



COLUMBUS STATE COMMUNITY COLLEGE
550 East Spring Street
Columbus, Ohio 43216

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MINUTES

BOARD OF TRUSTEES MEETING
Thursday, September 25, 2008

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, September 25, 2008, was called to order by Vice-chairperson Dolan in the Board Room of Franklin Hall at 6:05 p.m.

ROLL CALL:

Present: Mr. William Dolan, Vice Chair
Dr. Richard Owens
Ms. Poe Timmons
Mr. Michael Flowers
Mr. William Antonoplos
Ms. Priscilla Mead
Mr. Michael Keller

Absent: Ms. Suzanne Stilson Edgar
Ms. Debra Plousha Moore

CERTIFICATION OF COMPLIANCE:

President M. Valeriana Moeller, Board Secretary, advised that the record should show that notice of this meeting has been given in accordance with the provisions of Section 121.22 (F) of the Ohio Revised Code.

MINUTES:

Member Mead moved, Member Owens seconded, that the minutes of the regular meeting of the Board of Trustees held on Thursday, July 24, 2008, be approved as presented.

A voice call was taken and the motion carried unanimously.

COMMUNICATIONS AND RECOGNITION:

There were no items to come before the Board.

CONSENT AGENDA:

The consent agenda included the following items:

- (1) Revised Policy 9-05, Bookstore
- (2) New Policy 3-15, Furlough
- (3) Revised Policy 11-04, Records Retention and Disposal
- (4) New Policy 11-06, Public Records (*Rescinding Policy 11-02, Protection and Privacy of Records*)
- (5) Resolution to Adopt Supplemental Retirement 403(b) Plan
- (6) Personnel Information Items

Member Timmons moved, Member Flowers seconded, that the Board of Trustees:

- (1) Approve the revisions to Policy 9-05, Bookstore, as proposed, also changing the title of the policy to "Bookstore and Textbook Adoption."
- (2) Adopt the new Policy 3-15, Furlough, as proposed in the attached Exhibit "A", effective October 1, 2008.
- (3) Approve the revisions to Policy 11-04, Records Retention and Disposal, as proposed to comply with section 149.33 of the Ohio Revised Code, making the new current policy more concise.
- (4) Adopt new Policy 11-06, Public Records, as required by Substitute House Bill 9, and the rescission Policy 11-02, Protection and Privacy of Records, which is no longer needed. The new policy is hereby attached as Exhibit "B."

- (5) Adopt the proposed Resolution as on the Supplemental Retirement 403(b) Plan document giving joint authority to the President, and Vice President of Human Resources to sign the final plan document on behalf of the Board, and make periodic changes to comply with Internal Revenue Code section 403(b).
- (6) Approve Personnel Information items as presented.

A voice call was taken and the motion carried unanimously.

FINANCIAL STATEMENTS AS OF AUGUST 31, 2008

Member Mead moved, Member Timmons seconded that the Board of Trustees accept the financial statements as of August 31, 2008, as presented.

A voice call was taken and the motion carried unanimously.

PRESIDENT'S REPORT:

The president, reported on the following items:

Institutional Advancement Nominated for NCMPR Award:

Columbus State's Institutional Advancement department was again nominated for a gold, silver or bronze Medallion Award in the categories of advertising: Radio SA, single; electronic media: electronic newsletter; and video: PSA single. Dr. Moeller will advise the Board on the result at the November Board meeting.

Staff Employee of the Month

Cheryl Trogus, Office Associate for Allied Health, and James Stafford, Lead Network Administrator for the IT Communications department, were the Staff Employees for August and September respectively.

Dental Hygiene Program Granted Accreditation Status

The Commission on Dental Accreditation granted our dental hygiene program accreditation status of “approval without reporting requirements.” Dr. Moeller advised that, normally, there are some items that are necessary to finalize or change. Columbus State received 100% approval.

Eight Employees Complete Chair Academy Training

Annually, the department chairs and directors participate in the Chair Academy, a leadership training program. This year, Cheryl Hay, Angelo Frole, Timeka Rashid, Connie Grossman, Lisa Schneider, Nancy Case, Terrence Brown and Jonathan Baker have completed the Chair Academy’s one-year leadership training program.

Hampton and Ba Named to UNA Board

Renee Hampton, director of TRIO programs and special assistant to the Provost for diversity, and Dr. Jean Claude Ba, professor in Biological and Physical Sciences, have been named to the Columbus Chapter of the United Nations Association board of trustees. Ms. Hampton was in the audience and was introduced to the Board.

Enrollment

As of the date of this meeting, the headcount for the Fall Quarter was 24,615 (5.19%; 1216), and FTE was 16,813.82 (6.83%; 1074.77). Dr. Moeller noted that the number will be changing daily, and it is anticipated that enrollment will end up at approximately 24,600 students which is a record for the college.

Seniors to Sophomores

Dr. Moeller announced that Columbus State is involved in two different programs under the Seniors to Sophomores program—CCS, and Tolles Career and Technical Center. Columbus State was one of the first colleges that agreed to take on this program.

USO

Dr. Moeller stated that the Trustees should have received an email with recommendations for funding aligning with the Strategic Plan goals of the state which came from OACC. She advised that, at this point, no final decision has been made on the funding formula. However, it is the hope of those involved in the discussions that the formula recognizes growth so that it will be proportionate for those community colleges that have the most growth. The institutional goals will have to be negotiated with the Chancellor. She explained that, at this point, no definite percentage points have been applied to anything, but it is definite that a portion of our funding will be tied to accomplished goals. She also discussed the Accountability Report template which outlines how the colleges report all of their numbers. Dr. Moeller was asked to provide a final version of the template to the Trustees aligning Columbus State’s goals vs. the goals outlined on the draft.

HEOA

The Board was advised that the Higher Education Opportunity Act was passed the end of July. Some of the main points of the Act that will impact Columbus State include a more simplified financial aid form, an increase in the Pell grants; more support for programs for students needing remedial coursework; as well as increased reporting requirements.

Veterans

Funding for veterans was also a part of the HEOA which will provide for in-state tuition for veterans; easier re-enrollment for veterans returning from military service; and will provide scholarships for family members who died since 9/11.

Disabilities Services

The HEOA will also provide Pell grants for students with disabilities enrolling in higher education, and will create new programs.

Program Changes

The president noted that there will be changes in the TRIO program, however, the changes in the Teacher Education program and the nursing program apply more for the 4-year colleges.

Financial Aid

We were advised that, when students default on their student loans, the default rate goes against the college. Columbus State's default rate is 5.6% which is a drastic decline from the year when the president came to the college which was over 13%. The president added that this decline is mainly attributed to the college's Dean of Enrollment, Martin Maliwesky and his team. The National Average is 8.4% and CSCC is well below the average. Mr. Maliwesky gave an overview of the work his department has done to contribute to this decline. Dr. Moeller explained that it would be a great benefit to having a student financial literacy course to teach students how to budget and make it a requirement for borrowing. The president also informed the Board that there is a \$6 billion shortfall this year in the funds for Pell grants. Congress will have to pass an addendum to allow an additional expenditure.

Sustainability Report

The president advised the Trustees that, by December 31, 2008, the college will have to submit to the Chancellor its Energy Conservation Report. Ms. Terri Gehr is the Chair for the college's sustainability committee and was present to give some highlights on what the college has been doing in this area, and what future plans are being developed. The final report will be sent to the Board for review prior to sending it to the Chancellor.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS:

The Trustees' Conference


Members Edgar, Mead and Timmons, along with Dr. Moeller, attended the Trustee's Conference sponsored by the Chancellor of the Ohio Board of Regents on September 16, 2008. Trustees Mead and Timmons gave an overview of the meeting which centered around three main topics—affordability, accountability and centers of excellence.

PUBLIC PARTICIPATION:

There were no requests for public participation.

ADJOURNMENT:

There being no further business to come before the Board of Trustees, the meeting was adjourned at 7:20 p.m.



M. Valeriana Moeller
Secretary, Board of Trustees

P. Fortea
Recording Secretary

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FURLOUGH
Policy 3-15
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Effective October 1, 2008

NEW POLICY

(A) PURPOSE

(1) FROM TIME TO TIME, THE COLLEGE MAY NEED TO TEMPORARILY REDUCE THE WORKFORCE/BUDGET DUE TO NUMEROUS FORESEEN AND UNFORESEEN CIRCUMSTANCES. THE GOAL OF A FURLOUGH IS TO ALLOW THE COLLEGE TO EFFECTIVELY MANAGE ITS RESOURCES DURING ADVERSE AND FLUCTUATING CIRCUMSTANCES, WHILE RETAINING VALUABLE HUMAN RESOURCES. FURLOUGHS ARE DESIGNED TO ADDRESS THOSE TEMPORARY CIRCUMSTANCES DUE TO BUT NOT LIMITED TO:

- LACK OF FUNDS
- LACK OF WORK
- SEASONAL BUSINESS/WORK
- OPERATIONAL NEED

A FURLOUGH IS DEFINED AS A TEMPORARY REDUCTION IN FORCE LIMITED TO LESS THAN ONE CALENDAR YEAR AND IS AN ALTERNATIVE TO A PERMANENT LAYOFF.

(2) DEPENDING UPON THE CIRCUMSTANCE NECESSITATING A FURLOUGH, THE FURLOUGH MAY BE DECLARED AS EITHER OR ALL OF THE FOLLOWING; VOLUNTARY OR INVOLUNTARY; EMERGENCY OR NONEMERGENCY; AND INTERMITTENT OR CONTINUOUS.

(B) FURLOUGH DEFINITIONS

FURLOUGH – IS A TEMPORARY REDUCTION IN FORCE FOR LESS THAN ONE CALENDAR YEAR. FURLOUGHED EMPLOYEES WILL BE PLACED IN A NON-ACTIVE PAY STATUS FOR THE DURATION OF THE FURLOUGH.

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VOLUNTARY FURLOUGH – IS A SCHEDULED PERIOD OF TIME AWAY FROM WORK OR DUTY WHEREBY ELIGIBLE EMPLOYEES VOLUNTEER TO TAKE A FURLOUGH. THE VOLUNTEER WILL BE PLACED IN AN AUTHORIZED LEAVE OF ABSENCE FROM WORK WITHOUT PAY. THIS FURLOUGH MAY BE INTERMITTENT OR CONTINUOUS.

INVOLUNTARY FURLOUGH- A SCHEDULED PERIOD OF TIME AWAY FROM WORK OR DUTY WHEREBY IDENTIFIED EMPLOYEES WILL BE INVOLUNTARILY FURLOUGHED FOR A SPECIFIED PERIOD OF TIME. THIS FURLOUGH MAY BE INTERMITTENT OR CONTINUOUS.

INTERMITTENT FURLOUGH - (A) A REDUCED NUMBER OF WORK HOURS IN A DAY(S) (FOR NON-EXEMPT EMPLOYEES ONLY); (B) A REDUCED NUMBER OF WORK DAYS IN A WEEK, OR (C) RANDOM DAYS. ALL TYPES ARE TIME OFF WITHOUT PAY.

CONTINUOUS FURLOUGH – WITHOUT A BREAK. FURLOUGHED EMPLOYEES MAY BE RECALLED TO WORK OR DUTY AT IDENTIFIED PERIODS OF THE YEAR IN ACCORDANCE WITH COLLEGE POLICY AND PROCEDURE.

EMERGENCY – A FURLOUGH THAT IS DUE TO CIRCUMSTANCES IDENTIFIED ABOVE THAT NECESSITATE LESS THAN 30-DAYS NOTICE.

NONEMERGENCY – A FURLOUGH THAT IS DUE TO CIRCUMSTANCES IDENTIFIED ABOVE THAT WILL PERMIT MORE THAN 30-DAYS NOTICE.

ACTIVE PAY STATUS – ANY PERIOD OF TIME IN WHICH AN EMPLOYEE IS BEING ACTIVELY PAID INCLUDING ALL FORMS OF ACCRUED LEAVE.

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- (C) THE PRESIDENT SHALL ADOPT PROCEDURES TO ADMINISTER THIS POLICY.

New Policy

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POLICY AND PROCEDURES MANUAL**

Public Records Policy
Policy No. 11-06
Page 1 of 1

Effective Date

DRAFT (NEW)

- A. COLUMBUS STATE COMMUNITY COLLEGE, AS A STATE COMMUNITY COLLEGE IS COMMITTED TO BE OPEN AND RESPONSIVE TO PUBLIC RECORDS REQUESTS FROM THE PUBLIC, AND AT THE SAME TIME PROTECT THE PRIVACY AND SECURITY OF ALL RECORDS IN COMPLIANCE WITH THE STATE OF OHIO GOVERNING PUBLIC RECORDS LAWS (OHIO REVISED CODE 143.43 AND 149.43). THIS POLICY DOES NOT APPLY TO THE USE OF RECORDS FOR OFFICIAL COLLEGE BUSINESS BY AUTHORIZED INDIVIDUALS OR TO PERSONS WHO DESIRE TO INSPECT OR OBTAIN COPIES OF THEIR OWN RECORDS. SUCH POLICY AND ITS SUBSEQUENT PROCEDURES SHALL NOT BE IN CONTRADICTION WITH OTHER LAWS SUCH AS FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA), HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA), OR OTHER FEDERAL AND STATE REGULATIONS GOVERNING THE PROTECTION OF CERTAIN RECORDS.
- B. THE PRESIDENT OF THE COLLEGE SHALL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.

Accepted by the Instructional Support Council – May 23, 2008
Accepted by the Instructional Council – July 24, 2008

RESOLUTION

To adopt a Supplemental Retirement 403 (b) Plan Document

WHEREAS, Columbus State Community College has sponsored a supplemental retirement plan arrangement under Internal Revenue code Section 403 (B); and

WHEREAS, the Internal Revenue Service has promulgated regulations under Code Section 403(B) that require the College to adopt a written plan document; and

WHEREAS, the written plan document must be adopted on or before January 1, 2009.

NOW, THEREFORE, BE IT REOLVED, that

1. The College President and the Vice President of Human Resources are jointly authorized and empowered by the Board to adopt the Plan and are further empowered to make such administrative changes to the Plan as are required to affect compliance with the Internal Revenue Service 403 (B) regulations.
2. Said officers jointly have the authority to sign the final plan on behalf of this Board, with the corresponding full weight and effect.
3. This delegated authority shall continue until the authority is revoked.
4. All formal actions of this Board of Trustees relating to the enactment of this resolution were taken and adopted in open meetings, and all deliberations of this Board or any of its committees which resulted in such formal actions, were in full compliance with the law.