

COLUMBUS STATE

COMMUNITY COLLEGE

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A G E N D A
BOARD OF TRUSTEES MEETING
Pete Grimes Board Room, Franklin Hall
Thursday, September 27, 2018
3:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Certification of Conformity with Section §121.22(F) of the Ohio Revised Code
- IV. Opening Remarks from Chair Restrepo
- V. Opening Remarks from President Harrison
- VI. Approval of Minutes
- VII. Awarding of Emeritus Status.....1
- VIII. Revise Current Policy No. 3-43, Non-Discrimination/Anti-Harassment.....6
- IX. Revise Current Policy No. 9-12, Payment Card Industry Compliance.....14
- X. Financial Statements as of and for the two months ended August 31, 2018..... 16
- XI. Personnel Information Items (Information Only) 29
- XII. President’s Report

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

XIII. Old Business

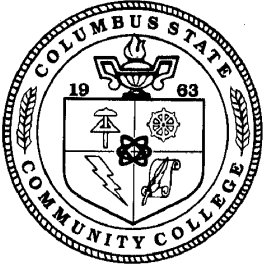
XIV. New Business

Appointment of Nominating Committee

XV. Public Participation

XVI. Executive Session (*if needed*)

XVII. Adjournment



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Awarding of Emeritus Status:

James Beidler, Chief Technology Officer, Information Technology
Dr. Rita Bova, Communication
Professor Christine Evenson, Human Services
Connie Feeney, Analyst, Information Technology
Professor Frankie Hale, Communication
Dr. Douglas Montanaro, Chair, Humanities
Terry Rockwell, Supervisor, Information Technology
Dr. Janet M. Rogers, Special Assistant to the Senior Vice President
of Enrollment Management and Student Services
Linda Shinn, Executive Assistant, Office of the President
Dr. Jacqueline Walli, Chair, Nursing

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 James Beidler, Dr. Rita Bova, Professor Christine Evenson, Connie Feeney, Professor Frankie Hale, Dr. Douglas Montanaro, Terry Rockwell, Dr. Janet M. Rogers, Linda Shinn, and Dr. Jacqueline Walli, effective September 27, 2018.

Emeritus Status: James Beidler

Mr. Beidler began his career at the College (then named Columbus Technical Institute) in 1983 as a Maintenance Repairman 1 in the Physical Plant, and finished his career 35 years later as Chief Technology Officer for the College. Throughout his career, in the many positions that Mr. Beidler held, he distinguished himself through the quality of his work, his commitment to the College mission, and his willingness to do whatever was needed to make Columbus State a better place for our students. As a leader in Information Technology, he was dedicated to building, maintaining and advocating for a team of professionals that could learn, change and adapt with the rapid pace required in supporting Information Technology.

He played a vital role in the growth of distance learning at the College by providing the technology infrastructure that it was built upon. He also played a highly significant role in direct technology partnerships with OSU, OU, Columbus Metropolitan Libraries, Columbus City Schools, and Miami University. He led Columbus State to be the first community college in the state and the fourth in the nation to participate in Eduroam, thus allowing network authentication to colleges and universities worldwide, and for our staff and students using their Columbus State credentials.

As he approached retirement, he supported the President by serving as the Interim Vice President of Information Technology, and as a consultant to the President in the selection of the candidate that would fill that position permanently. While there are many large projects and major accomplishments in which he participated, all would agree that he was best known for being willing to make work his own; big or small, he owned the work and took great pride in doing it well.

Emeritus Status: Rita Bova

Dr. Bova joined the faculty in the autumn of 1979, and served the college continuously for almost 40 years first in the Communication Skills (now English) department and then in the Communication department. Throughout that time, she consistently proved herself to be a remarkable instructor and mentor to students. She implemented forward-thinking, unique teaching strategies, like the use of sock puppets in the Speech classroom to alleviate students' stage fright, to name one. In 2000, she was awarded the coveted Distinguished Teaching Award.

She helped pioneer prototypes of College initiatives that have since become integral to its mission, such as distance learning and student success. And she served as a College ambassador to the community through her work with the Columbus Board of Education, the Franklin County Democratic Party, and several other groups.

Emeritus Status: Christine Evenson

Professor Evenson has served Columbus State for over 20 years as an adjunct-professor, lecturer, and program coordinator. She is the foundation of the Interpreter Education Program and elevated the program significantly in her time at Columbus State. Chris began her career at

Columbus State as a student in the Interpreting Program. She graduated Summa Cum Laude and began her career in interpreting at the Comprehensive Program for the Deaf. Chris enjoyed the teaching aspect of her position so much that she joined Otterbein University as a senior lecturer in 1992. Chris took a second job as an adjunct at her alma mater Columbus State in 1997. Eventually she was selected for a lecturer position at Columbus State in 1999 and remained with Columbus State until her recent retirement in August 2018.

Chris was largely responsible for working with the Westerville City School District in solidifying American Sign Language (ASL) to count as a “foreign language.” Her work in that school district has been lauded. Another highlight of Chris’s career came in 2005 when she organized a group of interpreters to travel to Louisiana to assist with interpreting services for the deaf after Hurricane Katrina. Chris was instrumental in providing emotional support to the survivors who had limited access to communication. She is truly one who understands the importance of giving back. Chris Evenson is an accomplished faculty member who dedicated her time at Columbus State to the betterment of her students and the community.

Emeritus Status: Connie Feeney

Mrs. Feeney was an employee of the College for 24-1/2 years, working in the Information Technology Division for much of this time. Connie’s role in the development and support of Information Technology helped to lay the ground work for our current Information Technology environment. Her dedication and support to the mission of the College and her passion for the staff, students, and faculty will be greatly missed.

Emeritus Status: Frankie Hale

Professor Frankie Hale was hired full time in September 1993 not only to teach Business Communication but also to develop courses for the Technical Communication program. Frankie was integral to the Technical Communication major, sharing assignments and her skills with faculty and students, serving on the program’s Advisory Council, and placing students in one of the 50 Central Ohio employers that offered our students internship opportunities.

Frankie also served as a skilled speech and communication instructor, creating online and blended courses, including a blended course for Instructional Design. Current in best business practices, Frankie was both Vice President and later President for the Central Ohio Society for Technical Communication. She was on the first AQIP team, an active representative of CSEA, and served the division on the Assessment and Curriculum committees. Later in her career, she devoted her expertise to the Columbus Humane Association. She works caringly and patiently with our students.

Emeritus Status: Douglas Montanaro

Dr. R. Douglas Montanaro was an assistant professor for a year before becoming Chairperson of the Humanities Department in 1988. For thirty years, he has devoted himself to the cultivation of both faculty and curriculum.

Currently, the Humanities Department has the greatest concentration of faculty with doctoral degrees of any academic department in the College, all hired by Dr. Montanaro. Dr. Montanaro led the charge for the transferability of courses offered in the Humanities. He was assiduous in his recruitment of a sustainable pool of adjuncts, and many of these adjuncts have remained faithful to the department for several decades. With Dr. Montanaro at the helm, the Humanities Department developed course sequences, pioneered new courses in African American history, and supervised the development of many fine arts and music courses, all adding to the department's elective curriculum. Beyond his department, Dr. Montanaro served on numerous committees, including the Arts and Sciences Honors Task Force, and was a long-standing member of the Student Appeals Committee.

A role of which Dr. Montanaro was particularly proud was as contributor to the transformation of Columbus State from a technical institute to a community college through the gradual blossoming of the fine and performing arts. In addition to his administrative activities in the development of this area, he participated in it, too. From playing bass guitar in the early Jazz Band, to being Executive Board member and regular contributor to Spring Street magazine, and performer in many Readers Theater productions and choral concerts. He really enjoyed being involved and encouraging others to get involved, as well.

Emeritus Status: Terry Rockwell

Mr. Rockwell served the College for 32 years. He joined the College first as a student when it was still called Columbus Technical Institute. In 1986, he accepted an Assistant position in the Computer Science Department. He moved to a PC Coordinator position in 1987, and in 2003 he accepted the position of Telecommunications Coordinator.

Terry took on a "side" project to install the first digital Rohm phone at the College. He then led a massive conversion process of the phone system. As part of this work, he explored new (at the time) call center technology to use at the College and introduced the first implementation for the Information Technology support desk. He moved on to do the initial engineering work on the call center for the new Telephone Information Center (TIC), which today is the main communication hub of inbound calls to the College.

Under his leadership, the phone system grew from a handful of phones to over 2,500 devices in 30 years, he setup the various circuits connecting the College's Regional Learning Centers, set up the dial-up modems for the first email system, led the Y2K changeover, and grew voice services capacity to keep up with the growth of the College. He has been a leader who served the College well through many milestone contributions that embody the mission of the College, guiding colleagues and peers through large-scale transformations.

Emeritus Status: Janet M. Rogers

Dr. Janet M. Rogers served Columbus State for 20 years. Jan has served in various senior administrative roles at the College. Most recently, providing transitional leadership support for EMSS functions for College Credit Plus (CCP), AEP Credits Counts Schools and the Department of Education's Investing in Innovation (i3) grant. Jan's outstanding leadership of Student Affairs secured a strong foundation of excellence in student support at Columbus State. Her ethos of putting the student experience first and creation of a culture of care at the College is unsurpassed. Moreover, Jan's passion extended deeply into professional development and support of women leaders at the College. Her outstanding service to Columbus State students and the College is worthy of emeritus status.

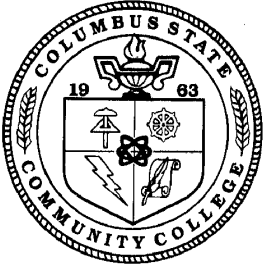
Emeritus Status: Linda Shinn

Ms. Shinn joined Columbus State in 1992 as an Office Associate in the Mathematics Department, and has provided steadfast commitment, counsel, and support to College leadership for 26 years. For 12 years, Ms. Shinn was the Administrative Assistant to Dr. Mike Snider, joining him in 1994 when he was Dean of Health and Human Services, and later transitioning with Dr. Snider when he was promoted to Provost. After a brief three-month retirement in June 2006, Ms. Shinn returned at the request of Tim Wagner to serve as Project Specialist for Human Resources, and she served an indispensable role in supporting and on-boarding new senior leadership of the college, as well as providing key logistical administrative support on the search committee for a new president in 2009. In the last seven years of her time at Columbus State, her institutional knowledge and expertise was best utilized as Executive Assistant in the Office of President for Dr. David Harrison where she became the trusted advisor to both the President and the Board of Trustees.

Emeritus Status: Jacqueline Walli

Dr. Walli served Columbus State and the Department of Nursing for 23 years in a variety of capacities and dedicated her life to the nursing profession. She began her career at Columbus State in 1995 as an adjunct faculty member. Prior to joining, Columbus State Dr. Walli had been a trauma nurse at Grant Hospital. Dr. Walli was instrumental in teaching the Nursing capstone course at Columbus State and was offered a position as a tenure track faculty member in 1999.

Dr. Walli continued to serve the Nursing Department as a faculty member until being asked to serve as Interim Chair in 2012. She went on to be selected as the Chairperson of Nursing later that year. Dr. Walli considers one of her greatest achievements as chair to be merging the LPN and STNA Programs with the RN Program to create the current Department of Nursing at Columbus State. It was a considerable task to integrate these programs considering that the LPN and STNA Programs had been in the Workforce Development area, while the RN Program was under the academic area. She has successfully integrated these programs and their faculty into a superior Nursing Department. Dr. Walli is a distinguished professional in both the fields of Nursing and Nursing Education. She provided the Columbus State Department of Nursing critical leadership through challenging times.



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Revise Current Policy No. 3-43, Non-Discrimination/Anti-Harassment.

BACKGROUND INFORMATION:

A recent review of Policy No. 3-43 necessitated minor revisions to clarify portions of the policy, to include:

- Clarifying that the policy addresses only discrimination and harassment based on a protected class and that other types of inappropriate conduct will be addressed by the appropriate policy;
- Specifying that allegations of sexual harassment will be addressed under Policy 3-44, Sexual Misconduct;
- Streamlining the reporting process;
- Clarifying that College officials will limit the sharing of any information related to the reporting, investigation and resolution of allegations of discrimination and/or harassment to those who need to know and that all individuals involved in the process are expected to use the same discretion; and
- Providing examples of retaliation.

RECOMMENDATION:

That the Board of Trustees revise Policy No. 3-43, Non-Discrimination/Anti-Harassment, effective September 27, 2018.

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PROPOSED REVISIONS

(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to ~~maintaining a workplace, academic environment, and athletic~~ SUPPORTING A RESPECTFUL AND PRODUCTIVE LEARNING, ATHLETIC AND WORKING environment free of discrimination and harassment. ~~Therefore, the college shall not tolerate~~ THE COLLEGE PROHIBITS discriminatory or harassing behavior ~~BASED ON A PROTECTED CLASS by or against employees, faculty members, vendors, customers, students or other persons participating in a college program or activity~~ STUDENTS, EMPLOYEES, PERSONS PARTICIPATING IN A COLLEGE PROGRAM OR ACTIVITY, VENDORS AND COLLEGE VISITORS.

~~Employees and students are expected to assist in the college's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, faculty members and employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to end such behavior.~~

While the ~~college~~ COLLEGE does not tolerate any form of ~~discrimination or harassment~~ the Non-Discrimination/Anti-Harassment DISCRIMINATORY OR HARASSING BEHAVIOR, THIS policy ~~and related procedures are intended to cover~~ APPLIES ONLY TO discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, PREGNANCY and gender identity and expression.

EMPLOYEES AND STUDENTS ARE EXPECTED TO ASSIST IN THE COLLEGE'S EFFORTS TO PREVENT DISCRIMINATION AND/OR HARASSMENT FROM OCCURRING. ADMINISTRATORS, SUPERVISORS, FACULTY MEMBERS AND EMPLOYEES WHO HAVE BEEN DESIGNATED TO ACT ON BEHALF OF THE COLLEGE ARE RESPONSIBLE FOR REPORTING SUCH BEHAVIOR TO THE OFFICE OF EQUITY AND COMPLIANCE. HOWEVER, ANY PERSON IS ENCOURAGED TO REPORT POTENTIAL DISCRIMINATION AND/OR HARASSMENT EVEN IF THEY WERE NOT THE INTENDED TARGET OF THE DISCRIMINATION AND/OR HARASSMENT.

IN FURTHERANCE OF THIS COMMITMENT, ALL EMPLOYEES MUST PARTICIPATE IN REQUIRED TRAINING.

~~Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in Section (E) of this policy. If Human Resources determines~~ IF THE DETERMINATION IS MADE that the ALLEGED conduct ~~alleged to be creating an intimidating or hostile environment~~ is not based on a protected class, the ~~report~~ INFORMATION may be referred for FOLLOW-UP AND/OR remediation according to ~~the~~ relevant policy

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~~In furtherance of these expectations, employees must participate in required training.~~

(B) ~~EEO/TITLE IX DEFINITIONS OF DISCRIMINATION/HARASSMENT~~

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

- (1) ~~Discrimination - when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class~~ ANY ACT OR FAILURE TO ACT BASED IN WHOLE OR IN PART ON A PERSON'S OR GROUP'S MEMBERSHIP IN A PROTECTED CLASS, THAT WHEN VIEWED OBJECTIVELY, ADVERSELY AFFECTS BENEFITS, PRIVILEGES, WORKING CONDITIONS, EDUCATIONAL OR ATHLETIC CONDITIONS OR NEGATIVELY IMPACTS A SUBSTANTIAL COLLEGE INTEREST.

~~Discrimination may occur in several forms, such as~~ EXAMPLES OF DISCRIMINATION INCLUDE, BUT ARE NOT LIMITED TO:

- (a) ~~Disparate Treatment - when an individual OR GROUP is treated differently from a person who is similarly situated~~ ANOTHER SIMILARLY SITUATED PERSON OR GROUP because of membership in a protected class.
- (b) ~~Disparate Impact - when a college policy, PROCEDURE, practice or decision is based on neutral factors that have~~ ON ITS FACE BUT HAS an adverse impact on a protected class.
- (2) ~~Harassment –ANY UNWELCOME physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment. The harassment must be based on a protected class and interfere with an employee's terms and conditions of employment or a student's academic or athletic achievement~~ BASED ON A PROTECTED CLASS WHICH IS SUFFICIENTLY SEVERE, PERSISTENT OR PERVASIVE SO THAT IT UNREASONABLY INTERFERES WITH, DENIES OR LIMITS A PERSON'S ABILITY TO PARTICIPATE IN OR BENEFIT FROM THE COLLEGE'S EDUCATIONAL AND/OR ATHLETIC PROGRAMS AND/OR ACTIVITIES AND/OR WORK ACTIVITIES AND/OR NEGATIVELY IMPACTS A SUBSTANTIAL COLLEGE INTEREST. HARASSMENT DOES NOT HAVE TO INCLUDE AN INTENT TO HARM. A SINGLE INSTANCE CAN CONSTITUTE HARASSMENT.

EXAMPLES OF HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO:

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- (a) COMMENTS, SLURS, JOKES, RECORDINGS, VIDEOS, MUSIC AND PERSONAL REFERENCES OR USE OF NEGATIVE TERMS TO IDENTIFY SOMEONE IN A PROTECTED CLASS;
- (b) GRAPHIC COMMUNICATIONS (I.E. OBSCENE HAND OR FINGER GESTURES), BULLYING, DEMEANING, INSULTING, INTIMIDATING OR SUGGESTIVE WRITTEN MATERIAL, EMAIL, POSTERS, GRAFFITI, CARTOONS, OTHER ELECTRONICALLY TRANSMITTED MESSAGES OR USE OF SOCIAL MEDIA WHICH ARE DIRECTED AT SOMEONE BECAUSE OF A PROTECTED CLASS.

CONDUCT WHICH MAY CONSTITUTE SEXUAL HARASSMENT WILL BE ADDRESSED UNDER COLUMBUS STATE POLICY 3-44, SEXUAL MISCONDUCT.

- (3) Hostile Environment - ~~occurs when the conduct at issue is so~~ ANY UNWELCOME AND severe or pervasive CONDUCT BASED ON A PROTECTED CLASS WHICH ~~that it~~ creates an OBJECTIVELY intimidating, abusive or offensive WORK, LEARNING OR ATHLETIC environment ~~regarding employment, academic or athletic decisions for a person in a protected class~~ EVEN IF THE CONDUCT DOES NOT LEAD TO TANGIBLE CONSEQUENCES. A single instance of ~~discrimination~~ may be sufficient to create a hostile ~~work~~ environment.

~~(C) DISCRIMINATION/HARASSMENT INDICATORS AND EXAMPLES~~

- ~~(1) Discrimination or harassment may occur without direct employment, academic or economic injury to the victim~~
- ~~(2) The harasser's conduct must be unlawful, unwelcome, pervasive or severe and based on a protected class.~~
- ~~(3) The victim does not have to be the person harassed but could be a third party or anyone aware of, or affected by the offensive conduct.~~
- ~~(4) Examples of discrimination/harassment include, but are not limited to the following:~~
 - ~~(a) Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, academic or athletic environment when that person belongs to a protected class;~~

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- ~~(b) — Verbal behaviors or comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms used to identify someone in a protected class;~~
- ~~(c) — Non-verbal, offensive, graphic communication (i.e. obscene hand or finger-gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class;~~
- ~~(d) — Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work, academic or athletic environment based on a protected class~~

~~(D)~~ CONSEQUENCES OF DISCRIMINATION/HARASSMENT

- (1) FOR Employees - ~~any employee found to be in~~ VIOLATIONS of this policy ~~will be subject to~~ CAN RESULT IN disciplinary action, up to and including termination of employment.
- (2) FOR Students - ~~any student found to be in violation~~ SANCTIONS FOR VIOLATING THIS POLICY RANGE FROM FORMAL WARNING TO EXPULSION. RECOMMENDED VIOLATIONS of this policy will be referred to the ~~student conduct office~~ OFFICE OF STUDENT CONDUCT for resolution in accordance with POLICY 7-10, ~~the Student Code of Conduct~~ Policy 7-10.

~~(E)~~ REPORTING RESPONSIBILITIES

- (1) ~~Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the college may administer this policy~~ HUMAN RESOURCES EMPLOYEES, SUPERVISORS, DIRECTORS, DEANS, CHAIRPERSONS, COACHES, FACULTY MEMBERS INCLUDING ADJUNCTS, PERSONS WITH SIGNIFICANT RESPONSIBILITY FOR STUDENTS AND COLLEGE ACTIVITIES AND COLUMBUS STATE POLICE DEPARTMENT EMPLOYEES WHO HAVE DIRECT OR CONSTRUCTIVE KNOWLEDGE THAT A FACULTY OR STAFF MEMBER, STUDENT, PERSON PARTICIPATING IN A COLLEGE PROGRAM OR ACTIVITY, VENDOR OR COLLEGE VISITOR'S BEHAVIOR MAY CONSTITUTE DISCRIMINATION AND/OR HARASSMENT

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BASED ON A PROTECTED CLASS ARE RESPONSIBLE FOR PROMPTLY REPORTING THE BEHAVIOR TO THE OFFICE OF EQUITY AND COMPLIANCE. FAILURE TO FOLLOW THIS REPORTING REQUIREMENT MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

- (2) ~~In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:~~ AN EMPLOYEE WHO KNOWINGLY OR MALICIOUSLY MAKES A FALSE OR FRIVOLOUS ALLEGATION OF DISCRIMINATION AND/OR HARASSMENT WILL BE SUBJECT TO THE COLLEGE'S DISCIPLINARY POLICY AND PROCEDURES.
- ~~(a) — the Equal Employment Opportunity (EEO) Title IX Coordinator;~~
 - ~~(b) — a Deputy Title IX Coordinator/Compliance Officer;~~
 - ~~(c) — a supervisor, director, dean, chairperson, or other administrator;~~
 - ~~(d) — an employee of Human Resources; or~~
 - ~~(e) — an employee of the Columbus State Police Department.~~
- (3) ~~In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college athletic event, the complaint may be made to any of the following:~~ A STUDENT WHO KNOWINGLY OR MALICIOUSLY MAKES A FALSE OR FRIVOLOUS ALLEGATION OF DISCRIMINATION AND/OR HARASSMENT WILL BE SUBJECT TO SANCTIONS UNDER THE STUDENT CODE OF CONDUCT.
- ~~(a) — the Equal Employment Opportunity (EEO) Title IX Coordinator;~~
 - ~~(b) — A Deputy Title IX Coordinator/Compliance Officer;~~
 - ~~(c) — the Dean of Student Life;~~
 - ~~(d) — a dean, chairperson, or other academic administrator;~~
 - ~~(e) — the college's athletic manager or a coach;~~
 - ~~(f) — the Student Conduct Director or the Student Conduct Program Coordinator; OR~~
 - ~~(g) — an employee of the Columbus State Police Department.~~

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~~(4) — Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must immediately report the behavior to the EEO/Title IX Coordinator or a Deputy Title I Coordinator/Compliance Officer. Failure to do so shall result in disciplinary action, up to and including termination of employment.~~

~~(FE)~~ ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

(1) The college COLLEGE is committed to ~~providing a safe, anti-harassing, and nondiscriminatory environment~~ SUPPORTING A RESPECTFUL AND PRODUCTIVE LEARNING, ATHLETIC AND WORKING ENVIRONMENT that protects the civil rights of individuals, ~~and the college recognizes~~ WHILE ALSO RECOGNIZING the constitutional protection of academic freedom in the classroom.

(2) This policy is not intended to restrict serious discussion of controversial issues in a training ~~or~~ AND academic ~~situation~~ SITUATIONS. In order to prevent claims that course OR TRAINING content is discriminatory, harassing or offensive, it is ~~recommended~~ STRONGLY ENCOURAGED that participants in such discussions are provided with a disclosure that the content may be controversial.

~~(GF)~~ CONFIDENTIALITY

To the extent possible, ~~all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential,~~ COLLEGE OFFICIALS WILL LIMIT THE SHARING OF INFORMATION RELATED TO THE REPORTING, INVESTIGATION AND RESOLUTION OF ALLEGATIONS OF DISCRIMINATION AND/OR HARASSMENT except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the discrimination AND/OR harassment, resolve the complaint or when compelled to do so by law. All individuals involved in the process ~~should~~ ARE EXPECTED TO observe the same standard of discretion and respect for ~~the reputation of~~ everyone involved in the process.

~~(HG)~~ RETALIATION

~~College policy and federal, state and local law strictly prohibits retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should promptly be directed to the EEO/Title IX Coordinator.~~ RETALIATION IN ANY FORM AGAINST AN INDIVIDUAL WHO BRINGS FORTH A GOOD FAITH ALLEGATION OF DISCRIMINATION AND/OR HARASSMENT, PARTICIPATES IN AN INVESTIGATION OF

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DISCRIMINATION AND/OR HARASSMENT OR SUPPORTS SOMEONE INVOLVED IN A REPORT OF DISCRIMINATION AND/OR HARASSMENT IS STRICTLY PROHIBITED BY COLLEGE POLICY AND STATE AND FEDERAL LAW. EXAMPLES OF RETALIATION INCLUDE, BUT ARE NOT LIMITED TO, INTIMIDATION; THREATS OR ACTUAL VIOLENCE AGAINST THE PERSON, THEIR FAMILY OR PROPERTY; ADVERSE EDUCATIONAL OR EMPLOYMENT CONSEQUENCES; RIDICULE; BULLYING; AND OSTRACISM OR ATTEMPTING ANY SUCH ACTIONS. RETALIATION ALSO INCLUDES ENCOURAGING SOMEONE ELSE TO TAKE SUCH ACTIONS AGAINST AN INDIVIDUAL FOR REPORTING DISCRIMINATION AND/OR HARASSMENT, PARTICIPATING IN A DISCRIMINATION AND/OR HARASSMENT INVESTIGATION OR SUPPORTING SOMEONE INVOLVED IN A REPORT OF DISCRIMINATION AND/OR HARASSMENT.

RETALIATION IS A SERIOUS VIOLATION THAT CAN SUBJECT THE OFFENDER TO SANCTIONS INDEPENDENT OF THE MERITS OF THE UNDERLYING DISCRIMINATION AND/OR HARASSMENT ALLEGATION. ALLEGATIONS OF RETALIATION SHOULD BE PROMPTLY REPORTED TO THE OFFICE OF EQUITY AND COMPLIANCE.

~~(I) REPORTING~~

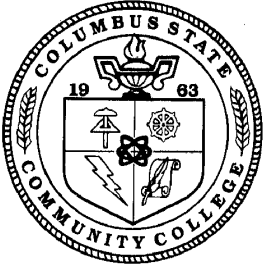
~~Complaints made in good faith will not be held against an employee or student in any way.~~

~~(1) Any employee who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment 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 discrimination or harassment will be subject to the process outlined by the Student Code of Conduct Policy 7-10.~~

~~(JH) The President shall MAY establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.~~

Last Effective Dates: September 25, 2014; November 15, 2012



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Revise Current Policy No. 9-12, Payment Card Industry Compliance

BACKGROUND INFORMATION:

Columbus State Community College's annual tuition revenues and fees for FY 2018 exceeded \$80 million. Of this amount, credit card receipts total approximately \$34 million. Credit card payments at the College are contractually obligated to adhere to the Payment Card Industry Data Security Standards (PCI DSS). These Standards set in place controls and safeguards that protect cardholder information and reduce institutional risk relative to the payment process. The proposed Policy No. 9-12 revisions align with current payment card industry standards, and more detailed provisions are contained within the proposed new Procedure No. 9-12(C) that will be submitted to the College President for review and approval, in accordance with Policy No. 9-12.

RECOMMENDATION:

That the Board of Trustees revise current Policy No. 9-12, Payment Card Industry Compliance, effective September 27, 2018.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

Effective Month XX, XXXX

Policy 9-12

Page 1 of 1

PROPOSED REVISIONS

- (A) ~~Columbus State Community College (the College) takes advantage of various means of processing financial transactions including the acceptance of payment cards for payments.~~ The College will comply with the applicable Payment Card Industry Data Security Standards (PCI-DSS) to protect account and personal cardholder information from exposure through payment card transactions. No activity may be conducted nor any technology implemented that might obstruct compliance with any portion of the PCI-DSS.
- (B) ~~Access rights to privileged cardholder information will be assigned to employees with the minimum access necessary to perform their job responsibilities. Access right will be assigned on the basis of a position's classification and function.~~ THIS POLICY AND ANY APPLICABLE PROCEDURE(S) APPLIES TO ALL COLUMBUS STATE EMPLOYEES, STUDENT EMPLOYEES, CONTRACTORS, SERVICE PROVIDERS AND VENDORS WHO PROCESS CREDIT CARD TRANSACTIONS INCLUDING ANY PAYMENTS MADE BY THE COLLEGE OR TO THE COLLEGE.
- (C) RISK FINDINGS, INCLUDING NON-COMPLIANT AND VULNERABLE SYSTEMS, MAY BE REPORTED TO THE INFORMATION SECURITY TEAM BY CONTACTING THE COLLEGE'S IT SUPPORT CENTER.
- (D) The President ~~shall~~ MAY establish procedures to implement this policy.

Last Effective Date(s): June 1, 2011



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: _____

SUBJECT:

Financial Statements as of and for the two months ended August 31, 2018.

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, 2018, be accepted as presented.

COLUMBUS STATE

COMMUNITY COLLEGE

September 14, 2018

TO: Dr. David T. Harrison, President

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

SUBJECT: Financial Statements as of August 31, 2018

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, 2018.

1. General Fund (Exhibit B)

Revenues. Total revenues reported through August are .92% (\$169,828) above last year with tuition accounting for most of the increase. FY19 tuition is up mostly due to an increase in the tuition rate as a result of the Career Services Fee implemented in Spring 2018.

The budget for state subsidy (State Share of Instruction or SSI) is based on the ODHE's preliminary FY19 calculation for Columbus State, which is 0.5% lower than what was recorded at this time last year, also based on ODHE's preliminary calculations at that time for FY18. After final calculations are completed later in the calendar year, the monthly SSI distribution will more accurately reflect the year over year change in SSI funding, which is expected to be a slight increase.

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. Autumn 2018 enrollment at the start of classes, August 27, was slightly below Autumn 2017, but more late-start course sections are being offered for which students will be able to register in September.

Term	Budgeted Credit Hours	Actual Credit Hours*	Budget to		Prior Year FTEs	Current Year FTEs*	% Variance
			Increase/ Decrease	Actual			
Summer 2018**	37,980	38,338	0.9%	5,504	5,556	0.9%	
Autumn 2018	217,066						
Spring 2019	207,506						
Summer 2019**	44,585						

* Summer 2018 credit hours and FTE are the preliminary Census day numbers provided by the Institutional Effectiveness Office.

** Summer semester 2018 straddles both FY18 and FY19, with 46% of the revenue attributed to FY19. Likewise, Summer semester 2019 straddles both FY19 and FY20, with 54% of the revenue attributed to FY19.

Expenses. Through the end of August, expenditures are approximately 5.2% higher than the same period last year. Much of the increase occurred within *Education & General*, \$449,900 or 4.0% above August 2017, and *Information Technology*, \$213,136 or 6.2%, above last year. The increase in *Education & General* is attributed to higher enrollment for Summer as well as compensation rate adjustments while the increase in *Information Technology* appears to be timing of payments and

encumbrances. Year-end expense projections still reflect what the Board approved in May and will be updated once a better trend for spending patterns is established.

The transfer for debt service (column B, line 21) is higher than last year (column E, line 21) due to new debt service requirements for the 2018A Series Bonds that closed on June 28, 2018 and the 2018B Series Bonds that closed on August 2, 2018. The Bond Resolution for these issues was approved by the Board of Trustees in March 2018 as part of the financing for Mitchell Hall.

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

Bookstore revenues through August are down \$475,201, or 10.5% from last year. Textbook affordability initiatives continue to drive down textbook prices and reduce sales volume. Some of the contributing factors that account for lower sales is 192 courses which did not require course materials, new digital eBook options, Cengage Unlimited which is brand new product that provides a subscription service at a low cost, and College Credit Plus school districts that are able to reuse a portion of textbooks purchased last year. The Bookstore ecommerce site fulfilled 3,639 orders in August, which represents a 4% increase in customers served. The Bookstore also saw significant sales of gift cards for the Union Café and Subway which, for the first time, were allowed to be purchased by students using their financial aid. Bookstore operating expenses are 3.8% higher, mainly due to timing and tight control of expenditures while overall Auxiliary expense is down 9.5% from last year. Food Service revenues are down \$75,535 due to the timing of the annual Pepsi funding of \$75K that was received in July last year and has yet to be received in FY19. Auxiliary Administration expenses are lower than last year due to payroll reclassifications from Auxiliary Administration to the General Fund and other budgeted reductions.

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

To-date disbursements of \$255 left a balance of \$19,745 for August in this fund.

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

Foundation contributions through August are \$240,104 compared to \$191,753 for the same period last year, primarily the result of signed pledges related to Hospitality Management and Culinary Arts that are now reflected in the financial statements as well as increased contributions to Scholarships and Programs. Net investment activity through August is \$192,179 compared with \$281,517 last year, a decrease of \$89,338. Management and General expenses are down just over \$1,500, 1.7%.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 47.78% 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, 2018
With Comparative Figures at August 31, 2017**

EXHIBIT A

<u>Assets</u>	<u>August 31, 2018</u>	<u>August 31, 2017</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2018</u>	<u>August 31, 2017</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 19,270,711	\$ 7,025,850	Accounts payable	\$ 10,482,532	\$ 11,749,614
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1)	106,573,079	122,904,904	Deferred income		
Accounts receivable, net of allowance for doubtful accounts	18,056,796	16,163,714	Student tuition	34,428,824	31,567,462
Interest receivable	-	-	Lab fees and credit bank	452,538	413,235
Prepaid expense	726,114	726,092	Due to auxiliary funds	-	-
			Due to restricted funds	-	-
Due from agency funds	6,573,607	6,887,574	Due to plant funds	37,600,594	33,709,965
Due from auxiliary funds	1,461,574	1,269,859	Due to agency funds	-	-
			Fund balances (Exhibit C):		
Total educational & general	<u>\$ 152,661,882</u>	<u>\$ 154,977,993</u>	Allocated	61,605,194	63,003,494
			Unallocated	8,092,199	14,534,223
			Total fund balances	<u>69,697,393</u>	<u>77,537,717</u>
			Total educational & general	<u>\$ 152,661,882</u>	<u>\$ 154,977,993</u>
Auxiliary enterprise			Auxiliary enterprise		
Cash	\$ 3,533,107	\$ 3,600,834	Accounts payable	\$ 46,457	\$ 59,934
Investments	10,612,773	8,467,070	Due to educational & general fund	1,461,574	1,269,859
Accounts receivable	1,102,910	3,494,581	Due to Plant Fund	1,460,714	1,459,520
Inventories, at cost as defined (note 2)	1,422,412	1,684,769	Fund balances (Exhibit D):		
Other Assets	70,178	59,274	Allocated	602,109	156,000
Due from general fund	-	-	Unallocated	13,170,526	14,361,215
Due from grant funds	-	-	Total fund balances	<u>13,772,635</u>	<u>14,517,215</u>
Total auxiliary enterprise	<u>16,741,379</u>	<u>17,306,528</u>	Total auxiliary enterprise	<u>16,741,379</u>	<u>17,306,528</u>
Total unrestricted	<u>\$ 169,403,261</u>	<u>\$ 172,284,521</u>	Total unrestricted	<u>\$ 169,403,261</u>	<u>\$ 172,284,521</u>
Total current funds	<u>\$ 169,403,261</u>	<u>\$ 172,284,521</u>	Total current funds	<u>\$ 169,403,261</u>	<u>\$ 172,284,521</u>
	[A]	[B]		[C]	[D]

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

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT AUGUST 31, 2018
With Comparative Figures at August 31, 2017**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>August 31, 2018</u>	<u>August 31, 2017</u>	<u>Liabilities and Fund Balance</u>	<u>August 31, 2018</u>	<u>August 31, 2017</u>
Plant funds			Plant funds		
Unexpended			Unexpended		
State appropriations receivable	\$ -	\$ -	Fund balances		
Capital Improvement Fund	<u>1,483,723</u>	<u>1,378,375</u>	Restricted	\$ <u>1,483,723</u>	\$ <u>1,378,375</u>
Total unexpended	<u>1,483,723</u>	<u>1,378,375</u>	Total unexpended	<u>1,483,723</u>	<u>1,378,375</u>
Cash from Bond Proceeds	-	-			
Investments	13,058,328	-	Investment in plant:		
Deposit with trustees/Escrow	1,790,837	-	Interest payable	-	-
Due from general fund	37,600,594	33,709,965	Capital lease payable	748,224	-
Due from Auxiliary	1,460,714	1,459,520	Accounts payable	-	-
Land	27,719,338	25,518,235	Bonds payable	17,517,000	5,320,000
Improvements other than buildings	13,929,244	13,868,830	Deferred Gift Annuity	-	-
Buildings	171,760,776	169,493,823	Due from Grant Funds	240,000	240,000
Movable equipment, furniture and library books	50,682,506	48,880,727	Net investment in plant	189,924,889	185,444,231
Construction-in-progress	1,573,590	1,224,344			
Other Assets	141,391	171,264	Total investment in plant	<u>208,430,113</u>	<u>191,004,231</u>
Less: accumulated depreciation	<u>(111,287,206)</u>	<u>(103,322,477)</u>			
Total investment in plant	<u>208,430,113</u>	<u>191,004,231</u>	Total plant funds	<u>\$ 209,913,836</u>	<u>\$ 192,382,606</u>
Total plant funds	<u>\$ 209,913,836</u>	<u>\$ 192,382,606</u>			
Agency funds			Agency funds		
Cash	\$ -	\$ -	Deposits held in custody for others	\$ -	\$ -
Due from agencies	6,573,608	6,887,574	Due to educational and general fund	6,573,607	6,887,574
Due from general fund	-	-			
Total agency funds	<u>6,573,608</u>	<u>6,887,574</u>	Total agency funds	<u>\$ 6,573,607</u>	<u>\$ 6,887,574</u>
	[A]	[B]		[C]	[D]

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

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE TWO MONTHS ENDED AUGUST 31, 2018
With Comparative Figures at August 31, 2017**

EXHIBIT B

	FY 19			FY 18			FY 19 Projected Year End		FY 18 Projected Year End		
	Budget as approved May 2018	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2018	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	FY 19 Projected Year End	Projected % of Budget	FY 18 Projected Year End	Projected % of Budget	
Revenues											
Appropriations											
Subsidy	\$ 67,477,372	\$ 11,238,124	16.65%	\$ 67,363,495	\$ 11,290,000	16.76%	\$ 67,477,372	100.00%	\$ 67,363,495	100.00%	(1)
Student Support Services	-	-	-	-	-	-	-	-	69,889	-	(2)
	<u>67,477,372</u>	<u>11,238,124</u>	<u>16.65%</u>	<u>67,363,495</u>	<u>11,290,000</u>	<u>16.76%</u>	<u>67,477,372</u>	<u>100.00%</u>	<u>67,433,384</u>	<u>100.10%</u>	(3)
Student											
Tuition	75,108,919	5,409,568	7.20%	70,084,052	5,235,296	7.47%	75,108,919	100.00%	69,874,209	99.70%	(4)
Fees	4,047,018	1,624,545	40.14%	4,218,452	1,614,718	38.28%	4,047,018	100.00%	4,148,418	98.34%	(5)
Special Courses	1,713,610	286,507	16.72%	1,560,144	274,319	17.58%	1,713,610	100.00%	1,643,543	105.35%	(6)
	<u>80,869,547</u>	<u>7,320,621</u>	<u>9.05%</u>	<u>75,862,648</u>	<u>7,124,333</u>	<u>9.39%</u>	<u>80,869,547</u>	<u>100.00%</u>	<u>75,666,170</u>	<u>99.74%</u>	(7)
Contracted Services											
Net	771,338	3,647	0.47%	707,323	6,856	0.97%	771,338	100.00%	763,664	107.97%	(8)
	<u>771,338</u>	<u>3,647</u>	<u>0.47%</u>	<u>707,323</u>	<u>6,856</u>	<u>0.97%</u>	<u>771,338</u>	<u>100.00%</u>	<u>763,664</u>	<u>107.97%</u>	(9)
Other											
Partnership Revenue	11,447	-	0.00%	10,790	-	0.00%	11,447	100.00%	15,884	147.21%	(10)
Miscellaneous	543,466	71,559	13.17%	562,134	42,934	7.64%	543,466	100.00%	560,608	99.73%	(11)
	<u>554,913</u>	<u>71,559</u>	<u>12.90%</u>	<u>572,924</u>	<u>42,934</u>	<u>7.49%</u>	<u>554,913</u>	<u>100.00%</u>	<u>576,492</u>	<u>100.62%</u>	(12)
Total Revenues	<u>149,673,170</u>	<u>18,633,951</u>	<u>12.45%</u>	<u>144,506,390</u>	<u>18,464,123</u>	<u>12.78%</u>	<u>149,673,170</u>	<u>100.00%</u>	<u>144,439,710</u>	<u>99.95%</u>	(13)
Operating Expenditures											
Educational & general (Instructional)	77,887,406	11,649,198	14.96%	75,422,506	11,199,298	14.85%	77,887,406	100.00%	75,588,790	100.22%	(14)
Library	1,920,122	345,370	17.99%	1,928,848	324,980	16.85%	1,920,122	100.00%	1,953,331	101.27%	(15)
General	11,688,784	1,751,515	14.98%	11,289,503	1,655,740	14.67%	11,688,784	100.00%	10,862,265	96.22%	(16)
Information Technology	13,058,762	3,660,247	28.03%	12,974,560	3,447,111	26.57%	13,058,762	100.00%	12,563,313	96.83%	(17)
Student Services	15,569,702	2,363,180	15.18%	14,675,851	2,271,493	15.48%	15,569,702	100.00%	13,859,597	94.44%	(18)
Operation and maintenance of plant	16,087,344	2,465,359	15.32%	15,617,597	2,449,073	15.68%	16,087,344	100.00%	15,568,667	99.69%	(19)
Administration	8,954,602	1,889,343	21.10%	8,741,277	1,723,300	19.71%	8,954,602	100.00%	8,684,053	99.35%	(20)
Transfer for debt service	1,687,598	281,266	16.67%	636,994	118,133	18.55%	1,687,598	100.00%	636,994	100.00%	(21)
Total Expenditures	<u>146,854,320</u>	<u>24,405,478</u>	<u>16.62%</u>	<u>141,287,136</u>	<u>23,189,128</u>	<u>16.41%</u>	<u>146,854,320</u>	<u>100.00%</u>	<u>139,717,010</u>	<u>98.89%</u>	(22)
Non-operating & Encumbered											
Transfer for Capital Equipment	1,000,000	See Exhibit C	-	550,000	See Exhibit C	-	1,000,000	N/A	550,000	N/A	(23)
Transfer for One-Time Compensation	-	-	-	-	-	-	-	N/A	-	N/A	(24)
Transfer for Other Needs	-	-	-	-	-	-	-	N/A	800,000	N/A	(25)
Transfer for Scholarships	1,000,000	-	-	-	-	-	1,000,000	N/A	-	N/A	(26)
Transfer for Budget/Tuition Stabilization	-	-	-	726,816	-	-	-	N/A	726,816	N/A	(27)
Transfer for Campus Safety	-	-	-	-	-	-	-	N/A	-	N/A	(28)
Transfer for Student Success and Innovation	-	-	-	361,834	-	-	-	N/A	361,834	N/A	(29)
Transfer for Technology Initiatives	818,850	-	-	400,000	-	-	818,850	N/A	400,000	N/A	(30)
Transfer for Workforce Development	-	-	-	400,000	-	-	-	N/A	400,000	N/A	(31)
Transfer for Advancement	-	-	-	780,604	-	-	-	N/A	780,604	N/A	(32)
Total expenditures and transfers	<u>149,673,170</u>	<u>24,405,478</u>	<u>16.31%</u>	<u>144,506,390</u>	<u>23,189,128</u>	<u>16.05%</u>	<u>149,673,170</u>	<u>100.00%</u>	<u>143,736,264</u>	<u>99.47%</u>	(33)
Operational Revenues	-	(5,771,527)	N/A	-	(4,725,005)	N/A	-	N/A	703,446	N/A	(34)
Interest Income											
Net Operating Revenues	\$ -	\$ 415,908	-	\$ -	\$ 488,389	-	\$ 415,908	-	\$ 761,947	-	(35)
	<u>-</u>	<u>(5,355,619)</u>	<u>-</u>	<u>-</u>	<u>(4,236,616)</u>	<u>-</u>	<u>415,908</u>	<u>-</u>	<u>1,465,393</u>	<u>-</u>	(36)
Reserve expenditures from Exhibit C											
Net Revenues/(Expenditures)	-	903,461	-	-	1,908,808	-	3,000,000 *	-	11,051,667	-	(37)
	<u>-</u>	<u>(6,259,080)</u>	<u>-</u>	<u>-</u>	<u>(6,145,424)</u>	<u>-</u>	<u>(2,584,092)</u>	<u>-</u>	<u>(9,586,274)</u>	<u>-</u>	(38)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[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 TWO MONTHS ENDED AUGUST 31, 2018**

EXHIBIT C

	Preliminary Balance at June 30, 2018	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at August 31, 2018	
Unrestricted							
Allocated							
Capital Improvements & Land Acquisition	\$ 8,267,905	\$ -	\$ -	\$ -	\$ (39,676)	\$ 8,228,229	(1)
Carpet/Furniture Reupholstering	23,812	-	-	-	-	23,812	(2)
Jefferson Ave/Grove Street Repaving	22,222	-	-	-	-	22,222	(3)
Space Efficiency Upgrades	187,257	-	-	-	-	187,257	(4)
Site Development Delaware Campus	1,172,279	-	-	-	-	1,172,279	(5)
Bookstore/DX Modifications	263,490	-	-	-	-	263,490	(6)
Facilities Infrastructure Improvements	70,741	-	-	-	-	70,741	(7)
Student Support Services	133,198	-	-	-	-	133,198	(8)
Creative Campus	100,000	-	-	-	-	100,000	(9)
School of Hospitality Management	274,082	-	-	-	(11,990)	262,092	(10)
Advancement	586,797	-	-	-	(69,715)	517,082	(11)
COTA	75,000	-	-	-	-	75,000	(12)
EB 302 Renovation	10,057	-	-	-	-	10,057	(13)
Vet Tech Upgrade	23,055	-	-	-	-	23,055	(14)
Fire Science	1,421,120	-	-	-	(7,171)	1,413,949	(15)
Ongoing Maintenance	251,466	-	-	-	(23,178)	228,288	(16)
Mitchell Hall Start-Up Costs	800,000	-	-	-	-	800,000	(17)
Capital Equipment	5,878,910	-	1,000,000	-	(10,664)	6,868,246	(18)
Target 2002	333,088	-	-	-	-	333,088	(19)
Collective Bargaining	33,104	-	-	-	-	33,104	(20)
Budget/Tuition Stabilization	20,756,987	-	-	-	-	20,756,987	(21)
Accumulated Lab Fees	1,528,878	-	-	-	(106,645)	1,422,233	(22)
Broadbanding	103,337	-	-	-	-	103,337	(23)
Scholarships	757,912	-	1,000,000	-	(227,492)	1,530,420	(24)
Student Success and Innovation	10,030,785	-	-	-	(330,464)	9,700,321	(25)
Strategic Growth Initiatives	629,107	-	-	-	-	629,107	(26)
Technology Initiatives	1,529,658	-	818,850	-	-	2,348,508	(27)
Human Capacity Development/Wellness	311,266	-	-	-	-	311,266	(28)
Campus Safety Initiatives	282,888	-	-	-	(23,035)	259,853	(29)
Energy Efficiency/Sustainability Initiatives	1,568,631	-	-	-	1,785	1,570,416	(30)
Health Care Self-Insurance Escrow	1,241,018	-	-	-	-	1,241,018	(31)
Health Care HSA Incentive	86,636	-	-	-	-	86,636	(32)
Self-Insured Workers Compensation Benefits	152,500	-	-	-	-	152,500	(33)
One-Time Compensation	226,657	-	-	-	-	226,657	(34)
Partnerships for Student Success	20,529	-	-	-	-	20,529	(35)
Workforce Development	476,714	-	-	-	(55,216)	421,498	(36)
Tobacco Free Campus Implementation	57,219	-	-	-	-	57,219	(37)
PERFORMS	1,499	-	-	-	-	1,499	(38)
	59,689,805	-	2,818,850	-	(903,461)	61,605,194	(39)
Unallocated	15,726,068	(5,718,480)	(2,818,850)	-	903,461	8,092,199	(40)
Total General Fund	\$ 75,415,873	\$ (5,718,480)	\$ -	\$ -	\$ -	\$ 69,697,393	(41)
	[A]	[B]	[C]	[D]	[E]	[F]	

**COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TWO MONTHS ENDED AUGUST 31, 2018
With Comparative Figures at August 31, 2017**

EXHIBIT D

	FY 19			FY 18			FY 19 Projected Year End		FY 18 Projected Year End		
	Budget as approved May 2018	Actual to Date	% of Budget Expended to Date	Revised Budget as approved January 2018	Actual to Date	% of Budget Expended to Date	FY 19 Projected Year End	Projected % of Budget	FY 18 Projected Year End	Projected % of Budget	
Auxiliary											
Sales/Revenues											
Bookstore	\$ 11,112,050	\$ 4,037,711	36.34%	\$ 11,466,556	\$ 4,512,912	39.36%	\$ 11,112,050	100.00%	\$ 12,169,664	106.13%	(1)
Food Services	214,000	24,659	11.52%	220,000	100,194	45.54%	214,000	100.00%	256,327	116.51%	(2)
Total Revenues	11,326,050	4,062,369	35.87%	11,686,556	4,613,106	39.47%	11,326,050	100.00%	12,425,991	106.33%	(3)
Cost of Goods Sold											(4)
Bookstore	9,172,109	3,094,581	33.74%	9,378,351	3,644,137	38.86%	9,172,109	100.00%	9,417,320	100.42%	(5)
Food Service	-	-	0.00%	-	-	0.00%	-	0.00%	89	#DIV/0!	(6)
Gross Margin	2,153,941	967,789	44.93%	2,308,205	968,969	41.98%	2,153,941	100.00%	3,008,582	130.34%	(7)
Operating Expenses											(8)
Bookstore	1,800,450	272,508	15.14%	1,869,777	262,479	14.04%	1,800,450	100.00%	1,761,923	94.23%	(9)
Food Services	86,263	14,669	17.01%	86,681	13,902	16.04%	86,263	100.00%	86,368	99.64%	(10)
Auxiliary Administration	252,013	35,138	13.94%	310,214	79,803	25.73%	252,013	100.00%	279,202	90.00%	(11)
Total Expenses	2,138,726	322,315	15.07%	2,266,672	356,184	15.71%	2,138,726	100.00%	2,127,493	93.86%	(12)
Auxiliary Net Operating Income/(Loss)	15,215	645,474	4242.35%	41,533	612,785	1475.42%	15,215	100.00%	881,089	2121.42%	(13)
Net Income/(Loss)											(14)
Bookstore	139,491	670,622	480.76%	218,428	606,296	277.57%	139,491	100.00%	990,421	453.43%	(15)
Food Services	127,737	9,990	7.82%	133,319	86,292	64.73%	127,737	100.00%	169,870	127.42%	(16)
Auxiliary Administration	(252,013)	(35,138)	13.94%	(310,214)	(79,803)	25.73%	(252,013)	100.00%	(279,202)	90.00%	(17)
Net Auxiliary Income/(Loss)	15,215	645,474	4242.35%	41,533	612,785	1475.42%	15,215	100.00%	881,089	2121.42%	(18)
Non-operating Revenues/Expenditures											(19)
College Credit Plus	(100,000)	-		(200,000)	(4,960)		(100,000)		197,039		(20)
College Strategic Priorities	(86,620)	(55,035)		(256,903)	-		(86,620)		(180,676)		(21)
Food Services/Renovations	(136,000)	-		(136,000)	-		(136,000)		(75,000)		(22)
Transfers	(813,380)	(478,856)		(1,648,622)	-		(813,380)		(1,100,000)		(23)
Audit Entries		-			-				-		(24)
	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]	(25)

**COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF AUGUST 31, 2018**

EXHIBIT E

	Actual March 2018	Actual April 2018	Actual May 2018	Actual June 2018	Actual July 2018	Actual August 2018	
Beginning Cash	\$ 7,216,298	4,755,712	4,453,900	4,501,615	2,046,382	4,108,705	(1)
Cash Receipts	9,639,799	8,719,116	14,922,707	8,351,150	10,338,685	21,890,773	(2)
Cash Disbursements	(13,478,930)	(13,222,926)	(14,680,440)	(16,431,872)	(13,174,760)	(15,089,208)	(3)
Financial Aid	1,378,545	(2,298,002)	3,805,448	625,489	(2,101,602)	8,183,848	(4)
Outflow for investments	-	-	(4,000,000)	-	-	-	(5)
Inflow from investments	-	6,500,000	-	5,000,000	7,000,000	-	(6)
Ending Cash	<u>\$ 4,755,712</u>	<u>4,453,900</u>	<u>4,501,615</u>	<u>2,046,382</u>	<u>4,108,705</u>	<u>19,094,118</u>	(7)

	Forecasted September 2018	Forecasted October 2018	Forecasted November 2018	Forecasted December 2018	Forecasted January 2019	Forecasted February 2019	
Beginning Cash	\$ 19,094,118	3,286,118	3,191,118	3,554,282	3,496,282	3,641,282	(8)
Cash Receipts	8,292,000	8,145,000	7,270,000	8,720,000	16,675,000	7,385,000	(9)
Cash Disbursements	(14,780,000)	(13,780,000)	(13,816,836)	(13,280,000)	(13,780,000)	(13,280,000)	(10)
Financial Aid	4,180,000	2,540,000	(590,000)	1,002,000	13,750,000	100,000	(11)
Outflow for investments	(17,500,000)	-	-	-	(16,500,000)	-	(12)
Inflow from investments	4,000,000	3,000,000	7,500,000	3,500,000	-	5,500,000	(13)
Ending Cash	<u>\$ 3,286,118</u>	<u>3,191,118</u>	<u>3,554,282</u>	<u>3,496,282</u>	<u>3,641,282</u>	<u>3,346,282</u>	(14)

**COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE TWO MONTHS ENDED AUGUST 31, 2018**

EXHIBIT F

Cash at Beginning of Period		\$ 16,920	(1)
		<u> </u>	(2)
<u>Receipts:</u>			(3)
Deposit from General Fund	3,080	3,080	(4)
			(5)
			(6)
<u>Disbursements:</u>			(7)
Oberer's Flowers	195		(8)
Condolence Contribution	60		(9)
			(10)
		255	(11)
		<u> </u>	(12)
		<u>\$ 19,745</u>	(13)
	[A]	[B]	[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, 2018
With Comparative Figures at August 31, 2017**

<u>Assets</u>	<u>August 31, 2018</u>	<u>August 31, 2017</u>	
Cash	\$ 2,461,218	\$ 1,779,511	(1)
Investments at market value (see note)	8,933,868	8,320,423	(2)
Pledges Receivable - Hospitality & Culinary Building	3,144,828	200,000	(3)
Pledges Receivable - Other	2,790,572	3,334,472	(4)
Accounts Receivable	33,381	45,268	(5)
Total Assets	<u>\$ 17,363,867</u>	<u>\$ 13,679,674</u>	(6)
<u>Liabilities</u>			
Due to general fund	\$ -	\$ 1,110	(7)
Pledge Payable	-	-	(8)
Trade Payables	373,570	767,604	(9)
Total Liabilities	<u>373,570</u>	<u>768,714</u>	(10)
<u>Fund balance</u>			
Permanently Restricted	4,322,748	4,140,983	(11)
Temporarily Restricted	9,216,951	5,594,186	(12)
Unrestricted	3,450,598	3,175,791	(13)
Total fund balance	<u>16,990,297</u>	<u>12,910,960</u>	(14)
Total Liabilities and fund balance	<u>\$ 17,363,867</u>	<u>\$ 13,679,674</u>	(15)
	[A]	[B]	

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	\$ 114,264	114,264	1.28%
Equities	3,793,082	4,629,656	51.82%
Fixed Income	3,180,710	3,100,648	34.71%
Mutual Funds	1,112,854	1,089,300	12.19%
Total Investments	<u>\$ 8,200,910</u>	<u>\$ 8,933,868</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 MONTHS ENDED AUGUST 31, 2018
With Comparative Figures at August 31, 2017**

	August 31, 2018				August 31, 2017		
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	Total All Funds		
Revenue							
Contributions							
Scholarships and Programs	\$ 26,920	\$ 42,034	\$ 2,871	\$ 71,825	\$ 52,044		(1)
Taste the Future	83,332	-	-	83,332	104,000		(2)
Contributions for Columbus State	-	10,342	-	10,342	469		(3)
Creative Campus	-	-	-	-	35,000		(4)
Hospitality & Culinary Arts	-	74,605	-	74,605	240		(5)
Administration Fee Income	-	-	-	-	-		(6)
Interest Income	188	25	-	213	130		(7)
Investment Income							(8)
Realized	37,109	66,219	-	103,328	30,756		(9)
Unrealized	31,807	57,044	-	88,851	250,761		(10)
Investment income-subtotal	<u>68,916</u>	<u>123,263</u>	<u>-</u>	<u>192,179</u>	<u>281,517</u>		(11)
Total revenues	<u>179,356</u>	<u>250,269</u>	<u>2,871</u>	<u>432,496</u>	<u>473,400</u>		(12)
Expenditures							
Scholarships and Programs	-	172,064	-	172,064	98,872		(13)
Contributions to Columbus State	-	30,179	-	30,179	405		(14)
Corporate Gift	-	242,500	-	242,500	500,000		(15)
Creative Campus	-	5,555	-	5,555	15,703		(16)
Hospitality & Culinary Arts	-	-	-	-	-		(17)
Administrative Fee Expense	-	-	-	-	-		(18)
Management and general	90,901	-	-	90,901	92,432		(19)
Total expenditures	<u>90,901</u>	<u>450,298</u>	<u>-</u>	<u>541,199</u>	<u>707,412</u>		(20)
Excess (deficit) of revenues over expenditures	88,455	(200,029)	2,871	(108,703)	(234,012)		(21)
Transfers	-	-	-	-	-		(22)
Fund balance at beginning of period	<u>3,362,143</u>	<u>9,416,980</u>	<u>4,319,877</u>	<u>17,099,000</u>	<u>13,144,972</u>		(23)
							(24)
Fund balance at end of period	<u>\$ 3,450,598</u>	<u>\$ 9,216,951</u>	<u>\$ 4,322,748</u>	<u>\$ 16,990,297</u>	<u>\$ 12,910,960</u>		(25)
	[A]	[B]	[C]	[D]	[F]		

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF AUGUST 31, 2018**

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	\$ 23,667,155	\$ 23,667,155	2.11%	1
STAR Ohio/Plant	1,483,723	1,483,723	2.11%	1
STAR Ohio/Auxiliary	5,513,691	5,513,691	2.11%	1
STAR Plus	2,528,351	2,528,351	2.11%	1
CSCC Operating Fund	71,927,246	71,153,510	1.83%	599
Auxiliary Services	5,084,681	5,099,081	2.17%	290
Bond Fund	13,002,535	13,058,328	2.52%	191
Plant Fund	9,318,169	9,224,063	1.68%	520
	<u>\$ 132,525,552</u>	<u>\$ 131,727,903</u>		

* Weighted

<u>Portfolio Composition</u>	<u>Type</u>	<u>% of Total</u>
	STAR Ohio	25.20%
	Agencies	45.98% *
	Municipal Bonds	2.36%
	Corporate Issues	0.73%
	Treasury Notes	3.15%
	Stocks	0.00%
	Cash & Equivalents	<u>22.58%</u>
		100.00%

* 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 \$1,285,000 with interest rates of 1.65% to 5%, the final installment being due in 2038, 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>
Abdikhalif Awjama	Accountant	Grants Accounting &	08/16/18	\$37,856
Sarah Baker	Executive Assistant	Office of the President	06/01/18	\$53,196
Julie Barnickle	Advisor	College Credit Plus Services	05/16/18	\$46,724
Crystal Baum	Advisor	AEP Credit Counts	06/01/18	\$44,034
Janette Beckley	Instructor	Nursing	08/16/18	\$46,435
Ronald Boisvert	Instructional Designer II	Digital Education & Instructional Services	05/16/18	\$57,330
Hunter Bolt	Groundskeeper 1	Grounds	07/16/18	\$29,931
Terrence Brooks	Senior Director	Student Conduct	04/02/18	\$90,000
Pamela Bullock	Program Coordinator	College Credit Plus Services	07/02/18	\$48,375
Wendy Caldwell	Security Specialist	Police Department – Patrol	04/23/18	\$28,933
Royce Carpenter	Instructor	Human Services	08/16/18	\$46,435
Hydy Cates	Librarian	Library	04/02/18	\$44,034
Therese Davenport	Specialist	Regional Learning Centers	06/18/18	\$36,213
Chelsea Elliott	Advisor	College Credit Plus Services	08/16/18	\$44,034
Averee Fields	Coordinator	Delaware Campus - Administration	07/02/18	\$53,196
Todd Finney	System Administrator	Network Engineering Operations	07/16/18	\$71,448
Elizabeth Frazier	Groundskeeper I	Grounds	06/01/18	\$27,851
Samara Griggs	Office Associate	Biological & Physical Sciences	07/09/18	\$28,662
Michelle Guendelsberger	Program Coordinator	I.T. Support Services	05/01/18	\$48,375
Jeremy Hale	Advisor	Center for Advising Support & Experience	05/16/18	\$44,034

Chavon Harris	Office Associate	Admissions	03/16/18	\$33,280
Megan Hatton	Advisor	AEP Credit Counts	06/01/18	\$44,034
William Hickman	Sergeant	Police Communication & Administration	08/16/18	\$78,145
Julie Jeppesen	Accountant	Cashiers & Student Accounting	05/16/18	\$37,856
Lauren Jones	Director	College Credit Plus Curriculum	05/14/18	\$85,756
Ameena Kemavor	Senior Director	Counseling Services	04/02/18	\$90,000
Tonee Keating	Communications Technician	Police Comm. & Admin	03/19/18	\$41,662
Erin Kelly	Instructor	Veterinary, Imaging, and Surgical Technology	08/16/18	\$44,777
Kristine Kinzer	Coordinator	Library (Delaware)	07/02/18	\$53,196
Sarah Lutz	Program Coordinator	Curriculum Management	05/01/18	\$48,381
Nicholas Malpeezi	Technician	IT Support Center	07/02/18	\$40,061
Tim Malloy	System Administrator IV	Network Engineering Operations	07/16/18	\$85,914
Pamela McGough	Administrative Assistant	Arts and Sciences (Dean's Office)	07/16/18	\$44,034
Charvella McKaye	Instructor	Human Services	08/16/18	\$46,435
Jenae Parker	Specialist	Partnerships and Programs	05/16/18	\$34,944
John Peek	Maintenance I	Facilities – Maintenance	04/16/18	\$33,717
Melissa Pizzurro	Program Coordinator	Facilities	05/01/18	\$49,379
Jarrett Powers	Groundskeeper 1	Facilities	05/16/18	\$27,851
Ellie Rafter	Program Coordinator	Grants	06/18/18	\$50,000
Louis Ricciardi	Instructor	Human Services	08/16/18	\$43,118
Rose Sanok	Specialist	Human Resources	07/02/18	\$35,880
Amaal Shehabi	Specialist	Student Engagement & Leadership	07/16/18	\$33,800
Felicia Smith	Instructor	Mathematics	08/16/18	\$44,777
BD Stacks	Instructional Designer	Instructional Technology &	05/16/18	\$44,034

		Innovation		
Shane Stewart	Supervisor	Enterprise Computing	07/16/18	\$85,801
Jason Stillion	System Administrator	IT Support Services	05/16/18	\$54,578
James Taylor	Chairperson	Sport & Exercise Studies & Hospitality Programs	06/01/18	\$123,600
Kristen Treadway	Director	Human Resources	08/01/18	\$100,000
Ardell Trotter	Accountant	Cashiers & Student Accounting	05/16/18	\$37,856
Rachel Trump	Communications Technician	Police Comm. & Admin	03/19/18	\$41,662
Richard Turski	Office Associate	Admissions	04/02/18	\$28,662
Michell Ward (Corrected Title)	Coordinator	Partnerships & Programs	02/01/18	\$55,000
Susan Ward	Specialist	Payroll	09/03/18	\$35,173
Melanie Watts	Office Associate	TRIO and Special Projects	06/18/18	\$28,663
Joshua Wickham	Director	School of Hospitality and Culinary Arts	07/02/18	\$100,000
Andy Woodmansee	Instructor	Modern Languages	08/16/18	\$46,435

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>
Archana Atrey	Specialist	Regional Learning Centers	04/27/18
Rita Bedritis	Supervisor	Conference Center	04/09/18
Wesley Blyth	Professor	Engineering & Transportation Tech	06/01/18
Rita Bova	Professor	Communication	06/01/18
Amelita Bullock	Advisor	International Student Services	07/01/18
Martina Cora	Analyst	Facilities Management	07/20/18
Sarah Christian	Program Coordinator	Grants Office	04/12/18
Mecy Corum-Lampson	Assistant Professor	Nursing	05/13/18
Marable Demarco	Police Office	Patrol	04/20/18
Brenda Dembraski	Specialist	Records	08/10/18
Jessica Eberly	Specialist	Telephone Information Center	08/24/18
Christine Evenson	Professor	Human Services	08/01/18
Daniel Foor	Assistant Professor	Engineering & Transportation Tech	08/04/18
Jeffrey Francis	Technician	IT Frontliners	08/07/18
Thomas Giles	Assistant Director	Admissions	08/03/18
Ryan Hafer	Groundskeeper	Facilities – Grounds	04/06/18
Jeremy Hale	Advisor	Center for Advising Support & Exploration	08/10/18
William Hickman	Sergeant	Police Comm. & Administration	03/31/18
Zachary Holter	Groundskeeper	Facilities – Grounds	04/13/18
Casey Immel-Brown	System Administrator	Network Engineering	06/11/18
Janell Jones	Advisor	College Credit Plus Services	08/15/18

Luis Latoja	Professor	Modern Languages	08/31/18
Tamer Khadre	Advisor	International Student Services	05/31/18
Dana Knott	Coordinator	Library	03/30/18
Alan LaForrest	Program Coordinator	Facilities Access	03/16/18
Jacqueline Leisenheimer	Manager	Human Resources	05/15/18
David Metz	Director	Financial Aid	06/28/18
John Mosca	Lead Facilities Support Worker	Facilities – Building Services	03/01/18
Arthur Neuman	Instructor	Computer Science	05/12/18
Debra Pace	Business Partner	Human Resources	06/18/18
Karen Payne	Administrative Assistant	Arts & Sciences – Dean’s Office	03/22/18
Cody Penn	Office Associate	Psychology & Education	08/17/18
Tina Pickering	Specialist	Transcript Evaluation	07/06/18
Anthony Polito	Coordinator	Student Conduct	08/17/18
Jeremy Porter	Assistant Professor	Computer Science	08/10/18
Terry Rockwell	Supervisor	Telecommunications	07/01/18
Susan Schnell	Analyst	Integrated Systems & Data Analysis	04/15/18
Christopher Scott	Accountant	Cashiers & Student Accounting	04/20/18
Andrew Seymour	Instructional Designer II	Distance Education & Instructional Services	05/31/18
Linda Shinn	Executive Assistant	President’s Office	06/30/18
Nakisha Stewart	Specialist	Human Resources	06/26/18
Christopher Terry	Supervisor	Building Services	08/01/18
Corey Terry	Groundskeeper	Facilities – Grounds	05/01/18
Mark VanHorn	Program Coordinator	Marketing & Communications Operations	08/10/18
Jacqueline Walli	Chairperson	Nursing	06/30/18
Susan Ward	Office Associate	Modern Languages	05/11/18
Daniel Westover	Maintenance Technician II	Facilities – Maintenance	04/13/18
Stanley Williams	Teaching Assistant	Allied Health	05/18/18

Lori Woods	Instructor	Human Services	08/13/18
Sarah Woods	Specialist	Community & Professional Testing	03/17/18
Julie Zaveloff	Librarian	Library	08/15/18