

# COLUMBUS STATE

## COMMUNITY COLLEGE

### BOARD OF TRUSTEES

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### A G E N D A

#### BOARD OF TRUSTEES MEETING

Thursday, July 27, 2017

Pete Grimes Board Room, Franklin Hall

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 Vice Chair Restrepo
- VI. Opening Remarks from President Harrison
- VII. Special Recognitions
- VIII. Approval of Minutes
- IX. Adopt New Policy No. 1-14, Naming Rights..... 1
- X. Preliminary Year-End Financial Statements for the Period Ending June 30, 2017 ..... 6
- XI. Personnel Information Items (Information Only)..... 19
- XII. President's Report
- XIII. Old Business

DAVID T. HARRISON Ph.D. PRESIDENT

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XIV. New Business

XV. Public Participation

XVI. Executive Session (*if needed*)

XVII. Adjournment



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

**SUBJECT:**

New Policy No. 1-14, Naming Rights

**BACKGROUND INFORMATION:**

As opportunities increase to bestow the honor of naming facilities and units, the College seeks to cement its practice of having only the Board of Trustees authorize the naming of facilities and units after careful consideration and recommendation by the President, and to outline boundaries within which naming opportunities shall be considered and bestowed.

The proposed policy:

- Provides clarity, consistency and transparency to the naming process;
- Authorizes the implementation of guidelines and/or procedures for the naming of College units, building and physical spaces; and
- Serves as reference document for the College's Board of Trustees, the College's President, the Foundation Executive Director, and the College Administration.

**RECOMMENDATION:**

That the Board of Trustees adopts new Policy No. 1-14, Naming Rights, effective July 27, 2017.

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POLICY AND PROCEDURES MANUAL

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NAMING RIGHTS  
Policy No. 1-14  
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**A. Purpose, Propriety and Due Diligence**

The Board of Trustees establishes this policy to bestow the honor of naming College facilities and units to:

- Honor individuals by recognizing exceptional service to the College, community, state or nation;
- Honor long-term and significant financial contributions to the College; or
- Honor financial contributions to support the physical space named.

This policy

- Provides clarity, consistency, and transparency to the naming process;
- Authorizes the implementation of guidelines and/or procedures for the naming of College units, buildings and physical spaces; and
- Serves as a reference document for the College's Board of Trustees, the College's President, the Foundation's Executive Director, and the College administration.

A College unit or facility shall be named only after careful consideration of the potential impact the naming will have on the College and the College community at the time of the naming and over time. Due diligence will be exercised to ensure that the proposed name will be consistent with College's mission, tradition, and values. The College will also evaluate the distinction a proposed name will lend to the College.

**B. Naming Responsibility**

The responsibility and authority for naming a unit or facility shall be that of the Board of Trustees, acting after receiving a recommendation from the Naming Advisory Committee, which is chaired by the President.

The Naming Advisory Committee ("Committee") shall have the responsibility with respect to such actions.

1. Naming shall be consistent with the College's interests, commensurate with the contribution, and equitable in relationship to contributions for similar naming actions.

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2. For units, the Committee shall seek and receive advice of representative members of faculty, staff and students directly affected by the proposed naming action before acting on a proposal.
3. The Committee may recommend exceptions to this policy as may be deemed appropriate, subject to approval by the Board of Trustees and after consultation with College leadership when appropriate.
4. The Committee shall establish appropriate opportunities, stipulations, and minimum financial parameters applicable to naming opportunities, including specific naming plans for new facilities to be constructed and major renovations of existing facilities and spaces.
5. The Committee shall include at least the President as its ranking member, the Executive Director of the Foundation, and the College's General Counsel. Others may be invited by the President as proposals and circumstances may warrant. The Committee shall be an advisory body and shall have no policy-making or administrative authority.
6. A gift associated with a naming opportunity shall be documented in a written gift agreement executed by the donor and the College which specifies the terms of pledge payments, projected lifespan of the named facility, space or program, duration of naming, and the form of alternative donor recognition thereafter.

**C. Definitions and Considerations for Funding and Recognition**

*General.* Units and facilities generally will be named for individuals; however, in very selective situations, a corporation or organization may name an academic program.

The President and the College's Foundation will partner to seek financial gifts commensurate with the project under consideration and compatible with the mission of the College, as determined by the College in its sole discretion.

*Units.* A "unit" means any academic program, department, center, institute or other organizational entity of the College. In recommending funding levels for naming units, factors to consider include operating budget, national ranking, similar naming opportunities at peer institutions, and the potentially transformative nature of a philanthropic contribution. Gifts to name units should focus on establishing endowments to enhance and support programs and faculty.

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*Facility.* A “facility” means every building, addition to a building, space in a building, outdoor space (such as garden, court, plaza, memorial, or marker), street, and other tangible and relatively permanent feature located on College property.

Naming opportunities may include:

1. New facilities that are to be constructed or acquired;
2. Existing facilities that are undergoing major or minor renovations; or
3. Existing facilities that are not undergoing renovations.

In recommending a facility naming, factors to consider include construction or renovation costs, location, visibility, and prominence of facility or space; frequency of use by College and non-College constituents; appropriate reflection of age of facility or space; and replacement cost or cost of comparable recent new construction for similar college facility.

Naming a facility is given in recognition of a gift to the College that represents a significant share of the facility costs, as recommended by the President. In-kind gifts may be considered for naming, provided that the life-cycle costs of acquiring and maintaining the equipment are considered in the calculation of the value of the in-kind gift.

*Duration.* The naming of College units and facilities will endure for the useful life of the program or space and/or a minimum period of years. In the event that a unit or facility ceases to exist, is substantially altered, or is replaced, the original donor or his/her heirs/successors will be offered the first opportunity to make a new gift to retain the naming. If no such gift is forthcoming, then a new donor may be sought and the new name will be subject to the approval of the Board of Trustees. The original donor’s gift will be acknowledged in perpetuity in an appropriate way, such as a commemorative plaque in a public part of the new/renewed facility.

*Term Naming.* In appropriate instances, most often involving a corporate donor, a naming may be granted for a pre-determined fixed term, generally not more than 10 years. At the end of the term, the name of the facility or physical space shall expire but may be renewed with the same or a new name. The gift agreement should clearly specify the period of time for which the facility will be named.

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**D. Stewardship**

The Committee shall appoint a steward of approved naming opportunities who will ensure the naming and gift agreements are appropriately administered, communicated, and implemented consistent with established College procedures and guidelines.

**E. Right of Removal**

In the interest of maintaining its reputation, the College reserves the right to remove the name given to any unit or facility should the College, in its sole discretion, determine that the name adversely impacts or may adversely impact the College's reputation. The College shall notify donors of such decisions and shall bear no financial responsibility to return any received contributions to the donor.

These actions, and the circumstances that prompt them, may apply to an approved naming that has not yet been acted upon or to a conferred naming.

A name may also be removed if a donor fails to maintain payments on a pledge upon which the naming was bestowed, or if a planned gift upon which a naming was bestowed does not result in the value agreed upon.

The College also reserves the right to dispose of any named property or facility as deemed necessary, via sale, demolition, etc. Named properties would be amended, removed, or disposed of only upon recommendation of the Committee or the Board Chair, and approval by the Board of Trustees, with notification to the donor or a donor's representative.

**F. Procedures/Guidelines**

The President may establish procedures and/or guidelines to administer this policy.



## COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: \_\_\_\_\_

**SUBJECT:**

Preliminary Year-End Financial Statements for the period ending June 30, 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 Preliminary Year-End Financial Statements for the period ending June 30, 2017 be accepted as presented.



# COLUMBUS STATE

COMMUNITY COLLEGE

July 13, 2017

TO: Dr. David T. Harrison, President

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



SUBJECT: Financial Statements as of June 30, 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 June 30, 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 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 projected to be 5.6% lower than Summer 2016, rather than flat as assumed in the Revised Budget and 6% down as projected last month. Overall, projected tuition revenue was increased by about \$224K from last month due mostly to tuition discounts being less than anticipated. Revenue projected for fees, special courses, contracted services and miscellaneous were also increased by about \$189K to reflect higher revenue realized in June. Overall, revenues are projected to be almost \$391K, 0.3%, more than the FY17 Revised Budget.

Term	Revised	Actual	Budget to	Prior Year	Current Year	%
	Budgeted		Actual			
	Credit Hours	Credit Hours*	Decrease	FTEs	FTEs*	Variance
Summer 2016**	40,175	40,175	0.0%	5,939	5,822	-2.0%
Autumn 2016	218,261	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	44,538	-5.6%	5,822	5,498	-5.6%

\* Summer 2016 and Autumn 2016 credit hours and FTE are now those reported by the Ohio Department of Higher Education. Spring 2017 and Summer 2017 credit hours and FTEs are projected by the Resource Planning and Analysis Office, not the preliminary Census day numbers used historically, due to better historical trend information.

\*\* 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 June, expenditures are approximately 3.7% higher than the same period last year. Projected year-end spending is projected to be \$1.5M higher than last month based on actual spending in June and estimated year-end cut-off activity to occur after June 30.

***FY17 Projected Net Operating Income.*** Last month's financials showed net income totaling \$2.1 million after adding in interest income (row G, line 34). Before changing or adding allocations, the updated revenue and expenditure projections discussed above resulted in \$1.4 million of projected net operational income. Two changes were then made to get to the \$700K that now shows as net income: 1) the \$1.3M in reserve contingency that was allocated by the Board during the FY17 Revised Budget in January was eliminated with \$356K transferred to the appropriate operating expense lines (column G, rows 36-42), and 2) \$1.7 million has been allocated from projected net operating income for one-time compensation for college full-time staff.

## 2. Auxiliary Fund (Exhibit D)

Bookstore revenues are nearly flat compared to the same period last year, while related cost of goods sold, primarily textbooks, increased by 4.0%. Bookstore net income is lower than last year as a result of lower gross margin, primarily due to textbook discounts offered for the College Credit Plus program, as well as ongoing affordability initiatives. Additionally, increases occurred in operational expenses necessary to service the College Credit Plus program and costs for seasonal and temporary employees needed to support peak business periods. Food services revenues are down approximately 25% 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 June, 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 \$3,829 left a balance of \$16,171 through June in this fund.

## 4. Foundation (Exhibits G and H)

Foundation contributions through June are \$1,070,382 compared to \$567,136 for the same period last year. The Foundation received \$90,000 in large one-time gifts this year that were not received last year, as well as \$460,990 for larger initiatives (Creative Campus, Hospitality Management & Culinary Arts). Net investment activity through June is \$755,176 compared with \$73,131 last year, an increase of \$682,045. Losses incurred last year were due mostly to stock market swings and the repositioning of the Foundation's investments by new investment advisors while more favorable performance in the stock market this year generated healthy gains for the investment portfolio, with approximately \$725,000 just since December. Management and General expenses are higher due to increases in Grant Admin Expenses and investment fees that were previously reported net against investment income but are now charged separately from investment income on a semi-annual basis.

## 5. Investments

The College's portfolio is invested consistent with its investment policy, with 40.12% 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 JUNE 30, 2017**  
 With Comparative Figures at June 30, 2016

**EXHIBIT A**

<u>Assets</u>	<u>June 30,</u> 2017	<u>June 30,</u> 2016	<u>Liabilities and Fund Balance</u>	<u>June 30,</u> 2017	<u>June 30,</u> 2016
<b>Current Funds</b>			<b>Current Funds</b>		
<b>Unrestricted</b>			<b>Unrestricted</b>		
<b>Educational and general</b>			Educational and general		
Cash	\$ 6,013,211	\$ 6,058,215	Accounts payable	\$ 10,572,007	\$ 10,202,554
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income	5,669,258	5,932,612
Accounts receivable, net of allowance for doubtful accounts	112,422,344	117,922,602	Student tuition	413,235	277,704
Interest receivable	8,857,629	7,998,330	Lab fees and credit bank	-	-
Prepaid expense	1,549,923	862,258	Due to auxiliary funds	-	-
Due from agency funds	1,735,164	-	Due to restricted funds	32,000,441	26,785,303
Due from auxiliary funds	1,219,211	1,035,705	Due to plant funds	-	-
Total educational & general	\$ 131,797,482	\$ 133,877,110	Due to agency funds	-	133,700
<b>Auxiliary enterprise</b>			Fund balances (Exhibit C):		
Cash	\$ 5,047,565	\$ 3,905,762	Allocated	63,212,301	68,173,460
Investments	8,436,124	8,385,293	Unallocated	19,930,240	22,371,776
Accounts receivable	780,954	665,843	Total fund balances	83,142,541	90,545,236
Inventories, at cost as defined (note 2)	2,353,557	2,982,691	Total educational & general	\$ 131,797,482	\$ 133,877,110
Other Assets	59,274	85,358	<b>Auxiliary enterprise</b>		
Due from general fund	-	-	Accounts payable	\$ 39,660	\$ 19,246
Due from grant funds	-	-	Due to educational & general fund	1,219,211	1,035,705
Total auxiliary enterprise	16,677,475	16,024,947	Due to Plant Fund	1,459,520	1,482,174
Total unrestricted	\$ 148,474,957	\$ 149,902,057	Fund balances (Exhibit D):		
<b>Total current funds</b>	\$ 148,474,957	\$ 149,902,057	Allocated	262,987	-
	[A]	[B]	Unallocated	13,696,097	13,487,822
			Total fund balances	13,959,083	13,487,822
			Total auxiliary enterprise	16,677,475	16,024,947
			Total unrestricted	\$ 148,474,957	\$ 149,902,057
			<b>Total current funds</b>	\$ 148,474,957	\$ 149,902,057
				[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE**  
**EXHIBIT A**  
**BALANCE SHEET AT JUNE 30, 2017**  
**(Continued)**  
**With Comparative Figures at June 30, 2016**

	June 30, 2017	June 30, 2016	June 30, 2017	June 30, 2016
<b>Assets</b>				
<b>Plant funds</b>				
Unexpended				
State appropriations receivable	-	-	-	-
Capital Improvement Fund	1,334,521	1,159,890	1,334,521	1,159,890
Total unexpended	1,334,521	1,159,890	1,334,521	1,159,890
Cash from Bond Proceeds	-	-	-	-
Deposit with trustees/Escrow	-	-	-	-
Due from general fund	32,000,441	26,785,303	-	-
Due from Auxiliary	1,459,520	1,482,175	-	-
Land	25,518,235	25,518,235	-	-
Improvements other than buildings	13,304,974	12,433,778	5,320,000	6,920,000
Buildings	169,493,823	168,151,168	-	-
Movable equipment, furniture and library books	47,427,609	45,163,573	240,000	-
Construction-in-progress	1,224,344	253,502	181,778,004	177,185,330
Other Assets	231,535	(181,620)	-	-
Less: accumulated depreciation	(103,322,477)	(95,500,786)	-	-
Total investment in plant	187,338,004	184,105,330	187,338,004	184,105,330
Total plant funds	188,672,525	185,265,220	188,672,525	185,265,220
<b>Agency funds</b>				
Cash	-	-	-	-
Due from agencies	1,735,164	446,967	1,735,164	580,667
Due from general fund	-	133,700	-	-
Total agency funds	1,735,164	580,667	1,735,164	580,667
	[A]	[B]	[C]	[D]
<b>Liabilities and Fund Balance</b>				
<b>Plant funds</b>				
Unexpended				
Fund balances				
Restricted				
Total unexpended				
Investment in plant:				
Interest payable				
Capital lease payable				
Accounts payable				
Bonds payable				
Deferred Gift Annuity				
Due from Grant Funds				
Net investment in plant				
Total investment in plant				
Total plant funds				
<b>Agency funds</b>				
Deposits held in custody for others				
Due to educational and general fund				
Total agency funds				

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON  
FOR THE TWELVE MONTHS ENDED JUNE 30, 2017  
With Comparative Figures at June 30, 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		
<b>Revenues</b>												
<b>Appropriations</b>												
Subsidy	\$ 67,039,588	\$ 67,039,588	100.00%	\$ 63,651,910	\$ 63,651,910	100.00%	\$ 67,039,588	100.00%	\$ 63,651,910	100.00%		
Student Support Services	-	42,836	-	-	18,812	-	42,836	-	18,812	-		
	\$ 67,039,588	\$ 67,082,424	100.06%	\$ 63,651,910	\$ 63,870,722	100.03%	\$ 67,082,424	100.05%	\$ 63,870,722	100.03%		
<b>Student</b>												
Tuition	69,528,706	69,238,440	99.59%	69,775,325	70,686,070	101.31%	69,419,486	99.84%	70,692,626	101.31%		
Fees	4,286,267	4,201,584	98.02%	3,810,117	4,331,838	113.69%	4,276,856	99.78%	4,331,709	113.69%		
Special courses	1,419,371	1,324,624	93.32%	1,125,210	1,339,542	119.05%	1,437,388	101.27%	1,340,392	119.12%		
	75,234,344	74,764,648	99.38%	74,710,652	76,357,450	102.20%	75,133,730	99.87%	76,364,727	102.21%		
<b>Contracted Services</b>												
Net	384,124	613,813	168.57%	309,234	423,270	136.89%	770,606	211.63%	562,370	181.86%		
	384,124	613,813	168.57%	309,234	423,270	136.89%	770,606	211.63%	562,370	181.86%		
<b>Other</b>												
Partnership Revenue	6,960	6,963	-	3,480	3,759	108.02%	6,963	-	-	0.00%		
Miscellaneous	489,218	492,704	98.89%	448,514	536,685	119.65%	540,218	108.43%	563,232	125.58%		
	505,178	499,666	98.91%	451,994	540,444	119.57%	547,201	108.32%	563,232	124.61%		
Total revenues	143,143,234	142,960,571	99.87%	139,123,790	140,991,885	101.34%	143,553,961	100.27%	141,161,051	101.46%		
<b>Operating Expenditures</b>												
Educational & general (Instructional)	72,237,586	72,453,932	100.30%	71,908,341	70,168,386	97.59%	73,318,166	101.50%	70,104,782	97.49%		
Library	1,872,705	1,814,635	96.90%	1,958,422	1,761,291	89.93%	1,754,047	93.66%	1,752,871	89.50%		
General	11,012,428	10,984,784	99.75%	10,846,259	9,814,660	90.49%	11,068,761	100.69%	9,954,107	91.77%		
Information Technology	13,204,782	12,666,090	95.92%	12,833,001	12,123,032	94.47%	12,388,292	93.82%	12,189,263	94.98%		
Student Services	13,893,827	13,350,646	96.09%	13,827,151	13,207,620	95.52%	13,541,145	97.45%	13,362,247	96.64%		
Operation and maintenance of plant	14,770,498	15,071,201	102.04%	15,035,149	14,191,836	94.39%	15,329,342	103.78%	14,676,342	97.61%		
Administration	8,391,878	7,937,513	94.59%	9,170,359	8,144,769	88.62%	7,862,360	93.69%	7,580,601	82.77%		
Transfer for debt service	1,417,588	1,417,588	100.00%	1,423,739	1,423,739	100.00%	1,417,588	100.00%	1,423,739	100.00%		
Total expenditures	136,801,303	135,696,400	99.19%	137,002,421	130,635,332	95.50%	136,699,710	99.93%	131,053,953	95.65%		
<b>Non-operating &amp; Encumbered</b>												
Transfer for Capital Equipment	-	-	-	-	-	-	-	-	1,100,000	0.00%		
Transfer for One-Time Compensation	-	-	-	-	-	-	1,700,000	N/A	-	0.00%		
Transfer for Capital Improvements	-	-	-	300,000	-	-	-	-	4,300,000	0.00%		
Transfer for Scholarships	-	-	-	-	-	-	-	-	-	0.00%		
Transfer for Budget/Tuition Stabilization	1,318,956	-	-	-	-	-	700,000	N/A	-	0.00%		
Transfer for Campus Safety	700,000	-	-	-	-	-	4,300,000	N/A	-	0.00%		
Transfer for Student Success and Innovation	4,300,000	-	-	-	-	-	-	-	1,000,000	0.00%		
Transfer for Technology Initiatives	-	-	-	1,800,000	-	-	-	-	1,800,000	0.00%		
Total expenditures and transfers	143,120,259	135,696,400	94.81%	139,102,421	130,835,332	94.06%	143,399,710	100.20%	139,253,953	100.11%		
Operational revenues	22,975	7,264,171	N/A	21,369	10,156,553	N/A	134,251	N/A	1,907,098	N/A		
<b>Interest Income</b>												
Net Operating revenues	\$ 22,975	\$ 7,829,352	-	\$ 21,369	\$ 11,279,766	-	\$ 565,181	-	\$ 1,128,321	-		
Reserve expenditures from Exhibit C	-	11,181,561	-	-	8,232,158	-	1,243,920	-	8,522,625	-		
Net Revenues/(Expenditures)	\$ (3,352,209)	\$ (3,352,209)	[C]	\$ (3,352,209)	\$ (3,352,209)	[E]	\$ (5,487,205)	[H]	\$ (5,487,205)	[J]		

\*Reserve expenditures from Exhibit C also include estimated year-end audit adjustments such as State capital appropriations, capitalization of assets, depreciation expense and other required adjustments.

**COLUMBUS STATE COMMUNITY COLLEGE**  
**STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT**  
**EDUCATIONAL AND GENERAL FUNDS**  
**FOR THE TWELVE MONTHS ENDED JUNE 30, 2017**

EXHIBIT C

	Balance at June 30, 2016	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at June 30, 2017
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 15,866,021	\$ -	\$ -	(1,162,100)	(3,071,221)	11,632,700
Carpel/Furniture Repholstering	90,116	-	-	-	(66,304)	23,812
Jefferson Ave/Grove Street Repaving	582,126	-	-	-	(513,167)	48,959
Space Efficiency Upgrades	604,121	-	-	200,000	(456,158)	347,963
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279
Bookstore/DX Modifications	263,490	-	-	-	-	263,490
Facilities Infrastructure Improvements	496,666	-	-	(297,264)	(98,961)	100,441
Student Support Services	107,077	-	-	42,836	(86,504)	63,309
Creative Campus	-	-	-	300,000	(100,000)	200,000
School of Hospitality Management	-	-	-	668,100	(340,176)	327,924
COTA	-	-	-	125,000	(50,000)	75,000
EB 302 Renovation	-	-	-	110,810	(70,846)	39,964
Vet Tech Upgrade	-	-	-	100,000	(4,422)	95,578
Capital Equipment	8,394,863	-	-	-	(1,508,386)	6,886,477
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	33,104	-	-	-	-	33,104
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987
Accumulated Lab Fees	1,692,142	-	-	-	(323,286)	1,368,855
Broadbanding	125,353	-	-	-	-	125,353
Think Again Scholarship	1,950,321	-	-	-	(624,624)	1,325,697
Student Success and Innovation	8,077,648	-	4,300,000	-	(1,450,566)	10,927,082
Strategic Growth Initiatives	696,178	-	-	-	(41,367)	654,811
Technology Initiatives	3,007,018	-	-	-	(1,705,731)	1,301,287
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266
Campus Safety Initiatives	508,665	-	700,000	-	(273,377)	935,288
Energy Efficiency/Sustainability Initiatives	2,063,721	-	-	92,954	(356,109)	1,800,566
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
One-Time Compensation	44,501	-	-	-	-	44,501
Partnerships for Student Success	17,903	-	-	-	(4,107)	13,796
Workforce Development	500,000	-	-	-	(36,150)	463,850
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219
PERFORMS	1,499	-	-	-	-	1,499
Unallocated	69,213,526	-	5,000,000	180,336	(11,181,561)	63,212,301
Total General Fund	16,740,625	(2,811,609)	(5,000,000)	(180,336)	11,181,561	19,930,240
	\$ 85,954,150	\$ (2,811,609)	\$ -	\$ -	\$ -	\$ 83,142,541
	[A]	[B]	[C]	[D]	[E]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE  
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES  
FOR THE TWELVE MONTHS ENDED JUNE 30, 2017**  
With Comparative Figures at June 30, 2016

EXHIBIT D

	FY 17			FY 16			FY 17 Projected Year End			FY 16 Audited		
	Revised Budget as approved January 2017	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2016	Actual to Date	% of Budget Expended to Date	FY 17 Projected Year End	Projected % of Budget	FY 16 Audited Year End	Projected % of Budget		
<b>Auxiliary</b>												
Sales/Revenues												
Bookstore	\$ 12,448,652	\$ 12,965,094	104.15%	\$ 12,474,706	\$ 12,938,442	103.72%	\$ 12,965,094	104.15%	\$ 12,938,442	103.72%		
Food Services	269,325	291,687	108.30%	389,227	388,419	99.79%	291,687	108.30%	390,721	100.38%		
Total Revenues	12,717,977	13,256,781	104.24%	12,863,933	13,326,861	103.60%	13,256,781	104.24%	13,329,163	103.62%		
Cost of Goods Sold												
Bookstore	10,069,231	10,235,378	101.65%	9,712,295	9,843,611	101.35%	10,440,086	103.68%	9,843,611	101.35%		
Food Service	25,871	28,509	110.20%	65,000	55,983	86.13%	28,509	110.20%	55,983	86.13%		
Gross Margin	2,622,875	2,992,895	114.11%	3,086,638	3,427,267	111.04%	2,788,186	106.30%	3,429,569	111.11%		
Operating Expenses												
Bookstore	1,893,683	1,810,094	95.59%	1,856,351	1,632,338	87.93%	1,910,094	100.87%	1,794,508	96.67%		
Food Services	144,321	111,216	77.06%	250,745	179,434	71.56%	111,828	77.49%	191,070	76.20%		
Auxiliary Administration	584,193	512,122	87.66%	916,034	604,003	65.94%	537,728	92.05%	621,603	67.86%		
Total Expenses	2,622,197	2,433,433	92.80%	3,023,130	2,415,775	79.91%	2,559,650	97.61%	2,607,281	86.24%		
Auxiliary Net Operating Income/(Loss)	678	559,462	82516.51%	63,508	1,011,492	1592.70%	228,536	33707.42%	822,288	1294.78%		
Net Income/(Loss)												
Bookstore	485,738	919,623	189.32%	906,060	1,462,493	161.41%	614,914	126.59%	1,300,223	143.50%		
Food Services	99,133	151,962	153.29%	73,482	153,002	208.22%	151,350	152.67%	143,668	195.51%		
Auxiliary Administration	(584,193)	(512,122)	87.66%	(916,034)	(604,003)	65.94%	(537,728)	92.05%	(621,603)	67.86%		
Net Auxiliary Income/(Loss)	678	559,462	82516.51%	63,508	1,011,492	1592.70%	228,536	33707.42%	822,288	1294.78%		
Auxiliary Fund Balance at June 30, 2016		13,401,641			13,336,320							
Non-operating Revenues/Expenditures	(300,000)	(27,904)		(250,000)	(102,933)		(60,000)		-			
College Credit Plus	(237,103)	25,884		(1,000,000)	(757,057)		25,881		(757,057)			
Food Services/Renovations	-	-		(250,000)	-		-		-			
Transfers	-	-		-	-		-		-			
Audit Entries	-	-		-	-		-		-			
Auxiliary Fund Balance at June 30, 2017	(A) \$ 13,959,083	(B) \$ 13,487,822	(C)	(D) \$ 13,487,822	(E)	(F)	(G) \$ 194,417	(H)	(I) \$ 65,231	(J)		

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE  
CASH FLOW FORECAST  
AS OF JUNE 30, 2017

	Actual January 2017	Actual February 2017	Actual March 2017	Actual April 2017	Actual May 2017	Actual June 2017	
Beginning Cash	\$ 7,649,295	7,859,164	6,237,931	7,003,776	6,228,767	7,912,129	(1)
Cash Receipts	16,778,578	6,979,305	9,172,328	7,902,933	14,729,997	9,387,190	(2)
Cash Disbursements	(11,564,865)	(11,611,857)	(13,072,067)	(12,124,903)	(14,181,923)	(16,064,639)	(3)
Financial Aid	13,996,156	(488,681)	1,665,584	(2,553,038)	2,635,288	478,245	(4)
Outflow for investments	(19,000,000)	-	-	-	(6,500,000)	-	(5)
Inflow from investments	-	3,500,000	3,000,000	6,000,000	5,000,000	4,000,000	(6)
Ending Cash	\$ 7,859,164	6,237,931	7,003,776	6,228,767	7,912,129	5,712,925	(7)

	Forecasted July 2017	Forecasted August 2017	Forecasted September 2017	Forecasted October 2017	Forecasted November 2017	Forecasted December 2017	
Beginning Cash	\$ 5,712,925	5,865,925	5,055,925	5,222,925	5,252,925	5,227,925	(8)
Cash Receipts	8,095,000	18,350,000	8,692,000	6,750,000	5,880,000	9,020,000	(9)
Cash Disbursements	(12,950,000)	(13,850,000)	(12,750,000)	(12,750,000)	(13,100,000)	(12,000,000)	(10)
Financial Aid	(992,000)	8,690,000	4,225,000	2,030,000	(2,805,000)	1,010,000	(11)
Outflow for investments	-	(14,000,000)	-	-	-	-	(12)
Inflow from investments	6,000,000	-	-	4,000,000	10,000,000	2,000,000	(13)
Ending Cash	\$ 5,865,925	5,055,925	5,222,925	5,252,925	5,227,925	5,257,925	(14)



COLUMBUS STATE COMMUNITY COLLEGE  
 PRESIDENT'S DISCRETIONARY FUND  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE TWELVE MONTHS ENDED JUNE 30, 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	2,277		(8)
Transfer to Staff Advisory Council	1,000		(9)
Columbus State Bookstore	492		(10)
Condolence Contribution	60	3,829	(11)
		\$ 16,171	(12)
	[A]	[B]	[C]
			(13)

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 JUNE 30, 2017  
With Comparative Figures at June 30, 2016

<u>Assets</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	
Cash	\$ 1,375,991	\$ 877,159	(1)
Investments at market value (see note)	8,066,075	7,355,294	(2)
Pledges Receivable	3,802,504	4,279,790	(3)
Accounts Receivable	2,870	57,591	(4)
Total Assets	<u>\$ 13,247,440</u>	<u>\$ 12,569,834</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ -	(6)
Pledge Payable	-	-	(7)
Trade Payables	306,703	243,910	(8)
Total Liabilities	<u>306,703</u>	<u>243,910</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,138,218	4,110,420	(10)
Temporarily Restricted	5,759,968	5,483,440	(11)
Unrestricted	3,042,551	2,732,064	(12)
			(13)
Total fund balance	<u>12,940,737</u>	<u>12,325,924</u>	(14)
			(15)
Total Liabilities and fund balance	<u>\$ 13,247,440</u>	<u>\$ 12,569,834</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	\$ 167,017	167,036	2.08%
Equities	3,642,511	4,113,857	51.00%
Fixed Income	2,699,004	2,691,862	33.37%
Mutual Funds	<u>1,089,945</u>	<u>1,093,320</u>	<u>13.55%</u>
Total Investments	<u>\$ 7,598,477</u>	<u>\$ 8,066,075</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 FOR THE TWELVE MONTHS ENDED JUNE 30, 2017  
 With Comparative Figures at June 30, 2016

	June 30, 2017			Total All Funds	June 30, 2016 Total All Funds	
	Unrestricted	Temporarily Restricted	Permanently Restricted			
Revenue						
Contributions						
Scholarships and Programs	\$ 165,633	\$ 184,837	\$ 26,621	\$ 377,091	\$ 296,444	(1)
Taste the Future	202,710	-	-	202,710	196,642	(2)
Contributions for Columbus State	-	29,591	-	29,591	74,050	(3)
Creative Campus	-	260,000	-	260,000	-	(4)
Hospitality & Culinary Arts	-	200,990	-	200,990	-	(5)
Administration Fee Income	38,115	-	-	38,115	-	(6)
Interest Income	428	185	-	613	558	(7)
Investment Income						
Realized	146,820	262,395	-	409,215	300,602	(8)
Unrealized	123,951	222,010	-	345,961	(227,471)	(9)
Investment income-subtotal	270,771	484,405	-	755,176	73,131	(10)
Total revenues	677,657	1,160,008	26,621	1,864,286	640,825	(11)
Expenditures						
Scholarships and Programs	-	238,810	-	238,810	229,492	(13)
Contributions to Columbus State	-	74,805	-	74,805	28,750	(14)
Corporate Gift	-	500,000	-	500,000	1,084,513	(15)
Creative Campus	-	117,509	-	117,509	-	(16)
Hospitality & Culinary Arts	-	-	-	-	-	(17)
Administrative Fee Expense	-	38,115	-	38,115	-	(18)
Management and general	286,903	-	-	286,903	225,371	(19)
Total expenditures	286,903	969,239	-	1,256,142	1,568,126	(20)
Excess (deficit) of revenues over expenditures	390,754	190,769	26,621	608,144	(927,301)	(21)
Transfers	-	(1,727)	1,727	-	-	(22)
Fund balance at beginning of period	2,651,797	5,570,926	4,109,870	12,332,593	13,253,225	(23)
Fund balance at end of period	\$ 3,042,551	\$ 5,759,968	\$ 4,138,218	\$ 12,940,737	\$ 12,325,924	(24)
	(A)	(B)	(C)	(D)	(F)	(25)

**COLUMBUS STATE COMMUNITY COLLEGE  
NOTES TO FINANCIAL STATEMENTS  
AS OF JUNE 30, 2017**

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	\$ 32,590,583	\$ 32,590,583	1.07%	1
STAR Ohio/Plant	1,334,521	1,334,521	1.07%	1
STAR Ohio/Auxiliary	3,423,942	3,423,942	1.07%	1
STAR Plus	1,907	1,907	0.65%	1
CSCC Operating Fund 1	35,810,214	35,767,391	1.40%	640
CSCC Operating Fund 2	35,047,079	34,966,633	1.48%	905
Auxiliary Services	5,002,110	5,013,678	1.42%	470
Plant Fund	9,120,629	9,095,830	1.41%	798
	<u>\$ 122,330,985</u>	<u>\$ 122,194,485</u>		

\* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	30.57%
	Agencies	52.60% *
	Municipal Bonds	3.69%
	Treasury Notes	3.60%
	Stocks	0.00%
	Cash & Equivalents	9.55%
		<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 \$835,000 to \$920,000 with an interest rate of 1.65%, 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>
Michelle Baker	Specialist	Human Services	05/16/17	\$33,134
Rita Bedritis	Supervisor 1	Conference Center	06/16/17	\$70,713
Lori Bolton	Advisor	Center for Advising Support & Exploration	06/16/17	\$48,651
Sidney Carey	Groundskeeper 1	Grounds	06/16/17	\$25,771
Benjamin Dalton	Information Security Officer	I.T. Support Center	07/03/17	\$96,000
Jessica Eberly	Specialist	Telephone Information Center	07/03/17	\$33,134
Lori Gage	Operations Coordinator	Conference Center	07/03/17	\$53,196
Mary Ellen Gauither	Coordinator	Bookstore	05/16/17	\$47,476
Timothy Kennedy	System Administrator	I.T. Support Center	05/16/17	\$58,000
Ivy Lamb	Senior Writer	Marketing & Communications	05/16/17	\$63,000
Jennifer McCord	Instructor	Business Management	08/16/17	\$41,065
Pamela McGough	Office Associate	Biological & Physical Sciences	06/01/17	\$28,662
Robert Neutzling	Specialist	Bookstore	06/16/17	\$33,134
Marsha Phillips	Specialist	Non-Credit Registration Office	06/01/17	\$38,750
Tina Pickering	Transcript Evaluator	Office of the Registrar	07/03/17	\$36,400
Michelle Schleppe	Specialist	Telephone Information Center	07/03/17	\$33,134
Jason Stover	Residency Specialist	Office of the Registrar	06/16/17	\$38,500
Brianne Wears	Specialist	Conference Center	06/01/17	\$39,998
Jason Woltja	Coordinator	Regional Learning Center	05/16/17	\$63,000

**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>
Leland Bateman	Coordinator	Bookstore	08/01/17
Richard Bickerstaff	Chairperson	Engineering & Transportation Technology	05/31/17
Paul Boaz	Coordinator	Conference Center	07/01/17
Robbie Campbell	Administrative Assistant	Delaware Campus	06/30/17
Scott Corney	Material Handler	Printing Services	06/02/17
Brittany Cramer	Police Officer	Police Department	06/01/17
Adam Darst	Groundskeeper II	Grounds	03/10/17
Nina Ewing	Program Coordinator	Information Technology	06/29/17
Abdinasir Hassan	Specialist	Financial Aid	07/06/17
Matthew Hubbard	Instructional Designer	Instructional Technology & Innovation	06/30/17
Linda Kauffman	Office Associate	Conference Center	07/01/17
Travis Lynch	Groundskeeper	Grounds	04/28/17
Joseph Murphy	Police Officer	Police Department	06/30/17
Terence Olive	Professor	Veterinary, Imaging & Surgical Technology	07/31/17
Margaret Power	Specialist	Bookstore	07/01/17
Kimberly Rhyan	Director	Student Engagement & Leadership	06/15/17
Donna Robinson	Office Associate	Computer Science	06/30/17
Janet Rogers	Administrator	Enrollment Services & Student Services	06/30/17
Barbara Shea	Office Associate	Telephone Information Center	06/30/17
Renee Witcher	Coordinator	Information Technology	07/01/17