

COLUMBUS STATE

COMMUNITY COLLEGE

BOARD OF TRUSTEES

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A G E N D A

BOARD OF TRUSTEES MEETING

Thursday, September 21, 2017

**Workforce Development Building
315 Cleveland Avenue, Room 404**

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. Awarding of Emeritus Status 1
- IX. Financial Statements as of and for the two months ended August 31, 2017..... 4
- X. Personnel Information Items (Information Only)..... 17
- XI. President's Report
- XII. Old Business

DAVID T. HARRISON Ph.D. PRESIDENT

COLUMBUS STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES AGENDA
September 21, 2017
Page Two

XIII. New Business

XIV. Public Participation

XV. Executive Session (*if needed*)

XVI. Adjournment



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Awarding of Emeritus Status: Dick Bickerstaff, Chair, Engineering and Transportation Technologies
Terry Cooke, System Specialist, Facilities Management
Martha (Marty) Nesser, Administrative Assistant, Information Technology

BACKGROUND INFORMATION:

Board of Trustees Policy 3-23 enables the conferral of emeritus status upon the retirement of an employee in recognition of outstanding service to the College. Requirements for consideration of emeritus status include at least fifteen years' employment by the college and favorable recommendations by the administrators in the employee's chain of authority.

RECOMMENDATION:

That the Board of Trustees grant emeritus status to Dick Bickerstaff, Chair, Engineering and Transportation Technologies; Martha (Marty) Nesser, Administrative Assistant, Information Technology; and Terry Cooke, System Specialist, Facilities Management, effective September 21, 2017.

Dick Bickerstaff, Chair, Engineering and Transportation Technologies

Mr. Bickerstaff began his career at Columbus State Community College as an adjunct faculty and faculty member teaching Engineering technologies disciplines. He became the Chairperson managing the Engineering Technologies organization. Later he was given additional responsibilities to also manage our Construction Programs, GIS Programs, Environmental Programs, Landscaping and Design Programs, and our Engineering Survey Programs.

Mr. Bickerstaff has consistently demonstrated his strong commitment to his students, faculty, management, the College and the industries that he served. He consistently went above and beyond the requirements of his position to ensure that the technologies he managed continued to have a success rate for our students as well as the College.

Under his direction he continued to improve the programs and provided high creditability for students graduating with certificates and degrees to the various industries that he served. Mr. Bickerstaff ensured that all of his faculty were supported with what they needed to promote and deliver their programs with top quality and relevant learning. Through his dedication to other community groups he improved the image of the college and the programs he represented.

Terry Cooke, System Specialist, Facilities Management

Terry began his career at Columbus State Community College on Oct. 12, 1993, and he served with distinction within our campus Police Department for 20 years. During that time, he served as a police officer, corporal, sergeant, and lieutenant. He also held assignments as Court Liaison Officer, Background Investigator, Field Training Officer, Law Enforcement Automated Data System (LEADS) Terminal Agency Coordinator (LEADS/TAC), Accreditation Manager for the Commission for Accreditation of Law Enforcement Agencies (CALEA), and served on the department mental health Crisis Intervention Team (CJT), where he was the first CSCC police officer to utilize this unique training and best practice which prevented a student from causing further injury to herself in an attempted suicide.

Terry assisted in the formulation of standard operational procedures for the College's Police Department and was a member of the department Operational Input Team. He also served on the College Staff Advisory Council for one year. Terry was instrumental in the transformation of the College Police Department into a national best practice, providing high level administrative support to the Department's Labor Management Relations Committee, Strategic Planning, personnel matters, implementation of the Rave emergency text system, Security Systems Integration Phase I & II, and The Ohio State University/Columbus State MARCs radio communication system partnership which resulted in \$1 million in savings to OSU, and state of the art radio equipment valued at \$240,000 to CSCC PD at no cost. Much was accomplished due to Terry's dedication and his trusted high level administrative support on multiple and simultaneous endeavors.

In July of 2013, Terry transferred from the Police Department to the Facilities Management Department to assist with Asset Management in Facilities Management. Shortly thereafter, he was re-classified to System Specialist and assumed a lead role in utilization of the College work order database tracking system. Terry also assisted with the Design and Construction team with the completion of our College design and construction standards for Columbus State just prior to his retirement.

Martha (Marty) Nesser

Marty was a loyal and hardworking Columbus Technical Institute and Columbus State Community College employee. As the Office Associate in the Career and Technical Programs division she assisted thousands of students in making their way through the College. Her helpful and receptive manor made her a favorite contact for anyone seeking assistance on the second floor of Delaware Hall. She was truly “a walking, talking, shouting advocate of Columbus State Community College.”

Her move from the Career and Technical Programs position to the Administrative Assistant position in Information Technology brought her a new set of challenges which she met with aplomb. Her ability to work as the trusted assistant to a vice president while still maintaining her comfortable and open manner with employees, vendors, and students made her a perfect match for this position. Her assistance to Hamid Danesh when he was a newly minted vice president was of immeasurable benefit to the Information Technology division and to the whole College. I know he relied on her very heavily.

Marty was always the perfect example of a dedicated employee who understood and loved the mission of the College.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE _____

SUBJECT:

Financial Statements as of and for the two months ended August 31, 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.

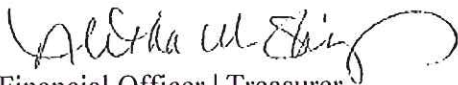
RECOMMENDATION:

That the financial statements as of and for the two months ended August 31, 2017, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

September 14, 2017

TO: Dr. David T. Harrison, President 

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

SUBJECT: Financial Statements as of August 31, 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 August 31, 2017.

1. General Fund (Exhibit B)

Revenues. Total Revenues reported through this August are up over last year due to a change in the timing of when tuition discounts are applied for College Credit Plus (CC+). This reported increase will continue through Spring semester, as the discounts this year are being prorated over each term in the same manner as tuition revenue, rather than being recognized all at the beginning of the semester.

Year-to-date State subsidy (State Share of Instruction or SSI) is 1.1% higher than last August based on the Ohio Department of Higher Education's latest FY18 estimate for Columbus State; monthly SSI payments received are based on this estimate. This SSI increase is expected despite the State not increasing SSI funding statewide due to the College performing better on the formula's metrics relative to other community colleges. Final FY18 SSI allocations from the State should be known by December.

Year-end revenue projections still reflect what the Board approved in May and will be updated once a better sense for Autumn term enrollment is known. While Autumn 2017 enrollment as of the first day is known, revenue associated with College Credit Plus enrollment, which is up over the prior autumn, is still being finalized. Non-CCP enrollment is estimated to be 4.6% down from last year and was budgeted to be 2% lower.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to Actual Increase/ Decrease	Prior Year FTEs	Current Year FTEs*	% Variance
Summer 2017**	38,970	37,939	-2.6%	5,822	5,498	-5.6%
Autumn 2017	221,154			14,551	-	
Spring 2018	208,623			13,566	-	
Summer 2018**	45,747			5,498	-	

* Summer 2017 credit hours and FTE are the preliminary Census day numbers provided by the Institutional Effectiveness Office.

** Summer semester 2017 straddles both FY17 and FY18, with 46% of the revenue attributed to FY17. Likewise, Summer semester 2018 straddles both FY18 and FY19, with 54% of the revenue attributed to FY18.

Expenses. Through August, overall expenditures are approximately 2.1% lower than the same period last year due mostly to the timing of spending on maintenance agreements within the *Information Technology* financial category.

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

Bookstore revenues are down \$343,820, or 7.1%, as a result of lower textbook sales, largely attributed to CC+ school districts that are able to reuse a portion of the textbooks that were purchased last year. New textbook sales account for approximately \$337,000 of the overall decrease in Bookstore revenues, as a result of new free material for course sections in a variety of classes for Autumn semester 2017 as well as lower purchases from the CC+ school districts, as noted above. Cost of goods sold includes approximately \$95,000 for discounts extended to CC+ school districts that should be reported as non-operating expense; this will be corrected when the revised budget is prepared. Bookstore expenses are flat to last year; more current employees are being utilized to assist on the sales floor rather than filling additional part-time positions for that same function as a cost control measure. Food Service revenues are up due to the receipt of the Pepsi funds in July this year compared to February in FY17. Expenses are down as well as there are no longer costs associated with running the café in the DX.

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

To-date disbursements of \$785 left a balance of \$19,215 through August in this fund.

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

Foundation contributions through August are \$191,753 compared to \$116,029 for the same period last year. The Foundation received \$40,000 in large one-time gifts this year that were not received last year, as well as \$35,000 for larger initiatives (Creative Campus, Hospitality Management & Culinary Arts). Net investment activity through August is \$281,517 compared with \$217,177 last year, an increase of \$64,340. Management and General expenses are higher, primarily due to timing differences in Fundraising, Outreach, and Grant Admin expenditures.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 45.88% currently invested in STAR Ohio, and other money markets, with the balance in various federal agencies, municipal bonds, and treasury notes.

COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT AUGUST 31, 2017
With Comparative Figures at August 31, 2016

EXHIBIT A

<u>Assets</u>	<u>August 31,</u> <u>2017</u>	<u>August 31,</u> <u>2016</u>	<u>Liabilities and Fund Balance</u>	<u>August 31,</u> <u>2017</u>	<u>August 31,</u> <u>2016</u>
<u>Current Funds</u>			<u>Current Funds</u>		
<u>Unrestricted</u>			<u>Unrestricted</u>		
<u>Educational and general</u>			<u>Educational and general</u>		
Cash	7,025,850	25,181,748	Accounts payable	11,749,614	11,567,078
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	122,904,904	107,870,336	Student tuition	31,567,462	32,940,243
Interest receivable	16,163,714	14,948,520	Lab fees and credit bank	413,235	426,161
Prepaid expense	726,092	632,680	Due to restricted funds	-	-
Due from agency funds	6,887,574	6,951,406	Due to plant funds	33,709,965	29,292,200
Due from auxiliary funds	1,269,859	1,240,279	Due to agency funds	-	-
Total educational & general	154,977,993	156,824,969	Fund balances (Exhibit C):		
			Allocated	63,003,494	67,906,217
			Unallocated	14,534,223	14,693,069
			Total fund balances	77,537,716	82,599,286
			Total educational & general	154,977,993	156,824,969
<u>Auxiliary enterprise</u>			<u>Auxiliary enterprise</u>		
Cash	3,600,834	2,895,358	Accounts payable	59,933	89,616
Investments	8,467,070	8,383,144	Due to educational & general fund	1,269,859	1,240,279
Accounts receivable	3,494,581	3,640,760	Due to Plant Fund	1,459,520	1,459,351
Inventories, at cost as defined (note 2)	1,684,769	1,932,980	Fund balances (Exhibit D):		
Other Assets	59,274	59,274	Allocated	156,000	243,019
Due from general fund	-	-	Unallocated	14,361,215	13,679,252
Due from grant funds	-	-	Total fund balances	14,517,215	14,122,271
Total auxiliary enterprise	17,306,527	16,911,516	Total auxiliary enterprise	17,306,527	16,911,516
Total unrestricted	172,284,519	173,736,485	Total unrestricted	172,284,519	173,736,485
Total current funds	172,284,519	173,736,485	Total current funds	172,284,519	173,736,485
	[A]	[B]		[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT AUGUST 31, 2017
With Comparative Figures at August 31, 2016**

**EXHIBIT A
(Continued)**

	August 31, 2017	August 31, 2016	August 31, 2017	August 31, 2016
Assets				
Plant funds				
Unexpended				
State appropriations receivable	-	-		
Capital Improvement Fund	1,378,375	1,202,183		
Total unexpended	<u>1,378,375</u>	<u>1,202,183</u>	\$ 1,378,375	\$ 1,202,183
Cash from Bond Proceeds	-	-		
Deposit with trustees/Escrow	-	-		
Due from general fund	33,709,965	29,292,200		
Due from Auxiliary	1,459,520	1,459,351		
Land	25,518,235	25,518,235		
Improvements other than buildings	13,868,830	12,433,778		
Buildings	169,493,823	168,151,168		
Movable equipment, furniture and library books	48,880,727	45,264,800		
Construction-in-progress	1,224,344	253,502		
Other Assets	171,264	(248,465)		
Less: accumulated depreciation	(103,322,477)	(95,474,701)		
Total investment in plant	<u>191,004,231</u>	<u>186,649,868</u>	191,004,231	186,649,868
Total plant funds	<u>192,382,606</u>	<u>187,852,051</u>	\$ 192,382,606	\$ 187,852,051
Agency funds				
Cash	-	-		
Due from agencies	6,887,574	6,951,406		
Due from general fund	-	-		
Total agency funds	<u>6,887,574</u>	<u>6,951,406</u>	\$ 6,887,574	\$ 6,951,406
	[A]	[B]	[C]	[D]
Liabilities and Fund Balance				
Plant funds				
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				
Agency funds				
Deposits held in custody for others				
Due to educational and general fund				
Total agency funds				

COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE TWO MONTH ENDED AUGUST 31, 2017

EXHIBIT C

	Preliminary Balance at June 30, 2017	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at August 31, 2017	
Capital Improvements & Land Acquisition	\$ 11,632,700	\$ -	\$ -	\$ (1,949,939)	\$ (283,793)	\$ 9,398,968	(1)
Carpet/Furniture Reupholstering	23,812	-	-	-	-	23,812	(2)
Jefferson Ave/Grove Street Repaving	48,959	-	-	-	-	48,959	(3)
Space Efficiency Upgrades	347,963	-	-	75,423	(33,240)	390,146	(4)
Site Development, Delaware Campus	1,172,279	-	-	-	-	1,172,279	(5)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(6)
Facilities Infrastructure Improvements	100,441	-	-	-	-	100,441	(7)
Student Support Services	63,309	-	-	-	-	63,309	(8)
Creative Campus	200,000	-	-	-	-	200,000	(9)
School of Hospitality Management	327,924	-	-	-	(43,164)	284,760	(10)
COTA	75,000	-	-	-	-	75,000	(11)
EB 302 Renovation	39,964	-	-	-	(6,541)	33,423	(12)
Vet Tech Upgrade	95,578	-	-	-	(7,798)	87,780	(13)
Fire Science	-	-	-	1,550,000	(3,865)	1,546,135	(14)
Ongoing Maintenance	-	-	-	324,516	-	324,516	(15)
Capital Equipment	6,886,479	-	-	-	(32,143)	6,854,336	(16)
Target 2002	333,088	-	-	-	-	333,088	(17)
Collective Bargaining	33,104	-	-	-	-	33,104	(18)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(19)
Accumulated Lab Fees	1,368,855	-	-	-	(17,325)	1,351,530	(20)
Broadbanding	125,353	-	-	-	-	125,353	(21)
Think Again Scholarship	1,325,697	-	-	-	(118,998)	1,206,699	(22)
Student Success and Innovation	10,927,082	-	-	-	(269,388)	10,657,694	(23)
Strategic Growth Initiatives	654,811	-	-	-	(6,500)	648,311	(24)
Technology Initiatives	1,301,287	-	-	-	(9,913)	1,291,375	(25)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(26)
Campus Safety Initiatives	935,288	-	-	-	(79,014)	856,274	(27)
Energy Efficiency/Sustainability Initiatives	1,800,566	-	-	-	-	1,800,566	(28)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(29)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(30)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(31)
One-Time Compensation	44,501	-	-	1,700,000	(981,452)	763,049	(32)
Partnerships for Student Success	13,796	-	-	-	-	13,796	(33)
Workforce Development	463,850	-	-	-	(35,675)	428,175	(34)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(35)
PERFORMS	1,499	-	-	-	-	1,499	(36)
Unallocated	63,212,301	-	-	1,700,000	(1,908,807)	63,003,494	(37)
Total General Fund	\$ 83,142,541	\$ (5,604,824)	\$ -	\$ (1,700,000)	\$ 1,908,807	\$ 77,537,717	(38)
	[A]	[B]	[C]	[D]	[E]	[F]	(39)

* In June, \$1.7M was approved for one-time compensation using the projected Net Income for FY 17. This was inadvertently omitted from Exhibit C on June's preliminary year-end financial statements and therefore, excluded from amounts in the Preliminary Balance at June 30, 2017 (Column A above). This will be corrected when audited amounts are finalized.

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TWO MONTH ENDED AUGUST 31, 2017**
With Comparative Figures at August 31, 2016

EXHIBIT D

	FY 18		FY 17		FY 18 Projected Year End		FY 17 Projected Year End		
	Budget as approved May 2017	% of Budget Expended to Date	Revised Budget as approved January 2017	Actual to Date	% of Budget Expended to Date	FY 18 Projected Year End	Projected % of Budget	FY 17 Audited Year End	Projected % of Budget
Auxiliary									
Sales/Revenues									
Bookstore	12,655,400	35.66%	12,448,652	4,856,732	39.01%	12,655,400	100.00%	12,965,094	104.15%
Food Services	195,000	51.38%	269,325	29,374	10.91%	195,000	100.00%	291,687	108.30%
Total Revenues	12,850,400	35.90%	12,717,977	4,886,106	38.42%	12,850,400	100.00%	13,256,781	104.24%
Cost of Goods Sold									
Bookstore	10,505,000	34.69%	10,069,231	3,767,519	37.42%	10,505,000	100.00%	10,440,086	103.66%
Food Service	-	0.00%	25,871	6,061	23.43%	-	0.00%	28,509	110.20%
Gross Margin	2,345,400	41.31%	2,622,875	1,112,526	42.42%	2,345,400	100.00%	2,788,186	106.30%
Operating Expenses									
Bookstore	1,913,318	13.72%	1,893,683	262,365	13.85%	1,913,318	100.00%	1,910,094	100.87%
Food Services	87,342	15.92%	144,321	19,933	13.81%	87,342	100.00%	111,828	77.49%
Auxiliary Administration	344,622	23.16%	584,193	101,824	17.43%	344,622	100.00%	537,728	92.05%
Total Expenses	2,345,282	15.19%	2,622,197	384,122	14.65%	2,345,282	100.00%	2,559,650	97.61%
Auxiliary Net Operating Income/(Loss)	118	519309.04%	678	728,404	107434.22%	118	100.00%	228,536	33707.42%
Net Income/(Loss)									
Bookstore	237,082	255.73%	485,738	826,848	170.23%	237,082	100.00%	614,914	126.59%
Food Services	107,658	80.15%	99,133	3,380	3.41%	107,658	100.00%	151,350	152.67%
Auxiliary Administration	(344,622)	23.16%	(584,193)	(101,824)	17.43%	(344,622)	100.00%	(537,728)	92.05%
Net Auxiliary Income/(Loss)	118	519309.04%	678	728,404	107434.22%	118	100.00%	228,536	33707.42%
Auxiliary Fund Balance at June 30, 2017	(150,000)		(300,000)	13,401,811		(150,000)		(60,000)	
Non-operating Revenues/Expenditures	-		(237,103)	(9,750)		-		25,881	
College Credit Plus	-		-	1,807		-		-	
College Strategic Priorities	-		-	-		-		-	
Food Services/Renovations	-		-	-		-		-	
Transfers	-		-	-		-		-	
Audit Entries	-		-	-		-		-	
Auxiliary Fund Balance at August 31, 2017	(156,000)		(337,103)	13,401,811		(156,000)		(60,000)	
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[J]
	\$	14,517,215		\$	14,122,271		(305,882)		194,417

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF AUGUST 31, 2017

	Actual March 2017	Actual April 2017	Actual May 2017	Actual June 2017	Actual July 2017	Actual August 2017	
Beginning Cash	\$ 6,237,931	7,003,776	6,228,767	7,912,129	5,712,925	6,703,604	(1)
Cash Receipts	9,172,328	7,902,933	14,729,997	9,387,190	7,844,977	21,172,436	(2)
Cash Disbursements	(13,072,067)	(12,124,903)	(14,181,923)	(16,064,639)	(12,831,905)	(14,136,193)	(3)
Financial Aid	1,665,584	(2,553,038)	2,635,288	478,245	(22,393)	9,131,774	(4)
Outflow for investments	-	-	(6,500,000)	-	-	(16,000,000)	(5)
Inflow from investments	3,000,000	6,000,000	5,000,000	4,000,000	6,000,000	-	(6)
Ending Cash	\$ 7,003,776	6,228,767	7,912,129	5,712,925	6,703,604	6,871,621	(7)

	Forecasted September 2017	Forecasted October 2017	Forecasted November 2017	Forecasted December 2017	Forecasted January 2018	Forecasted February 2018	
Beginning Cash	\$ 6,871,621	6,288,621	5,568,621	5,293,621	5,573,621	5,473,621	(8)
Cash Receipts	8,692,000	6,750,000	5,880,000	9,020,000	16,375,000	7,160,000	(9)
Cash Disbursements	(13,500,000)	(13,000,000)	(13,350,000)	(12,250,000)	(12,500,000)	(12,250,000)	(10)
Financial Aid	4,225,000	2,030,000	(2,805,000)	1,010,000	14,025,000	100,000	(11)
Outflow for investments	-	-	-	-	(18,000,000)	-	(12)
Inflow from investments	-	3,500,000	10,000,000	2,500,000	-	5,000,000	(13)
Ending Cash	\$ 6,288,621	5,568,621	5,293,621	5,573,621	5,473,621	5,503,621	(14)

COLUMBUS STATE COMMUNITY COLLEGE
 PRESIDENT'S DISCRETIONARY FUND
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
 FOR THE TWO MONTH ENDED AUGUST 31, 2017

EXHIBIT F

Cash at Beginning of Period		\$ 16,171	(1)
		<u> </u>	(2)
<u>Receipts:</u>			(3)
Deposit from General Fund	3,829	3,829	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	617		(8)
Columbus State Bookstore	168		(9)
			(10)
		785	(11)
		<u>\$ 19,215</u>	(12)
	[A]	[B]	(13)
		<u> </u>	
		[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 AUGUST 31, 2017
With Comparative Figures at August 31, 2016

<u>Assets</u>	<u>August 31,</u> <u>2017</u>	<u>August 31,</u> <u>2016</u>	
Cash	\$ 1,779,511	\$ 870,558	(1)
Investments at market value (see note)	8,320,423	7,548,026	(2)
Pledges Receivable	3,534,472	4,290,160	(3)
Accounts Receivable	45,268	15,763	(4)
Total Assets	<u>\$ 13,679,674</u>	<u>\$ 12,724,507</u>	(5)
<u>Liabilities</u>			
Due to general fund	\$ 1,110	\$ 2,935	(6)
Pledge Payable	-	-	(7)
Trade Payables	767,604	243,910	(8)
Total Liabilities	<u>768,714</u>	<u>246,845</u>	(9)
<u>Fund balance</u>			
Permanently Restricted	4,140,983	4,112,928	(10)
Temporarily Restricted	5,594,186	5,610,170	(11)
Unrestricted	3,175,791	2,754,564	(12)
			(13)
			(14)
Total fund balance	<u>12,910,960</u>	<u>12,477,662</u>	(15)
			(16)
Total Liabilities and fund balance	<u>\$ 13,679,674</u>	<u>\$ 12,724,507</u>	(17)
	[A]	[B]	(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</u> <u>Portfolio</u>
Cash	\$ 9,276	9,276	0.11%
Equities	3,816,744	4,503,277	54.12%
Fixed Income	2,686,099	2,701,229	32.47%
Mutual Funds	<u>1,089,945</u>	<u>1,106,641</u>	<u>13.30%</u>
Total Investments	<u>\$ 7,602,064</u>	<u>\$ 8,320,423</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE TWO MONTH ENDED AUGUST 31, 2017
With Comparative Figures at August 31, 2016

	August 31, 2017			August 31, 2016	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds
Revenue					
Contributions					
Scholarships and Programs	\$ 15,012	\$ 34,267	\$ 2,765	\$ 52,044	\$ 43,983
Taste the Future	104,000	-	-	104,000	72,046
Contributions for Columbus State	-	469	-	469	-
Creative Campus	-	35,000	-	35,000	-
Hospitality & Culinary Arts	-	240	-	240	-
Administration Fee Income	-	-	-	-	-
Interest Income	94	36	-	130	79
Investment Income					
Realized	11,097	19,659	-	30,756	(21,637)
Unrealized	90,412	160,349	-	250,761	238,814
Investment income-subtotal	101,509	180,008	-	281,517	217,177
Total revenues	220,615	250,020	2,765	473,400	333,285
Expenditures					
Scholarships and Programs	-	98,872	-	98,872	83,469
Contributions to Columbus State	-	405	-	405	45,300
Corporate Gift	-	500,000	-	500,000	-
Creative Campus	-	15,703	-	15,703	-
Hospitality & Culinary Arts	-	-	-	-	-
Administrative Fee Expense	-	-	-	-	-
Management and general	92,432	-	-	92,432	59,447
Total expenditures	92,432	614,980	-	707,412	188,216
Excess (deficit) of revenues over expenditures	128,183	(364,960)	2,765	(234,012)	145,069
Transfers	-	-	-	-	-
Fund balance at beginning of period	3,047,608	5,959,146	4,138,218	13,144,972	12,332,593
Fund balance at end of period	3,175,791	5,594,186	4,140,983	12,910,960	12,477,662
	[A]	[B]	[C]	[D]	[F]

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF AUGUST 31, 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	\$ 42,647,799	\$ 42,647,799	1.19%	1
STAR Ohio/Plant	1,378,375	1,378,375	1.19%	1
STAR Ohio/Auxiliary	3,427,215	3,427,215	1.19%	1
CSCC Operating Fund 1	35,810,214	35,860,539	1.46%	664
CSCC Operating Fund 2	35,109,044	35,154,840	1.50%	869
Auxiliary Services	5,015,694	5,036,424	1.44%	421
Plant Fund	9,192,987	9,193,185	1.41%	736
	<u>\$ 132,581,327</u>	<u>\$ 132,698,376</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	35.76%
	Agencies	48.59% *
	Municipal Bonds	2.42%
	Treasury Notes	3.12%
	Stocks	0.00%
	Cash & Equivalents	10.11%
		<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>
John Bland	Material Handler II	Procurement & College Services	08/01/17	\$28,662
James Mike Bradley	System Administrator II	Server Engineering	08/07/17	\$59,000
Madeline Cardona-Lebron	Instructor	Computer Science	08/16/17	\$44,224
Manykhone Chanthavong	Functional Analyst	Financial Aid	07/17/17	\$48,375
Allison Franz	Retail Specialist	Bookstore	08/01/17	\$33,134
Mark Gerko	Chairperson	Engineering & Transportation	09/01/17	\$87,000
James Henestofel	Programmer/Analyst	Enterprise Applications	07/24/17	\$58,000
Judy Holt	Specialist – HRIS	Human Resources	09/01/17	\$49,500
Kathryn Howe	Specialist	Library - Circulation	08/24/17	\$33,134
Aloysius Kienee	Coordinator	IT – Frontliners	08/15/17	\$53,196
Joy Livergood	Transcript Evaluator	Transcript Evaluation	09/01/17	\$36,400
Aisha McGraph	Office Associate	Computer Science	09/01/17	\$34,133
David Nowak	Instructor	Computer Science	08/16/17	\$44,224
Adam Polen	Assistant	Bookstore	08/01/17	\$24,232
Lenore Southerland	Supervisor	Veterinary, Imaging & Surgical Technology	07/03/17	\$60,000
Corey Terry	Groundskeeper 1	Grounds	08/01/17	\$25,771
Amy Jo Williams	Clinical Coordinator	Veterinary, Imaging & Surgical Technology	08/01/17	\$50,000
Stafford Williams	Programmer/Analyst	Enterprise Applications	07/24/17	\$77,000

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>
Connie Feeney	Analyst	Information Technology	07/31/17
Nicholas Hammond	Groundskeeper	Grounds	06/20/17
Abdinasir Hassan	Specialist	Financial Aid - Awarding	07/06/17
Johnathan Liu	Material Handler	Mail, Shipping/Receiving Warehouse	07/31/17
Suzanne May	Senior Writer	Marketing & Communications	06/30/17
Christian Merrill	Instructional Designer	Digital Education & Instructional Services	07/07/17
Douglas Montanaro	Chairperson	Humanities	12/31/17
Donna Robinson	Office Associate	Computer Science	06/30/17
Stephen Sharron	Building Services	Building Services	07/07/17
Jorge Vallejos	Assistant Professor	Computer Science	08/21/17
Stafford Williams	Programmer/Analyst	Information Technology	08/21/17