or sanctions through the Office of Student Conduct. Criminal charges also may be filed, as appropriate.

1. Employees who are perpetrators of workplace/college violence may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by Human Resources and/or the employee Behavioral Intervention Team (BIT).
2. Students who are perpetrators of workplace/college violence occurring in the learning environment may be required to seek and successfully complete training, counseling, treatment and/or sanctions as determined by the Office of Student Conduct and/or the student Behavioral Intervention Team (BIT).
3. Non-employees who are perpetrators of workplace/college violence will have their consequences determined by the Police Department or the appropriate entity, including being transferred to the Columbus Police Department or other appropriate criminal justice facility.

(F) RESOURCES FOR CONSULTATION AND SUPPORT AT COLUMBUS STATE:

1. Human Resources Department
2. EEO/Title IX Coordinator/Deputy Title IX Coordinators
3. Police Department
4. Student Conduct Director/Program Coordinator
5. The College provides resources to students and full-time employees to help manage stress and prevent occurrences of violence.
 - a. Full-time employees may seek support and assistance with personal concerns affecting their work or home lives through the Employee Assistance Program (EAP).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL

WORKPLACE/COLLEGE VIOLENCE

Effective XXXXX

Policy 3-45

Page 4 of 4

- b. Students may seek support and assistance with personal concerns affecting their education or home lives through Student Counseling Services.

(G) COMMUNITY REOURCES FOR CONSULTATION AND SUPPORT INCLUDE:

1. Choices 24-hour Crisis/Shelter
2. The Center for Family Safety and Healing
3. Ohio Domestic Violence Network
4. Mental Health America of Franklin County
5. Community resource information also can be found at:
<http://www.csc.edu/services/title-ix/resources.shtml>

(H) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation and resolution of workplace/college violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. Appropriate College officials will determine if information will be disclosed based on the circumstances of each case. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(I) REPORTING

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

(J) This policy is not meant to address personality or communication conflicts.

(K) The President shall establish procedures to administer this policy.

Last Effective Date: March 26, 2015



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> |
|----------------------|-------------------|--|-------------|---------------|
| Brittany Barrett | Supervisor | Center for Advising Support & Exp. | 02/01/17 | \$55,262 |
| Anessa Becton-Howard | Supervisor | Center for Advising Support | 02/16/17 | \$55,262 |
| John Bowler | Supervisor | Mail Services/Shipping/Receiving/Warehouse | 01/03/17 | \$55,262 |
| Pamela Bullock | System Specialist | Admissions | 01/03/17 | \$37,856 |
| Tamara Ervin | Specialist | Cashiers & Student Accounting | 01/09/17 | \$33,134 |
| Nathan Gjerstad | Technician II | Multimedia | 01/17/17 | \$44,034 |
| Dale Gresson | Chairperson | Justice, Safety & Legal Studies | 01/03/17 | \$87,000 |
| Nicholas Hammond | Groundskeeper I | Grounds | 01/03/17 | \$25,771 |
| David Hill | Technician | Computer Science | 01/30/17 | \$40,061 |
| Lucas Hissong | Director | Enterprise Applications | 01/03/17 | \$110,000 |
| Travis Lynch | Groundskeeper I | Grounds | 03/01/17 | \$25,771 |
| Joel Mathias | Supervisor | Enterprise Applications | 02/01/17 | \$86,536 |
| Mary Olinski | Specialist | Financial Aid | 02/01/17 | \$38,854 |
| Robert Platt | Instructor | Computer Science | 01/01/17 | \$42,645 |
| Jon Powers | Groundskeeper I | Grounds | 01/03/17 | \$25,771 |
| Victoria Rehr | Specialist | Counseling Services | 01/03/17 | \$33,134 |
| Laura Ziegler | Advisor | Financial Aid | 01/03/17 | \$44,034 |

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> |
|-------------------|------------------------|---|-------------|
| Constance Clark | Associate Professor | Allied Health | 05/13/17 |
| Bradyn Dronsfield | Groundskeeper | Grounds | 01/18/17 |
| Yaizmen Fayne | Coordinator | Regional Learning Centers | 03/01/17 |
| Cathy Hatfield | Program Coordinator | Human Resources | 01/31/17 |
| Gina Hiser | Director | Admissions | 02/03/17 |
| Mary Hooker-Myers | Instructional Designer | Instructional Technology & Innovation | 03/31/17 |
| Landry Kouajiep | System Administrator | Information Technology | 01/18/17 |
| Sarah Lathrop | Project Specialist | Arts & Sciences Division | 01/13/17 |
| Amanda Llewellyn | Office Associate | Sport & Exercise Studies & Hospitality Programs | 12/31/16 |
| Travis Russell | Groundskeeper | Grounds | 12/15/16 |
| Elgina Taylor | Specialist | Dual Enrollment | 01/24/17 |