



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

---

550 East Spring Street  
P.O. Box 1609  
Columbus, Ohio 43216-1609  
614/287-2400

**MINUTES**

**BOARD OF TRUSTEES MEETING**  
Thursday, May 28, 2009

**CALL TO ORDER:**

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, May 28, 2009, was called to order by Chairperson Dolan in the Board Room of Franklin Hall at 6:04 p.m.

**ROLL CALL:**

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

**CERTIFICATION OF COMPLIANCE:**

President Moeller 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 Flowers moved**, Member Owens seconded, that the minutes of the regular meeting of the Board of Trustees held on Thursday, March 26, 2009, be approved as presented.

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Timmons, Owens, Flowers, Mead, Keller,  
Antonoplos

NAYS: None

**COMMUNICATIONS AND RECOGNITION:**

**Tenure Appointments**

The President announced the names of those faculty members recommended for tenure and first promotion in rank to assistant professor. None of the candidates were present at the meeting.

**Member Owens** moved, Member Mead seconded, that the following individuals be granted tenure effective at the beginning of the 2009-2010 contract year:

Rebecca Mobley	Social & Behavioral Sciences
Heather Johnston	Social & Behavioral Sciences
Kristina Schmid	Mathematics

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Timmons, Owens, Flowers, Mead, Keller,  
Antonoplos

NAYS: None

**CONSENT AGENDA:**

The consent agenda included the following items:

- (1) Parking Capacity
- (2) Disposition of Real Property
- (3) Authorizing Award of Construction Contract
- (4) Strategic Investments to Advance College Goals
- (5) Student Scholarships
- (6) Semester Conversion
- (7) Initial Allocation for Semester Conversion
- (8) Compensation Adjustments
- (9) Personnel Information Items

**Member Mead moved**, Member Keller seconded that the Board of Trustees:

- (1) Approves the allocation of \$400,000 to create parking spaces on the Columbus campus as follows:
  - \$250,000 from the Bond Proceeds fund
  - \$150,000 from the Capital Improvements and Land Acquisition account
- (2) Approves the sale of .015 acres of Columbus State Property to the City of Columbus for the price of \$10,840.
- (3) Authorizes the President and the Board Chair to execute contracts for the renovation project of Union Hall in excess of \$50,000 up to \$60,000 understanding that said contract will be affirmed by the Board at a later meeting.
- (4) Authorizes the release of \$3,556,150 from the FY10 allocations for the advancement of the initiatives outlined in Exhibit "A", attached hereto, for the advancement of the College's goals.
- (5) Approves an additional \$3.25 million from the FY09 budget for the Think Again Scholarship, and another \$250,000 for the Program Completion Last Dollar Scholarships to be used for academic years 2009-10, 2010-11, and 2011-12.
- (6) Approves the conversion from quarters to semesters on or about the fall of 2012.
- (7) Approves an initial allocation of \$1.0 million to address the various aspects of completing the calendar conversion.
- (8) Approves compensation adjustments as follows:
  - Full-time employees:
    1. That the current staff and administrator salary ranges not be amended due to the implementation of the Performance Management Policy.
    2. That salary adjustments for individual employees be implemented only after a formal evaluation of each employee is performed by his/her supervisor which includes a professional development plan and recommendation for a salary increase, and that such evaluation and recommendation be filed with the Human Resource Department; and

3. The additional salary and benefit pool for the requested increases is \$2,400,000 from the General Fund and \$114,068 from the Auxiliary Fund.
4. That the pool of monies approved (3.75% percent) for staff and administrator salary adjustments (who are evaluated on a merit basis) be (\$1,214,437 annual basis); and
5. The above actions will be effective July 1, 2009.

Adjunct Faculty:

6. Effective July 1, 2009 all adjunct faculty will be paid the flat rate of \$44.70 per contact hour and that the cost of implementation of this rate is approximately \$936,967 over the previous year.

Part-time Employees:

7. Effective August 1, 2009 all part-time employees will receive a 3.75% increase in the hourly wage rate provided that they have received a positive performance evaluation. The cost to implement this recommendation is approximately \$248,596.

(9) Approves the Personnel Information Items as presented.

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Owens, Timmons, Flowers, Mead, Antonoplos,  
Keller

NAYS: None

**OPERATING BUDGET FOR FY 2010**

**Member Timmons moved**, Member Flowers seconded, that the FY2010 Operating Budgets for Columbus State Community College, and Auxiliary Enterprises be approve as presented in Exhibits "B" and "C" respectfully.

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Owens, Timmons, Flowers, Mead, Antonoplos,  
Keller

NAYS: None

**FINANCIAL STATEMENTS:**

**Member Owens moved**, Member Edgar seconded, that the Financial Statements as of and for the ten month ended April 30, 2009 be accepted as presented.

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Timmons, Owens Flowers, Mead, Keller,  
Antonoplos

NAYS: None

**PRESIDENT'S REPORT:**

Dr. M. Valeriana Moeller, president, reported on the following items:

- (1) Employee of the Month for April and May: Sean Nowlin and Corey Apling;
- (2) CSCC Students, Sarah Garno and Robert Knode honored at All-Ohio Academic Team Luncheon;
- (3) CSCC awarded Women of Color Community Partner Award;
- (4) Jonathan Baker, Chair, Mathematics Department, selected for *Business First* "Forty Under 40" award;
- (5) Lenore Schneiderman, Chair, Mental Health/Chemical Dependency/Mental Retardation, honored at Humor Workshop;
- (6) Dental Hygiene 2009 class scored a 100% pass rate;
- (7) Jane Schaefer joins CSCC as new Dean for Continuing Education for Workforce Development;
- (8) Enrollment - Headcount: 24,358, 10.08% increase; FTE: 15,570.95, 10.84% increase;
- (9) Update on Delaware Campus;
- (10) CSCC to receive four students from Egypt through collaboration with CCID;
- (11) Update on the impact of State budget on CSCC;
- (12) Post 9/11 GI Bill and reauthorization of HEOA and FAFSA application review;

- (13) Upcoming Events: Trustees Video Conference on June 3; Spring Quarter Graduation on June 12<sup>th</sup>;
- (14) Overview on proposed semester conversion for CSCC.

The Board will receive a hard copy of the president's presentation via email.

**OLD BUSINESS:**

Presidential Search Committee

Trustees Edgar, Timmons, Flowers, and Owens will serve on the Presidential Search Committee. They are in the process of issuing a RFP for a search firm. More details will be given at the next Board meeting. The committee will also select other stakeholders within the College to serve on the Search Committee.

**NEW BUSINESS:**

Trustee Report: Member Timmons advised that the Association meeting basically consisted of a discussion on what is happening with the state budget and the approach for community colleges with the legislature to ensure parity with the other four-year institutions.

**EXECUTIVE SESSION:**


There were no Executive Session items to be discussed.

**PUBLIC PARTICIPATION:**

Darrell Powers outlined several issues and concerns regarding the college.

**ADJOURNMENT:**

There being no further business to come before the Board of Trustees the meeting was adjourned at 6:49 p.m.

  
\_\_\_\_\_  
M. Valeriana Moeller  
Secretary, Board of Trustees

## Strategic Investments

The goal that is advanced by the proposed initiative(s), a description of the proposed initiative(s), the strategic initiative account from which the initiative(s) will be funded, and the amount of the proposed release of funds to be used over three years (FY10, 11, 12) are noted below.

### GOAL #1: ACCESS

#### *Initiative #1:*

***Enhancing the College's Web Presence:*** Columbus State's web presence plays a significant role in prospective and current students' access to the college and their retention. The college's ability to meet its access and success goals can be enhanced by improving the quality, timeliness and amount of information on the Columbus State Web site, improving the ease-of-use of the site, enhancing the presentation of information, and integrating all student services on the site by using the most current technologies, such as a Web portal.

#### *Web Site Architecture Redesign Initiative*

The initiative to redesign the college's web architecture will allow the college to best respond to the dynamic needs and demands of students and prospective students and to utilize technology advancements to promote access to Columbus State. This initiative will involve redesigning the overall college Web site to improve usability and appearance and to expand information on the site that is important and relevant to students and prospects. It will streamline the process for creating and updating the college's Web site and allow individual departments to update the information on their departmental sites while maintaining a consistent, cohesive, and attractive appearance and efficient architecture for the entire college site. This will help in recruiting students, giving students information to help them succeed, and making communication processes more effective and efficient.

Cost savings through added efficiencies will be possible when department Web sites will follow common templates, greatly reducing staff design time. Departmental Web coordinators will only have to update content, reducing time commitment, while improving the product.

#### *Web Services Integration Initiative*

Through this initiative Columbus State will further integrate all Web services for students, resulting in more efficient and user-friendly access to various services that are provided to students. Implementing a web portal and web content technologies will allow the college to bring disparate applications and services into a single, integrated Web presence environment. A Web portal is in line with making the college's services easier to access and use by students and faculty, by integrating multiple services in a single secure Web presence. The integrated portal will allow students to access all the college information they need (academic records, class schedules, college email, etc.) from one location, without having to log in to each system separately. The log-in site will also carry important messages and news from the college to make them better aware of services that can help them succeed, and each student can customize the site to carry the information most important to him or her.

Improved ease-of-access to information and services through the Web is significantly more critical than ever to promote Columbus State's many academic programs and to help students gain access to services that can help them succeed. These initiatives will allow the college to

significantly enhance its image and improve its ability to promote access to and success at Columbus State Community College.

**Strategic Initiative Account:** Technology  
**Amount:** \$600,000

**Initiative #2.**

**Marketing and Advertising Delaware Campus:** A comprehensive marketing and advertising campaign for the Delaware Campus will begin this Spring and continue annually, focusing especially on increasing the enrollment of residents of Delaware and Union counties. Particularly important will be the marketing that is done in the first three years as the college cements its footing in Delaware County with this new campus.

**Strategic Initiative Account:** Delaware Campus Operations  
**Amount:** \$210,000

**Goal #2 Success**

**Initiative #3.**

**Comprehensive Student Engagement Model:** This comprehensive student engagement model will directly enhance retention and success of Columbus State students, including providing career assistance for students who have not yet selected a major. First, the model will be designed to connect in a systematic way all prospective, new, and returning students to academic, student service, and college social networks, with a focus on strengthening student learning and success. To do this existing staff will be leveraged through the expanded use of technology. In addition, the content and delivery of new student orientation and Columbus State's first year experience "first year orientation" course will be redesigned with a focus on student success skills, academic planning, building student learning communities and forging student identity with the college. Using data collected on the new student experience in their first quarter of study, specific intervention activities will be designed to increase student success and retention by improving in those areas indicated by the assessment.

Secondly, a specific counseling and academic planning program will be implemented that is designed to directly impact undecided students who have not yet selected a major or program of study at Columbus State. Both Columbus State data and national research show that students who do not declare a major early in their studies are much less likely to persist and succeed in college. The goal will be to assist new students with declaring a major by the end of their first quarter of study and to steadily reduce the overall pool of approximately 2,500-3,500 undecided students over three years of the initiative. Data will be collected to measure the impact on course completion, inter-quarter and autumn to autumn retention of students in order to determine the effectiveness of this intervention.

**Strategic Initiative Account:** Teaching and Learning  
**Amount:** \$400,000



**Initiative #4.**

**Expanded Tutoring System:** Tutoring enhances success with course assignments and can provide a greater understanding of course materials. Tutoring has a direct correlation to retention of students in their courses through completion by providing a foundation for the course work ahead and ultimately leading to more students completing their programs of study.

Currently tutoring is offered by academic departments in different ways. With the increasing number of students, especially those needing tutoring services, improving the college's system of tutoring with a more structured approach to such services will not only allow for a greater alignment between the student and the services, but will also make the program easier to access and navigate. Further, the enhanced tutoring program will include a data-driven feedback loop that will yield information that faculty can use to continuously improve courses and programs.

**Strategic Initiative Account:** Teaching and Learning  
**Amount:** \$850,000

**Initiative #5:**

**Enhanced Adjunct Preparation:** Quality instruction has long been the cornerstone of Columbus State's success. As the college continues to grow, its commitment to providing the training and resources needed to support all aspects of instruction must continue to evolve. This initiative focuses on expanding the training and on-going support of adjunct instructors. It provides for an expanded orientation for new adjuncts, increased interaction between adjuncts and full-time faculty in their departments and an expansion of the college's advanced adjunct training program. The result of this initiative will ensure that the college maintains the highest levels of quality in instruction leading to greater student satisfaction and success.

**Strategic Initiative Account:** Teaching and Learning  
**Amount:** \$1,400,000

## **GOAL 4: SUSTAINABILITY**

**Initiative #6:**

**Document Management System:** Consistent with its Sustainability and Access goals, the college will implement a Document Management System (DMS) to maximize efficiency in providing service to its students and employees, while increasing resource savings. The DMS for Columbus State is an enterprise scale system in which the college will manage the entire life cycle of documents. By taking advantage of modern technology, cost-effective and practical methods will be implemented to capture, produce, categorize and catalog, protect, share and distribute, archive and dispose of documents properly in digital format regardless of a document's origins.

The DMS will be an integral part of Delaware Campus operations from the beginning to facilitate and efficiently expand services provided on that campus, contributing to the goal of Access for students. These service improvements will also improve access for students on the Columbus campus and all off campus sites.

Cost savings realized through paper usage and duplication reduction, off- and on-campus warehouse and storage space reduction, improved access to documents for authorized personnel resulting in personnel time savings, and workflow management for all student and employee forms are a few ways that DMS will contribute to the Sustainability goal.

The DMS will also effectively assist in mitigating the risk and costs associated with regulatory compliance such as Family Education Rights and Protection Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and more.

**Strategic Initiative Account:** Technology  
**Amount:** \$700,000

**Initiative #7.**

**Health Care Self-Insurance:** Over the last four years the college has positioned itself to more closely manage and control its health care costs. Health care is a vital benefit to employees and is an important recruitment and retention tool. In this initiative, consumerism, wellness, and health care education have been emphasized and promoted. At this juncture, it is prudent to move toward self-insurance. Self-insurance allows the college to better design insurance benefits and target efforts to contain experience rates. In addition, we can also partner with other institutions for services and pharmacy benefits so as to take advantage of economies of scale.

In order for this to work, seed money and transition funds are necessary. The college will save administration fees and will pay claims that are actually incurred. The college's insurance broker has reviewed the escrow account needs using actuarial analysis and past experience, and has determined that the \$1.5 million allocation approved by the Board in January 2009 is sufficient to launch a self-insurance program. A small portion of the funds will be needed in July to self-insure the dental and vision program. The balance of the funds will be used next spring when the health care program is bid.

**Strategic Initiative Account:** Health Care Self-Insurance Escrow  
**Amount:** \$1,500,000

**Initiative #8:**

**Health Care – Health Savings Account (HSA) Option:** As part of its focus on wellness and consumerism its health care program, the college has advocated the use of Health Savings Accounts (HSAs). This focus incentivizes both consumerism and wellness because employees directly reap the benefits of prudent use of health benefits. As a participant in an HSA, an employee shoulders a high deductible plan (\$2,000 for a single; \$4,000 for a family). As an incentive to accept this plan, the college has split the deductible with the employees who are willing to share the risk and practice both consumerism and wellness. To continue to incent employees to stay in HSA plans, and to encourage others to participate, the program will need up to \$300,000 in FY10, a final amount to be determined subsequent to Open Enrollment which is held in May.

**Strategic Initiative Account:** Health Care HSA Incentive  
**Amount:** Up to \$300,000

**Columbus State Community College  
Operational Budget Comparison  
Proposed FY010 Budget Compared to RFY09 Budget**

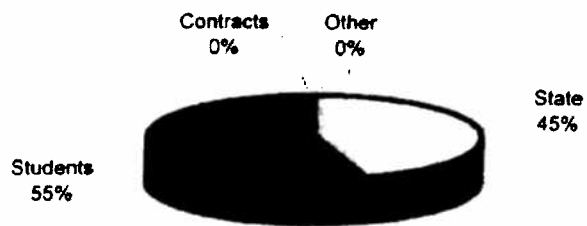
	(1) RFY09 Budget	(2) FY10 Proposed	(3) Difference	(4) Percent Increase/(Decrease)
<b>Revenues</b>				
<b>Appropriations</b>				
(a) Subsidy				
(b) Subsidy (1)	\$ 52,981,736	\$ 61,437,054	\$ 8,455,318	16.0%
(c) Access Challenge	6,202,382		(6,202,382)	100.0%
(d) Jobs Challenge	237,287	237,287		0.0%
	<u>59,421,405</u>	<u>61,674,341</u>	2,252,936	3.8%
<b>Student</b>				
(e) Tuition (2)	67,061,018	67,221,266	160,268	0.2%
(f) Fees (3)	4,529,209	4,895,921	366,712	8.1%
(g) Special courses	600,000	600,000		0.0%
	<u>72,190,227</u>	<u>72,717,207</u>	526,980	0.7%
<b>Contracted Services</b>				
Net	<u>255,585</u>	<u>255,585</u>		0.0%
	255,585	255,585		0.0%
<b>Other</b>				
(h) Interest				
(i) Miscellaneous	250,000	250,000		0.0%
	<u>250,000</u>	<u>250,000</u>		0.0%
(j) <b>Total Revenues</b>	<u>132,117,217</u>	<u>134,697,133</u>	2,779,916	2.1%
<b>Expenditures</b>				
(k) Educational & General				
(l) (Instructional) (4)	69,104,135	73,399,372	4,295,237	6.2%
(m) Library	1,721,302	1,733,214	11,912	0.7%
(n) General (5)	10,712,626	10,829,986	(82,840)	0.8%
(o) Information Technology	10,835,735	11,869,075	1,033,340	9.7%
(p) Student Services	10,094,252	10,067,365	(26,887)	0.3%
(q) Operation and Maintenance of Plant	12,724,730	13,140,570	415,840	3.3%
(r) Administration (6)	6,893,807	6,535,845	(357,962)	5.2%
(s) Additional Payroll Items		2,400,000	2,400,000	100.0%
(t) <b>Operational Expenses</b>	<u>122,066,766</u>	<u>129,795,227</u>	7,708,441	6.3%
(u) Transfer for equip. and replacement	3,000,000	2,200,000	(800,000)	26.7%
(v) Transfer for debt service	1,548,819	1,548,819		0.0%
(w) Transfer for capital improvements				
(x) <b>Total expenditures &amp; transfers</b>	<u>126,635,605</u>	<u>133,544,046</u>	6,908,441	5.5%
(y) <b>Operational Revenues</b>	<u>\$ 5,481,612</u>	<u>\$ 1,353,087</u>	\$ (4,128,525)	75.3%

**Notes**

- (1) State subsidy assumes half the increase proposed for Columbus State, as projected at this time by Ohio Board of Regents
- (2) Tuition revenue assumes enrollment equal to FY09 and no tuition increase per proposed biennial budget. Sub HB1
- (3) Fee revenue includes Lab Fee Income and other student based fees
- (4) Proposed increase provides for 8 new faculty positions and adjunct budget necessary to support enrollment
- (5) General includes Planning & Construction, Human Resources, Office Services, Institutional Adv., KRP, Diversity & Inclusion, and Development Office
- (6) Administration includes VP BAS, President's Office, & Business Office

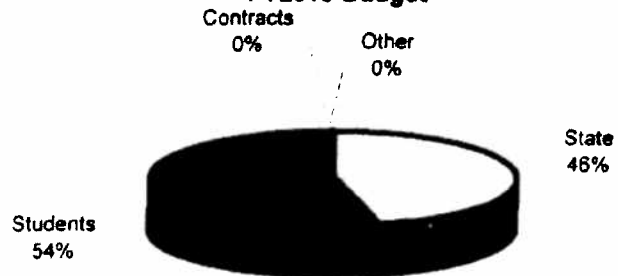
### FY 10 PROPOSED OPERATING BUDGET REVENUES May, 2009

#### FY 2009 Revised Budget



**\$132,117,217**

#### FY2010 Budget



**\$134,897,133**

**Columbus State Community College  
Auxiliary Services Fund Proposed FY 2010 Budget**

	<b>RFY09</b>	<b>FY10</b>	<b>Increase</b>	<b>Percent</b>
<u>Revenues</u>	<u>Budget</u>	<u>Proposed</u>	<u>(Decrease)</u>	<u>Change</u>
Bookstore	2,701,334	2,882,294	180,960	6.7%
Child Development Center	957,608	965,895	8,287	0.9%
Food Services	342,412	352,298	9,886	2.9%
Bridgeview	447,100	487,102	40,002	8.9%
<b>Total</b>	<b>\$ 4,448,454</b>	<b>\$ 4,687,589</b>	<b>239,135</b>	<b>5.4%</b>
 <u>Expenses</u>				
Bookstore	2,688,306	2,216,393	(471,913)	-17.6%
Child Development Center	1,129,847	1,189,332	59,485	5.3%
Food Services	74,130	74,943	813	1.1%
Bridgeview	480,274	525,527	45,253	9.4%
<b>Total</b>	<b>4,372,557</b>	<b>4,006,196</b>	<b>(366,361)</b>	<b>-8.4%</b>
 <u>Net Income/(Loss)</u>				
Bookstore	13,028	665,901	652,873	5011.3%
Child Development Center	(172,239)	(223,437)	(51,198)	29.7%
Food Services	268,282	277,354	9,072	3.4%
Bridgeview	(33,174)	(38,425)	(5,251)	15.8%
<b>Total</b>	<b>75,897</b>	<b>681,393</b>	<b>605,496</b>	<b>797.8%</b>
 Marketing*	 41,761	 142,587	 100,826	
Administrative Salaries	-	424,738	424,738	
Add'l Payroll Items	-	114,068	114,068	
	<u>41,761</u>	<u>681,393</u>		
<b>Total Auxiliary Net Income</b>	<b>\$ 34,136</b>	<b>\$ 0</b>	<b>(34,136)</b>	<b>-100.0%</b>

\* Marketing expenses for Auxiliary Enterprises were in part paid in FY09 from the General Fund.  
For FY10, all auxiliary marketing expenses are budgeted in The Auxiliary Fund.

**COLUMBUS STATE COMMUNITY COLLEGE  
FY 10 PROPOSED OPERATING BUDGET EXPENDITURES  
May, 2009**

