



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, March 22, 2007  
Franklin Hall Board Room

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, March 22, 2007, was called to order by Chairperson Edgar in the Board Room of Franklin Hall at 6:00 p.m.

ROLL CALL:

Present: Ms. Suzanne Edgar, Chairperson  
Ms. Paula Inniss  
Ms. Priscilla Mead  
Mr. Jeff Scheiman  
Mr. William Dolan  
Mr. William Antonoplos (*not present at roll call-- arrived at 6:04 p.m.*)

Absent: Mr. Michael Flowers  
Mr. Michael Keller  
Dr. Susan Finn

CERTIFICATION OF COMPLIANCE:

President M. Valeriana Moeller (Board Secretary) stated 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:

Trustee Scheiman moved, Trustee Mead seconded, that the minutes of the regular meeting of the Board of Trustees held on Thursday, January 25, 2007 be approved as presented.

A vote was taken which resulted in:

AYES: Members Edgar, Antonoplos, Dolan, Inniss, Scheiman, Mead  
NAYS: None

## COMMUNICATIONS AND RECOGNITION:

### NATIONAL COMMUNITY COLLEGE MONTH

The President noted that April is National Community College Month, and every year in March, the college presents its annual Community Agency Award, which recognizes an agency for its service in support of the educational and social welfare needs of the residents of the Columbus area. This year, the recipient of our 2007 Community Agency Award is the **Columbus Public School ABLE program**. Through their services, central Ohio residents can gain access to needed critical community resources maintained on their database. Congratulations and a commemorative plaque were presented to the representatives from this literacy program.

### EMERITUS STATUS FOR DANIEL WYATT

The President advised the Board that Daniel Wyatt retired from the position of professor of Accounting after 29 years of service to Columbus State Community College. Mr. Wyatt began his teaching career with the college in 1977, and advanced in rank to full professor in 1988. Dan paved the way for the web-based Laptop Project in 1994, one of the college's earliest technology-mediated learning projects. He was instrumental in putting the first two accounting courses on the web, ACCT 106 and ACCT 107.

During Dan's tenure with the college, he served on numerous college committees. He took a sabbatical in Winter Quarter of 2005 to attend and participate in legislative hearings on CATS tax for the State of Ohio.

**Member Mead moved**, Member Scheiman seconded, that the Board of Trustees grant emeritus status to Daniel Wyatt effective April 1, 2007.

A vote was taken which resulted in:

AYES: Members Edgar, Antonoplos, Dolan, Inniss, Scheiman, Mead

NAYS: None

### EMERITUS STATUS FOR WILLIAM MUNDY

The President stated that William Mundy retired after 23 years of service to the college as a professor of Accounting. Mr. Mundy began his teaching career in 1983 and advanced to full professor by 1995. He testified before the Ohio State Legislature to allow Accounting students an exception to the 150 credit hour rule so that they could sit for the CPA exam. He also worked with Becker CPA Review to award scholarships to Accounting Honorary Society members. The President introduced Mr. Mundy who was in the audience.

**Member Mead moved**, Member Scheiman seconded, that the Board of Trustees grant emeritus status to William Mundy effective April 1, 2007.

A vote was taken which resulted in:

AYES: Members Edgar, Antonoplos, Dolan, Inniss, Scheiman, Mead  
NAYS: None

**CONSENT AGENDA:**

The consent agenda included the following items:

- (1) Approval to Revise Policies 13-01 (*Facilities use*), and 9-01 (*Allowing purchase of alcohol for resale at Bridgeview Golf Course*);
- (2) Approval of New Policy 13-08 (Institutional Review Board);
- (3) Way-finding Signage Installation;
- (4) Approval of Series 2007 Bond Resolution
- (5) Making Permanent Three (3) Temporary Staff Positions;
- (6) Approval of Nine (9) New Full-time Staff Positions;
- (7) Personnel Information.

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

- (1) Amend college policies 9-01, Operating Budget, and 13-01, Facilities Use, to allow for the purchase and resale of alcohol at Bridgeview Golf Course.
- (2) Approve new Policy 13-08 (Institutional Review Board) as attached to be effective April 1, 2007.
- (3) Authorize the bid listed to the Columbus Sign Company for creation and installation of exterior way-finding signage, and approve \$200,000 from the capital improvement fund for the first phase of the installation.
- (4) Adopt the accompanying Series 2007 Bond Resolution providing for the authorization, issuance and sale of an amount not to exceed \$6.0 million of General Receipts Bonds, Series 2007, of the Columbus State Community College District for purposes of refunding the Series 1997 bonds.
- (5) Approve, as permanent, the three (3) staff positions as listed on the attached document, with the total annual cost from the General Fund being \$142,243.

- (6) Approve nine (9) staff positions as listed in the attached information as permanent staff positions. The total annual cost from the General Fund to total \$500,191.

A vote was taken which resulted in:

AYES: Members Edgar, Antonoplos, Dolan, Inniss, Scheiman, Mead  
NAYS: None

### **TUITION INCREASE:**

The President explained to the Board that the Governor, in his State of the State address, proposed an Higher Education Compact recommending a 5% increase in the State Instructional Subsidy in FY08 for those public colleges and universities that do not increase tuition in FY 2008; and a 2% increase in the State Instructional Subsidy in FY2009 for those public colleges and universities that do not increase tuition by more than 3%. Therefore, the Board has authorized the President to plan a budget for FY 2008 assuming there will be no tuition increase.

**Member Inniss moved,** Member Mead seconded, that the Board of Trustees authorize the President to plan a Fiscal Year 2008 budget assuming no increase in tuition rates.

A vote was taken which resulted in:

AYES: Members Edgar, Antonoplos, Dolan, Inniss, Scheiman, Mead  
NAYS: None

### **FINANCIAL STATEMENTS:**

**Member Scheiman moved,** Member Mead seconded, that the financial statements as of and for the eight months ended February 28, 2007, be accepted as presented.

A vote was taken which resulted in:

AYES: Members Edgar, Antonoplos, Dolan, Inniss, Scheiman, Mead.  
NAYS: None

*Note: Mr. Antonoplos left the meeting at 6:40 p.m.*

**PRESIDENT'S REPORT:**

Dr. Moeller then reported on the following items:

- (1) Art Sculpture Nominated for Artistic Excellence Award  
The college has been nominated for the 2007 Artistic Excellence Award for the Vault Percent for Art project given by the Greater Columbus Arts Council which is due to be announced on April 17<sup>th</sup>.
- (2) OACC 2007 Excellence Awards  
Each year, the college nominates a Trustee, a Friend of the College, and an Alum of the college. Trustee Suzanne Edgar, Chair of the Board, has been nominated to receive the Outstanding Achievement in Trusteeship Award. Congressman Tiberi will also receive the Friend of the Community College Award, and Lori Tyack, Clerk of Municipal Court for Franklin County, will receive the Distinguished Alumnus Award. Presentations will be made at the 2007 Excellence Awards Luncheon on April 23<sup>rd</sup> by OACC at the Columbus Athenaeum.
- (3) Cougar Cheerleaders Win Midwest Open  
The Columbus State Cheerleading team won the Midwest Open National Cheerleading competition and are champions in their division.
- (4) S.E.O.M  
The recipients for the Staff Employee of the Month for February and March were Tony Belleau and Steven Zelenka respectively.
- (5) Coach Randy Crites named Co-Coach of the Year for 2007  
Columbus State's women's basketball head coach, Randy Crites, was named 2007 Co-Coach of the Year, sharing the honor with Michael Llanas of Owens Community College.
- (6) Fourman Appointed to Board of CSCI, Inc.  
Garry Fourman, Chairperson of the Modern Languages Department, was appointed to the Board of Columbus Sister Cities International, Inc. This position was formerly held by Bob Queen who has retired from CSCC. This appointment comes from the Mayor.
- (7) Two CSCC Students Selected to OACC 2007 All-Ohio Academic Team  
Every year, two students are selected to the OACC All-Ohio Academic Team. This year Deborah Adkins and Jerry Connally were selected as members of the Third Team. They will be recognized on May 2<sup>nd</sup> at a luncheon at the Ohio Statehouse Atrium.

- (8) Outstanding Program Award Goes to Envisioning Possibilities Project  
This is a project that is coordinated by Deborah Bertsch, a faculty member in our Communication Skills department, in conjunction with other faculty members to offer tutoring in the language field to students. The project was awarded the TYCA Outstanding Program Award in the category of "Enhancing Developmental Education". The ceremony was held in New York.
- (9) Institutional Advancement Awarded Gold and Silver  
NCMPR awarded Columbus State's own Institutional Advancement department both the gold medal award for the *Connection* newsletter and the silver medal award for their TV Single Ad.
- (10) Columbus State Leads in Online Learning  
According to the Ohio Learning Network, Columbus State has 4,879 online students, just topping CCC as the top Ohio school for e-learning. Columbus State's credits also transfer into Franklin University's online program which is called the Community College Alliance.
- (11) FY 08 Budget and Appropriations  
The President was in Washington attending the National Legislative Summit of Community College Trustees. Discussions centered around raising the Pell Grant from \$4,600 to \$5,900. Columbus State awarded almost \$19M to 8,671 students via this grant. Increased funding for community-based job training grants (GBJTG) to \$250M was also requested. Over 400 colleges applied for the grant, however, there was not enough money. It is a successful program that is working well to provide services to the community and also provide jobs.
- (12) Higher Education Act (HEA)  
The HEA Reauthorization is coming up and they have requested that the "Academic Competitiveness Grants be modified to include part-time students instead of just full-time students since 60% of community college students are part-time. Also that students be allowed to earn more money and still qualify for aid.
- (13) Eric Fingerhut Appointed New Chancellor  
The new Chancellor is former Senator Eric Fingerhut. House Bill 2 is the bill that would make the Chancellor a Cabinet position, and House Bill 85 is a response from the Board of Regents. The President stated that there are provisions in that Bill that could be incorporated at some point into some parts of the budget bill. The President also explained some of the finer points of the Higher Education Compact which could be the framework to develop a systematic approach to higher education by creating management efficiencies and collaboration with the goal being to grow the system.

(14) Upcoming Events

The President announced several upcoming events involving the college and invited the Trustees to attend. They are:

- “One Voice” 2007 Ohio Community College Legislative Summit
- OACC Excellence Awards Luncheon
- Focus on the Future Trustees Conference
- All-Ohio Academic Team Recognition Luncheon

**OLD BUSINESS**

AQIP Strategy Forum

The President announced the names of some of the participants that attended the AQIP Strategy Forum in Lisle, Illinois and thanked them for their help in putting the projects together for the Forum. Dr. Coleman and Member Edgar gave some of the highlights of the feedback given from the facilitators on their projects stating that they might be too large. However, Dr. Moeller explained that there is still more work to be done.

**NEW BUSINESS:**

Performance Measures Report

Dr. Coleman gave a brief presentation on some of the measures that have been taken to show how well the college is meeting its Mission through the strategy of quality, convenience and affordability. A copy of the data handbook Dr. Coleman put together at the request of the Board at January Retreat was also given to each of the Trustees for their review. She also asked them for feedback and committed to give them more updates to keep it current.

**PUBLIC PARTICIPATION:**

The following individuals addressed the Board:

- (1) David Kerr, Board Ex Officio Student, gave a brief history of his time at Columbus State and how he has benefited from the experience. He recognized several of the faculty and others who helped him while at Columbus State. He explained that he will be relinquishing his role as Ex Officio Student in two weeks, and that he is transferring to Franklin University. He also presented Ms. Mead and Dr. Moeller with honorary Phi Theta Kappa memberships.

**ADJOURNMENT:**

There being no further business to come before the Board of Trustees:

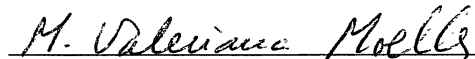
**Member Mead moved,** Member Scheiman seconded, that the meeting of the Board of Trustees be adjourned.

A vote was taken which resulted in:

AYES: Members Edgar, Dolan, Inniss, Mead, Scheiman  
*Member Antonoplos left the meeting at 6:40 p.m. and was not present to vote*

NAYS: None

The meeting was adjourned at 7:25 p.m.



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

*P. Fortea*  
Recording Secretary





# COLUMBUS STATE COMMUNITY COLLEGE

## BOARD ACTION

Date: \_\_\_\_\_

### **SUBJECT:**

New Policy 13-08 (Institutional Review Board)

### **BACKGROUND INFORMATION:**

Procedure 13-08 Registration of Research Projects is outdated and not supported by a Policy. The new Policy 13-08, Institutional Review Board (IRB) has been developed to meet Federal requirements for the College to have an IRB in place for the protection and welfare of human subjects used in research. The IRB is a requirement for the College to continue to receive federal funding for grant-driven projects.

The policy was reviewed and recommended by both Councils of Shared Governance.

### **RECOMMENDATION:**

That the Board of Trustees approve new Policy 13-08 (Institutional Review Board) as attached to be effective April 1, 2007.

## **Establishing an Institutional Review Board (IRB) for research and sponsored programs at CSCC**

### **Rationale:**

Columbus State receives federal grant funds; federal agencies, particularly the National Science Foundation, require a recipient to have an Institutional Review Board (IRB). The IRB reviews protocols for human subjects protection and determines them to be approved or disapproved.

Because Columbus State is not a research intensive institution, most projects will meet the “exempt from review” criteria established by the federal government. However, the exemptions will be documented thus assuring compliance with the federal regulations.

The IRB will impact the following groups:

- Faculty members or administrators who seek grants for research or sponsored programs that involve human subjects;
- students who conduct research that involves human subjects;
- employees and volunteers who participate in research on the campus; and
- faculty and staff who serve on or support the IRB.

The IRB will be compliant with Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, Part 46, Protection of Human Subjects; Revised June 23, 2005, Effective June 23, 2005

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Institutional Review Board (IRB)  
Policy No. 13-08  
Page 1 of 1

Effective April 1, 2007

**NEW**  
**(Draft)**

- (A) *PURPOSE:* AS A PUBLICLY FUNDED INSTITUTION OF HIGHER EDUCATION, COLUMBUS STATE COMMUNITY COLLEGE IS RESPONSIBLE FOR PROVIDING A SAFE ENVIRONMENT FOR STUDENTS AND EMPLOYEES THAT CONDUCT HUMAN SUBJECT RESEARCH AND FOR THE INDIVIDUALS THAT ARE PART OF A COLUMBUS STATE COMMUNITY COLLEGE IRB APPROVED RESEARCH PROJECT. THE COLLEGE SHALL ALLOCATE THE RESOURCES NECESSARY TO ESTABLISH THE POLICY AND PROCEDURE TO ENSURE THE SAFETY OF ITS STUDENTS AND EMPLOYEES.
  
- (B) COLUMBUS STATE COMMUNITY COLLEGE WILL UTILIZE AN INSTITUTIONAL REVIEW BOARD (IRB) TO PROTECT THE WELFARE OF HUMAN SUBJECTS USED IN RESEARCH.
  
- (C) THE PRESIDENT SHALL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY TO ENSURE COMPLIANCE WITH THE FEDERAL REGULATIONS THAT GOVERN AN IRB AS CODIFIED IN THE CODE OF FEDERAL REGULATIONS, TITLE 45, PUBLIC WELFARE, DEPARTMENT OF HEALTH AND HUMAN SERVICES, PART 46, PROTECTION OF HUMAN SUBJECTS AND ANY ADDITIONAL FEDERAL, STATE, LOCAL LAWS OR PROFESSIONAL GUIDELINES.



## COLUMBUS STATE COMMUNITY COLLEGE

### BOARD ACTION

Date: \_\_\_\_\_

#### **SUBJECT:**

Approval of Series 2007 Bond Resolution

#### **BACKGROUND INFORMATION:**

At its January 2007 meeting, the Board of Trustees authorized proceeding with a refunding of the College's outstanding Series 1997 Bonds that mature on and after December 1, 2008, provided the College realizes a minimum present value savings of at least 3%, and subject to formal approval by the Board of a Bond Resolution. Market conditions continue to be favorable for a refunding at this time.

The accompanying Bond Resolution must be approved by the Board of Trustees before refunding bonds can be issued. The resolution was prepared by bond counsel assigned by the Ohio Attorney General's office, Squire, Sanders and Dempsey LLP.

#### **RECOMMENDATION:**

That the Board of Trustees adopt the accompanying Series 2007 Bond Resolution providing for the authorization, issuance and sale of an amount not to exceed \$6.0 million of General Receipts Bonds, Series 2007, of the Columbus State Community College District for purposes of refunding the Series 1997 bonds.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL RECEIPTS BONDS OF COLUMBUS STATE COMMUNITY COLLEGE IN A MAXIMUM AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$6,000,000 FOR THE PURPOSE OF REFUNDING THE COLLEGE'S OUTSTANDING GENERAL RECEIPTS BONDS, SERIES 1997, AND TO PAY THE COSTS OF ISSUANCE OF THE SERIES 2007 BONDS; AUTHORIZING THE EXECUTION AND DELIVERY OF A FIFTH SUPPLEMENTAL TRUST AGREEMENT, A BOND PURCHASE AGREEMENT, AN ESCROW AGREEMENT AND A CONTINUING DISCLOSURE AGREEMENT; AUTHORIZING THE USE, DISTRIBUTION AND EXECUTION OF AN OFFICIAL STATEMENT IN CONNECTION WITH THE ORIGINAL SALE OF THE SERIES 2007 BONDS; AND AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER INSTRUMENTS, DOCUMENTS OR AGREEMENTS APPROPRIATE TO THE FOREGOING AND RELATED MATTERS.

WHEREAS, pursuant to Sections 3345.12, 3354.121 and 3358.10 of the Revised Code, as enacted under authority of the Ohio Constitution, and particularly Section 2i of Article VIII, Columbus State Community College, a state community college district of the State of Ohio created and existing pursuant to Chapter 3358 of the Revised Code, is authorized and empowered, among other things, (a) to issue Obligations of the College to pay the Costs of Facilities and to refund, fund or retire Obligations previously issued for that purpose; (b) to pledge to the payment of those Obligations the gross amount of the General Receipts of the College in priority to all other expenses, claims or payments; (c) to covenant that the College will make, fix, adjust and collect the fees, rates, rentals, charges and other items comprising General Receipts to produce General Receipts sufficient at all times to meet requirements with respect to the Obligations; and (d) to provide for a trust agreement and make further provisions for securing the payment of the Obligations, all as defined below; and

WHEREAS, this Board on June 25, 1990 adopted a resolution (the General Bond Resolution) which authorized the issuance from time to time of General Receipts Bonds of the College, with each issue to be authorized by a resolution of this Board pursuant to the trust agreement authorized by the General Bond Resolution; and

WHEREAS, pursuant to a resolution adopted by this Board on March 27, 1997, the College issued \$9,995,000 General Receipts Bonds, Series 1997 (the Series 1997 Bonds) pursuant to the Trust Agreement dated as of July 1, 1990 between the College and The Huntington National Bank (the Trust Agreement) as amended by the Third Supplemental Trust Agreement dated as of April 1, 1997 (the Third Supplemental Trust Agreement), of which \$6,330,000 is currently outstanding; and

WHEREAS, the College has determined that it may be economically advantageous to refund the portion of the outstanding Series 1997 Bonds maturing on December 1 in the years 2008, 2009, 2010 and 2016, currently outstanding in the aggregate principal amount of \$5,830,000 (the Refunded Bonds) and subject to prior redemption at the option of the College, in whole and at par, on any date on or after December 1, 2007; and

WHEREAS, this Board finds and determines that it is necessary and in the best interest of the College to issue the Series 2007 Bonds for the purpose of paying the costs of refunding the College's outstanding General Receipts Bonds, Series 1997, and paying the costs of issuance of the Series 2007 Bonds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Columbus State Community College (the College), that:

Section 1. Definitions; Interpretations and References.

(a) Definitions. In addition to words and terms defined in the Bond Proceedings, the following words and terms shall have the following meanings unless otherwise therein provided or unless the context or use clearly indicate another or different meaning or intent:

"Authorized Denominations" means, as to the Series 2007 Bonds, \$5,000 or any integral multiple thereof.

"Award Certificate" means, as to the Series 2007 Bonds, the certificate authorized in Section 3, setting forth and determining certain terms and other matters pertaining to the Series 2007 Bonds and their issuance, sale and delivery, consistent with this Resolution.

"Board" means the Board of Trustees of the College.

"Bond Purchase Agreement" means, as to the Series 2007 Bonds, the Bond Purchase Agreement between the College and the Original Purchaser authorized in Section 3.

"Bondholder" or "holder" or "holder of Bonds", or "registered owner", or any similar term means the person in whose name a Bond is registered, or the holder or owner of Bonds as may otherwise be prescribed by applicable Bond Legislation.

"Escrow Agreement" means the Escrow Agreement between the College and the Escrow Trustee, as it may be modified from the form on file with the Secretary.

"Escrow Trustee" means The Huntington National Bank.

"Fifth Supplemental Trust Agreement" means the Fifth Supplemental Trust Agreement between the College and the Trustee authorized in Section 7.

"Interest Payment Dates" means, as to the Series 2007 Bonds, June 1 and December 1 of each year commencing June 1, 2007.

"Original Purchaser" means RBC Capital Markets.

"Principal Payment Dates" means, as to the Series 2007 Bonds, December 1 in each of the years in which principal is payable, commencing no later than December 1, 2008.

"Refunded Bonds" means the College's Series 1997 Bonds currently outstanding in the aggregate principal amount of \$5,830,000.

“Series 1997 Bonds” means the College’s General Receipts Bonds, Series 1997 dated as of April 30, 1997.

“Series 2007 Bonds” means the College’s General Receipts Refunding Bonds, Series 2007 authorized by this Resolution.

“Series 2007 Cost of Issuance Subaccount” means the Series 2007 Cost of Issuance Subaccount created within the Bond Service Account under the Fifth Supplemental Trust Agreement.

Section 2. Issuance of Series 2007 Bonds. This Board finds and determines that it is necessary and proper and in the best interest of the College to, and the College shall, issue General Receipts Bonds in the maximum aggregate principal amount not to exceed \$6,000,000 for the purpose of paying (i) the costs of refunding the Refunded Bonds and (ii) the costs of issuance of the Series 2007 Bonds. Those Bonds shall be designated “General Receipts Refunding Bonds, Series 2007” or as otherwise provided in the Award Certificate. The Award Certificate may specify that the Series 2007 Bonds may be issued in one or more separate series, each bearing a distinctive designation, provided that the Bonds of all series satisfy the requirements of this Resolution. The aggregate principal amount of Series 2007 Bonds to be issued, not exceeding the amount of \$6,000,000, shall be in an amount (rounded to the next higher or lower multiple of \$5,000) determined in the Award Certificate to be the aggregate principal amount that is necessary, taking into account any discount from the aggregate principal amount of the Series 2007 Bonds at which they are sold to the Original Purchaser, in order to effect the purpose for which the Series 2007 Bonds are to be issued, including payment of financing costs relating to the Series 2007 Bonds.

(a) General Terms and Provisions of the Series 2007 Bonds. The Series 2007 Bonds shall be issued only as Registered Bonds, substantially in the form to be set forth in the Fifth Supplemental Trust Agreement. The Fiscal Officer is authorized and directed to sign and deliver, in the name and on behalf of the College, a letter agreement with the Depository generally relating to the book entry system. The terms, provisions, denominations and principal maturities of, redemption provisions applicable to, and the interest rates to be borne by, the Series 2007 Bonds shall be those as set forth in the Award Certificate, which shall not be inconsistent with the provisions of this Resolution. The Series 2007 Bonds shall be dated as of the date of their initial delivery which shall be established in the Award Certificate.

Series 2007 Bonds shall be numbered in such manner as determined by the Fiscal Officer in order to distinguish each Series 2007 Bond from any other Series 2007 Bond, may be subject to optional redemption in the amounts, upon the conditions, and at the times and prices, and may be subject to Mandatory Sinking Fund Redemption in the amounts and at the times and prices, all as set forth in or provided for by or pursuant to this Resolution or Award Certificate and upon the terms and conditions set forth in the Fifth Supplemental Trust Agreement. Bond Service Charges on the Series 2007 Bonds shall be payable as provided in the Trust Agreement, without deduction for the services of any Paying Agent.

(b) Principal Maturities and Interest Rates. The Series 2007 Bonds shall mature on the Principal Payment Dates, and shall be payable in the principal amounts or in accordance with Mandatory Sinking Fund Requirements, as to be set forth in the Award Certificate subject to the provisions of Section 3. The Series 2007 Bonds shall bear interest from their date or the most recent date to which interest has been paid or duly provided for at the rates per annum, payable on each Interest Payment Date, as to be set forth in the Award Certificate subject to the provisions of Section 3.

(c) Mandatory and Optional Redemption. The Series 2007 Bonds may be subject to optional redemption prior to stated maturity, and may be subject to Mandatory Sinking Fund Redemption, as to be provided in the Award Certificate.

Mandatory Sinking Fund Redemption. If requested by the Original Purchaser and confirmed in the Award Certificate, any annual principal maturity amount may be consolidated with one or more consecutive preceding annual principal maturity amounts into a single aggregate principal amount maturing on that stated annual maturity date. In that case, those Term Bonds then maturing on that stated annual maturity date shall be subject to Mandatory Redemption prior to stated maturity in part pursuant to Mandatory Sinking Fund Requirements, at a redemption price of 100% of the principal amount redeemed plus interest accrued to the redemption date. Portions of the Term Bonds shall be so redeemed on the principal payment date in each of those preceding years and in the respective full annual principal amounts listed in a principal maturity schedule set forth in the Award Certificate for payment in those preceding years.

The aggregate of the money to be deposited with the Trustee in the Bond Service Account for payment of Bond Service Charges on Term Bonds shall include amounts sufficient to redeem the principal amount of Term Bonds on the respective dates as stated in the principal maturity schedule set forth in the Award Certificate (less the amount of any credit as provided below). If retired only by Mandatory Sinking Fund Redemption prior to their stated maturity, the remaining principal amount of any Term Bonds will be paid at their stated maturity date.

The College shall have the option to deliver to the Trustee for cancellation Term Bonds in any aggregate principal amount and to receive a credit against any then current Mandatory Sinking Fund Requirement (and corresponding Mandatory Redemption Obligation) for any Term Bonds. That option shall be exercised by the College on or before the 45th day preceding the applicable Mandatory Redemption date, by furnishing the Trustee a certificate signed by the Fiscal Officer setting forth the extent of the credit to be applied with respect to the then current Mandatory Sinking Fund Requirement. If a certificate is not timely furnished to the Trustee, the Mandatory Sinking Fund Requirement (and corresponding Mandatory Redemption Obligation) shall not be reduced. A credit against the then current Mandatory Sinking Fund Requirement (and corresponding Mandatory Redemption Obligation) also shall be received by the College for any Term Bonds which prior thereto have been redeemed (other than through the operation of Mandatory Sinking Fund Requirements) or purchased for cancellation and cancelled by the Trustee, to the extent not applied previously as a credit against any Mandatory Redemption Obligation. Each Term Bond so delivered, or previously redeemed, or purchased and cancelled, shall be credited by the Trustee at 100% of its principal amount against the then current Mandatory Sinking Fund Requirement (and corresponding Mandatory Redemption Obligation). Any excess of that amount over the then current Mandatory Sinking Fund Requirement shall be credited against subsequent Mandatory Sinking Fund Requirements (and corresponding Mandatory Redemption Obligations) in the order directed by the Fiscal Officer.

Optional Redemption. The Series 2007 Bonds maturing on or after a date stated in the Award Certificate may be subject to redemption by and at the option of the College in whole or in part on the dates provided in the Award Certificate and in integral multiples of \$5,000 and at the redemption prices equal to the percentages of the principal amount redeemed as provided in the Award Certificate plus in each case accrued interest to the redemption date.

If optional redemption of any Term Bonds at a redemption price exceeding 100% of the principal amount to be redeemed is to take place as of any applicable Mandatory Redemption date provided for pursuant to the above provisions, the Term Bonds or portions of Term Bonds to be redeemed shall be selected by lot prior to the selection by lot of the Term Bonds to be redeemed on the same date by operation of the Mandatory Redemption Obligations.

Series 2007 Bonds to be redeemed pursuant to optional redemption shall be redeemed only upon written notice from the College to the Trustee, given upon the direction of the Board by adoption of a resolution. That notice shall specify the redemption date and the principal amount of each maturity of



Bonds to be redeemed, and shall be given at least 45 days prior to the redemption date or such shorter period as shall be acceptable to the Trustee. In the event that notice of redemption shall have been given by the Trustee to the registered owners as provided in the Trust Agreement, there shall be deposited with the Trustee, on or prior to the redemption date, moneys that, in addition to any other money available therefor and held by the Trustee, will be sufficient to redeem at the redemption price thereof, plus interest accrued to the redemption date, all of the redeemable Bonds for which notice of redemption has been given.

Further procedures and conditions for the satisfaction of the Mandatory Sinking Fund Requirements and optional redemption are to be set forth in the Fifth Supplemental Trust Agreement.

(d) Signing. The Series 2007 Bonds shall be signed by at least two of the following officers: the President, Fiscal Officer and Chair of the Board. Any or all of those signatures may be by facsimile.

(e) Authorization of Bond Rating and Credit Support Instrument. If in the judgment of the Fiscal Officer the filing of applications for a rating on the Series 2007 Bonds by one or more Rating Services, or for a Credit Support Instrument relating to the Series 2007 Bonds, are necessary or desirable for marketing purposes, the Fiscal Officer is authorized to prepare and submit either or both of those applications, to provide such information as may be required in support of them and to provide for the payment of the cost of such a rating or other Credit Support Instrument as financing costs payable by the College from proceeds of the Series 2007 Bonds to the extent available and then from other money lawfully available and appropriated or to be appropriated for that purpose.

(f) Book Entry Form. The Series 2007 Bonds shall be issued to a Securities Depository for use in a book entry system. If and as long as a book entry system is utilized, all of the following apply:

(i) The Series 2007 Bonds shall be issued in the form of a single Registered Bond representing each maturity and registered in the name of the Depository or its nominee, as registered owner, and immobilized in the custody of the Depository.

(ii) The owners of book entry interests shall have no right to receive Bonds in the form of physical securities or certificates.

(iii) Ownership of book entry interests in book entry form shall be shown by book entry on the system maintained and operated by the Depository and its participants, and transfers of the ownership of book entry interests shall be made only by book entry by the Depository and its participants.

(iv) The Bonds as such shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the College.

If any Securities Depository determines not to continue to act as a Depository for the Series 2007 Bonds for use in a book entry system, the Fiscal Officer and Trustee may attempt to establish a securities depository/book entry relationship with another qualified Depository. If the Fiscal Officer and Trustee do not or are unable to do so, the Fiscal Officer and Trustee, after making provision for notification of the owners of book entry interests in the Bonds by the then Depository and any other arrangements deemed necessary, shall permit withdrawal of the Bonds from the Depository, and authenticate and deliver Registered Bond certificates in Authorized Denominations to the assigns of the Depository or its nominee, and if the event is not the result of College action or inaction, all at the cost and expense (including any costs of printing) of those persons requesting such issuance.

The Fiscal Officer and Trustee are authorized and directed to the extent necessary or required to enter into any agreements or make any representations determined necessary in connection with the book entry system for the Series 2007 Bonds, after determining (as evidenced by their signing) that their signing will not endanger the funds or securities of the College under the Trust Agreement.

Section 3. Sale of Series 2007 Bonds; Disclosure Documents; Continuing Disclosure Agreement.

(a) General. The Series 2007 Bonds are awarded and sold to the Original Purchaser in accordance with the Bond Purchase Agreement and at a purchase price (not less than 99% of the aggregate principal amount of the Series 2007 Bonds), as determined in the Award Certificate, plus accrued interest on the aggregate principal amount of the Series 2007 Bonds from their date to the date of delivery of and payment for them.

For the purpose of implementing the provisions of this Resolution, the Fiscal Officer is authorized and directed to sign the Award Certificate selling the Series 2007 Bonds to the Original Purchaser at the price established in the Award Certificate and in accordance with this Resolution, and to evidence that sale and the further terms and provisions of that sale and of the Series 2007 Bonds by completing, signing and delivering the Award Certificate, and a Bond Purchase Agreement substantially in the form on file with the Secretary. The Award Certificate and the Bond Purchase Agreement shall have provisions as are not inconsistent with this Resolution and not substantially adverse to the College and as shall be approved by the Fiscal Officer. The determination that those provisions are not substantially adverse to the College shall be conclusively evidenced by that officer's signing.

Having due regard to the best interests of the College and the anticipated General Receipts, there shall be further determined in the Award Certificate or, as appropriate, in the Fifth Supplemental Trust Agreement, consistent with the provisions of this Resolution, (a) the date of the Series 2007 Bonds and the final aggregate principal amount of the Series 2007 Bonds, (b) the aggregate principal amount and principal maturities of the Series 2007 Bonds to be issued as Serial Bonds or as Term Bonds, the Principal Payment Dates for those Bonds and the principal amount of those Bonds that shall be stated to mature on each such Principal Payment Date, and as to any Term Bonds the Principal Payment Date(s) on which Term Bonds shall be subject to Mandatory Sinking Fund Redemption and the principal amount that shall be payable pursuant to Mandatory Sinking Fund Requirements on each Mandatory Redemption Date in accordance with the provisions of the Trust Agreement, (c) any optional redemption provisions, and (d) the rate or rates of interest to be borne by the Series 2007 Bonds, all subject, however, to the following further considerations and limitations:

(i) The rate or rates of interest per year to be borne by the Series 2007 Bonds shall be such as are determined to be required by marketing considerations and to result in the sale of the Series 2007 Bonds on a basis most favorable to the College. The weighted average interest rate of the Series 2007 Bonds shall not exceed 6.00%.

(ii) The schedule of the principal amount of Series 2007 Bonds maturing or payable pursuant to Mandatory Sinking Fund Redemption requirements on each Principal Payment Date shall be determined to be consistent with the anticipated General Receipts. The first principal payment shall be not later than December 1, 2008 and the final principal payment shall be not later than December 1, 2016. The schedule of the maturing principal amounts of the Series 2007 Bonds shall be such that the weighted average maturity of the Series 2007 Bonds shall not exceed 13 years.

(iii) The first optional redemption date shall be not later than December 1, 2012 and the redemption premium shall not exceed 103% of the principal amount redeemed.

It is hereby determined by this Board that the terms of the Series 2007 Bonds, the procedures for their sale, and the determination of the price to be paid for them, all as established in accordance with this Resolution, the Bond Purchase Agreement and the Fifth Supplemental Trust Agreement, are and will be in the best interest of the College and in compliance with all legal requirements.

The President, the Fiscal Officer, the Chair of the Board and the Secretary are directed to make the necessary arrangements on behalf of the College to establish the date, location, procedure and conditions for the delivery of the Series 2007 Bonds to the Original Purchaser and to take all actions necessary to effect due signing, authentication and delivery of the Series 2007 Bonds under the terms of this Resolution, the Bond Purchase Agreement and the Trust Agreement.

(b) Disclosure Documents. The President and the Fiscal Officer, each are authorized and directed, on behalf of the College and in their official capacities, to:

(i) Prepare or cause to be prepared, and make or authorize modifications, completions or changes of or supplements to, a disclosure document in the form of a preliminary official statement relating to the issuance of the Series 2007 Bonds, and determine, and certify or otherwise represent, when the preliminary official statement as so prepared is a "deemed final" official statement (except for permitted omissions) by the College as of its date for purposes of SEC Rule 15c2-12(b)(1). The distribution and use of such a preliminary official statement is hereby authorized and approved.

(ii) Complete that preliminary official statement with such modifications, changes and supplements as those officers shall approve or authorize for the purpose of preparing and determining, and to certify or otherwise represent, that the official statement as so revised is a final official statement for purposes of SEC Rule 15c2-12(b) (3) and (4). Those officers each are further authorized to use and distribute, or authorize the use and distribution of, the final official statement and supplements thereto in connection with the original issuance of the Series 2007 Bonds as may, in their judgment, be necessary or appropriate.

Those officers and each of them are also authorized to sign and deliver, on behalf of the College and in their official capacities, the final official statement and such certificates in connection with the accuracy of the preliminary official statement and the final official statement and any amendment thereto as may, in their judgment, also be necessary or appropriate.

(c) Continuing Disclosure Agreement. For purposes of SEC Rule 15c2-12 the College, for the benefit of the holders and beneficial owners of the Series 2007 Bonds, makes the continuing disclosure agreement as authorized in this Section and to be further detailed in the Fifth Supplemental Trust Agreement and the Continuing Disclosure Certificate. The Fiscal Officer shall have the responsibility for the compliance by the College with that continuing disclosure agreement, and that officer shall establish procedures in order to ensure that compliance, including signing the Continuing Disclosure Certificate. That continuing disclosure agreement shall be the continuing disclosure agreement for purposes of that Rule.

Section 4. Application of Proceeds of Series 2007 Bonds. The proceeds of sale of the Series 2007 Bonds shall be allocated and deposited as follows and in the following order:

(a) To the Bond Service Account, any accrued interest paid by the Original Purchaser.

(b) To the Escrow Trustee an amount, to be deposited in the Escrow Fund, proceeds of the Series 2007 Bonds in an amount, which together with monies transferred from the Series 1997 Construction Account shall be sufficient to refund the Series 1997 Bonds in accordance with the Escrow Agreement;

(c) To the Series 2007 Cost of Issuance Subaccount proceeds in an amount sufficient to pay costs incurred in connection with the issuance of the Series 2007 Bonds;

(d) To the Bond Insurer, proceeds in an amount to pay the premium on the credit enhancement secured in connection with the issuance of the Series 2007 Bonds.

The proceeds of the sale of the Series 2007 Bonds are appropriated and shall be used for the purpose for which those Bonds are issued as provided in this Resolution and the Fifth Supplemental Trust Agreement.

Section 5. Refunding of the Series 1997 Bonds; Escrow Agreement; Application for SLGS; Escrow Fund. The Fiscal Officer is authorized and directed to execute and deliver on behalf of the College the Escrow Agreement between the College and the Escrow Trustee, in substantially the form now on file with the Secretary. That form of Escrow Agreement is hereby approved with such changes therein not materially adverse to the College as may be permitted by the Fifth Supplemental Trust Agreement and the Act and approved by the Fiscal Officer on behalf of the College. The approval of any changes, and that such changes are not materially adverse to the College, shall be conclusively evidenced by the execution of the Escrow Agreement by the Fiscal Officer.

The Series 1997 Bonds shall be redeemed on the date established by the Fiscal Officer in the Award Certificate, provided that the date established for the redemption shall not be earlier than December 1, 2007.

The Fiscal Officer of the College is hereby authorized to make arrangements with the Trustee for the irrevocable call for optional redemption of the Series 1997 Bonds, which irrevocable call for redemption is hereby authorized at the redemption price of 101% of the principal amount to be redeemed plus accrued interest to the redemption date. The Trustee is hereby authorized and directed to call the Series 1997 Bonds for optional redemption pursuant to and in accordance with the terms of the Series 1997 Bonds, the Trust Agreement and the Third Supplemental Trust Agreement. The Fiscal Officer of the College is hereby authorized to execute and deliver such documents, instruments and certificates as may be necessary to accomplish such redemption of the Series 1997 Bonds or provide for the investment or reinvestment of the related escrow securities, all pursuant to the Trust Agreement, the Third Supplemental Trust Agreement and the Escrow Agreement.

If U.S. Treasury Securities – State and Local Government Series (SLGS) are to be purchased for the Escrow Fund, the Fiscal Officer or any other appropriate officer of the College, is each hereby authorized and directed to authorize, on behalf of the College, the subscription for the purchase by an appropriate third party of those SLGS.

The Escrow Fund is hereby created in the Bond Service Fund, in accordance with the Trust Agreement. On the date of delivery and payment for the Series 2007 Bonds, the Fiscal Officer or is authorized to transfer funds remaining in the Series 1997 Construction Account to the Escrow Fund, and the Fiscal Officer or the Escrow Trustee, as applicable, is directed to receive that portion of the proceeds of the Series 2007 Bonds described in Section 4, in accordance with the General Bond Resolution and this Resolution, as applicable.

Section 6. Covenants of the College. The College, by issuance of the Series 2007 Bonds, covenants and agrees with their holders to perform its applicable covenants and agreements set forth in the General Bond Resolution, this Resolution and in the Trust Agreement. Each of those obligations is binding upon the College, and upon each College officer or employee as from time to time may have the authority under law to take any action on behalf of the College that may be necessary to perform all or any part of that obligation, as a duty of the College and of each of those officers and employees resulting from an office, trust or station within the meaning of Section 2731.01 of the Revised Code, providing for enforcement by writ of mandamus.

Section 7. Tax Covenants. The College covenants that it will use, and will restrict the use and investment of, the proceeds of the Series 2007 Bonds in such manner and to such extent as may be necessary so that (a) the Series 2007 Bonds will not (i) constitute private activity bonds, arbitrage bonds or hedge bonds under Section 141, 148 or 149 of the Internal Revenue Code of 1986, as amended (the Code), or (ii) be treated other than as bonds to which Section 103 of the Code applies, and (b) the interest thereon will not be an item of tax preference under Section 57 of the Code.

The College further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Series 2007 Bonds to be and to remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Series 2007 Bonds to the governmental purposes of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of those proceeds and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The Fiscal Officer, or any other officer of the College or this Board having responsibility for issuance of the Series 2007 Bonds is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the College with respect to the Series 2007 Bonds as the College is permitted or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Series 2007 Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the College, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Series 2007 Bonds, and (c) to give one or more appropriate certificates of the College, for inclusion in the transcript of proceedings for the Series 2007 Bonds, setting forth the reasonable expectations of the College regarding the amount and use of all the proceeds of the Series 2007 Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Series 2007 Bonds.

Each covenant made in this section with respect to the Series 2007 Bonds is also made with respect to all issues any portion of the debt service on which is paid from proceeds of the Series 2007 Bonds (and, if different, the original issue and any refunding issues in a series of refundings), to the extent such compliance is necessary to assure exclusion of interest on the Series 2007 Bonds from gross income or federal income tax purposes, and the officers identified above are authorized to take actions with respect to those issues as they are authorized in this Section to take with respect to the Series 2007 Bonds.

Section 8. Fifth Supplemental Trust Agreement. To secure the payment of the Bond Service Charges as the same shall become due and payable and the performance by the College of its obligations provided for in the Bond Proceedings and the Series 2007 Bonds, the President and the Fiscal Officer are authorized and directed, for and in the name of the College and on its behalf, to sign and deliver to the Trustee the Fifth Supplemental Trust Agreement containing provisions not inconsistent with this Resolution and not substantially adverse to the College, and permitted by the Act and as shall be approved by the officers signing it. The determination that such provisions are not substantially adverse to the College shall be conclusively evidenced by the signing of the Fifth Supplemental Trust Agreement by those officials.

Section 9. Other Documents. The President, the Fiscal Officer, and the Chair and Vice-Chair of the Board are authorized and directed to furnish, sign and deliver such other documents, certificates and instruments as may be necessary or appropriate to issue the Series 2007 Bonds and to consummate the transactions contemplated in this Resolution, the Fifth Supplemental Trust Agreement, the Escrow Agreement and the Bond Purchase Agreement. The Secretary to the Board or other appropriate officials of the College shall furnish the Original Purchaser a true transcript of proceedings certified by such officers of the College as may be appropriate of all proceedings had with reference to the issuance of the Series 2007 Bonds.


Section 10. Interpretations and References. Any reference in the Bond Proceedings to the College, or to its Board or College, or its or their officers, or to other public bodies, boards, commissions, departments, institutions, agencies, bodies, entities or officers, shall include those that succeed to their functions, duties or responsibilities pursuant to or by operation of law or otherwise are lawfully performing their functions.

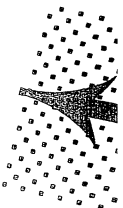
Any reference in the Bond Proceedings to a section or provision of the Revised Code or to the Act or to the laws of Ohio or Board resolutions shall include that section or provision and the Act and those laws and resolutions as from time to time amended, modified, revised, supplemented or superseded. No amendment, modification, revision, supplement or superseding section or provision shall be applicable solely by reason of this provision, if it constitutes in any way an impairment of the rights or obligations of the College, the holders, the Trustee, any Credit Support Provider, or the Registrar, under the Bond Proceedings or any other instrument or document entered into in connection with any of the foregoing, including without limitation, any alteration of the obligation to pay Bond Service Charges in the amount and manner, at the times and from the sources provided in the Bond Proceedings and the Bonds, except as permitted in the Trust Agreement.

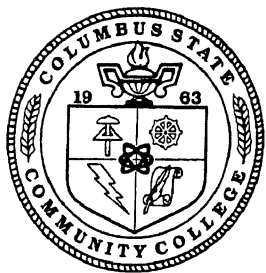
Section 11. Compliance with Open Meeting Law. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the passage of this Resolution were taken in an open meeting of this Board or committee, and that all deliberations of this Board and of any committee that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

Adopted: March 22, 2007

COLUMBUS STATE COMMUNITY COLLEGE

  
Secretary, Board of Trustees of the Columbus State  
Community College





# Columbus State Community College

Date \_\_\_\_\_

## BOARD ACTION

### SUBJECT:

Make permanent three (3) temporary staff positions.

### BACKGROUND INFORMATION:

To fill a temporary need and/or to test the need for a position, the college engages employees on a full-time temporary basis.

For the past year, three full-time temporary positions have been engaged to complete essential work that would otherwise have been left undone and hindered the efficiency of college operations. Specifically these positions are in the Records and Registration (1), Financial Aid/Veteran Services (1), and Community Education and Workforce Development (1) departments.

The rationale for making permanent three positions that currently have temporary status is outlined in the specific requests attached to this board action.

Funds for the position are budgeted in the Revised FY-07 Budget. No new funds would be needed for these positions.

### RECOMMENDATION:

That the Board of Trustees approve, as permanent, the three (3) staff positions listed in the attached information.

The total annual cost of the positions from the General Fund for the positions will be \$106,282 for salary, \$35,961 for benefits, total \$142,243.

**POSITION TITLE:** Coordinator Conference Center – *Currently a full-time temporary position.*

**DEPARTMENT:** Community Education and Workforce Development

**RATIONALE FOR POSITION**

This position reports to the Dean of Community Education and Workforce Development. Currently, the Coordinator of the Conference Center is a full-time temporary position.

In order to continue the coordination and management of the Conference Center, a permanent full-time position is needed.

Since June 2006, prior to the grand opening of the Workforce Development building, the Conference Center has served over 6,000 meeting/conference attendees of both internal and external clients. The Coordinator of the Conference Center provides any and all services and coordinates all aspects of events. This job function is vital to continued sales operations of the facility rental program, logistical coordination, and on-site service for groups during their events. Establishing the coordinator position as permanent is critical to meeting the mission and goals of the College and the Conference Center.

**POSITION COSTS:**

|                                |   |
|--------------------------------|---|
| <b>Salary:</b>                 | \$ 53,914   |
| <b>Benefits:</b>               | \$ 15,111   |
| <i>One time health benefit</i> | \$ 500  |
| <b>Equipment:</b>              | N/A   |
| <b>Space Needed:</b>           | N/A   |
| <b>Other:</b>                  | <u>\$ 1,000</u> ( <i>per staff for conference</i> ) |
| <b>Total:</b>                  | \$ 70,525   |



**POSITION TITLE:** Specialist – Financial Aid Grants- *Currently a full-time temporary position.*

**DEPARTMENT:** Financial Aid (Enrollment Services)

**RATIONALE FOR POSITION:**

This request is to move the existing temporary Specialist- Financial Aid Grants position to permanent status effective July 1, 2007. Three new financial aid programs (Academic Competitiveness Grant (ACG), Ohio College Opportunity Grant (OCOG), TANF Educational Assistance Program (TEAP), implemented in the 2006-2007 academic year have necessitated this additional position to handle the manual processing workload. As eligibility certification and award processing associated with these programs is manual and must be done on an annual basis, the need for this position is effectively permanent.

The Academic Competitiveness Grant (ACG) was enacted as a component of Higher Education Reconciliation ACT (HERA) legislation in February 2006. The program became operational with the 2006-2007 award year, and is designed to supplement Federal Pell Grant eligibility for first and second year students. The grant is limited to U.S. citizens who have completed a rigorous high school curriculum, and who will attend full-time. Participation in the Academic Competitiveness Grant (ACG) program is required as part of CSCC's Title IV Program Participation Agreement with the U.S. Department of Education, and at a minimum requires the institution to determine the eligibility for each student who self-identifies as a potential recipient. As of December 1, 2006, there are 1,500+ students who have self-identified for the 2006-2007 award year.

The Ohio College Opportunity Grant (OCOG) is available to new, first-time college students in 2006-2007 who have documented expected family contributions less than \$2,191. The 2006-2007 year marks the first year of a four year OCOG implementation that will eventually phase out the Ohio Instructional Grant (OIG) in 2010-2011. The verification of OCOG eligibility is a student-by-student manual process, resulting in 1,583 awarded students to date.

The TANF Educational Assistance Program (TEAP) is designed to enhance retention of at-risk, low income students by providing incentive funding upon successful completion of coursework. While 2006-2007 statistics are not yet available, the Ohio Board of Regents has estimated that there are potentially 2,400+ eligible students at CSCC.

**POSITION COSTS:**

|                                |  |
|--------------------------------|--|
| <b>Salary:</b>                 | \$ 27,953                                  |
| <b>Benefits:</b>               | \$10,724                                   |
| <i>One time health benefit</i> | \$ 500                                     |
| <b>Equipment:</b>              | N/A  |
| <b>Space Needed:</b>           | N/A  |
| <b>Other:</b>                  | \$ 1,000 <i>(per staff for conference)</i> |
| <b>Total:</b>                  | \$ 40,177                                  |

**POSITION TITLE:** High School Transcript Evaluator – *Currently a full-time temporary position.*

**DEPARTMENT:** Records & Registration

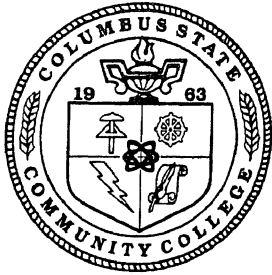
**RATIONALE FOR POSITION:**

The Academic Competitiveness Grant (ACG) was enacted as a component of Higher Education Reconciliation Act (HERA) legislation in February 2006. The program becomes operational with the 2006-2007 award year, and is designed to supplement Federal Pell Grant Eligibility for first and second year students having graduated from high school in either 2005-2006. The grant is limited to U.S. citizens who have completed a rigorous high school curriculum, and who will attend full-time.

As of July 21, 2006, 489 students have self-identified as being potentially ACG eligible. This number increases daily, and will continue to grow throughout the upcoming year. It is a requirement of Title IV participation that the college verify eligibility for all students who self-identify for ACG consideration. At present, no system support exists for managing the awarding process. The Academic Competitiveness Grant (ACG) transcript evaluation will significantly increase the volume of transcript entry, and will require more thorough evaluation of each transcript due to rigorous academic standards.

**POSITION COSTS:**

|                                |   |
|--------------------------------|---|
| <b>Salary:</b>                 | \$ 24,415   |
| <b>Benefits:</b>               | \$ 10,126   |
| <i>One time health benefit</i> | \$ 500  |
| <b>Equipment:</b>              | \$ 6,000  |
| <b>Space Needed:</b>           | N/A   |
| <b>Other:</b>                  | <u>\$ 1,000</u> ( <i>per staff for conference</i> ) |
| <b>Total:</b>                  | \$ 42,041   |



## COLUMBUS STATE COMMUNITY COLLEGE

Date \_\_\_\_\_

### BOARD ACTION

#### **SUBJECT:**

Nine (9) New Staff Positions (General Fund).

#### **BACKGROUND INFORMATION:**

With the growth of the college's online programs, the college's enhanced technological infrastructure, and the opening of two major buildings on the Columbus campus that add over 181,000 square feet, staff positions are necessary to maintain operations and enhance staff capacity.

The attached information outlines specifically the rationale for one position in Instructional Technologies and Distance Learning; one position for Enrollment Services; four positions for Information Technology; two positions for Public Safety; and one position for Auxiliary Services.

#### **RECOMMENDATION:**

That the Board of Trustees approve nine (9) staff positions as listed in the attached information as permanent staff positions. The total annual cost of the nine positions from the General Fund will be \$317,586 for salary, \$91,805 for benefits plus a one-time health benefit of \$1,000, \$24,700 for equipment, \$11,100 for other costs, totaling \$500,191.

*Request for Additional Staff  
Information Technology*

**POSITION TITLE**

Telecommunications Specialist

**DEPARTMENT**

Data Center, Telecommunications Group

**RATIONALE FOR POSITION**

The telecom group has seen significant growth in voice communication on campus, largely through the addition of two new buildings, setup and support of new automated call routing systems for Financial Aid, Help Desk, Telephone Information Center, Student Services and Human Resources. The Telephone Group is also incurring growth due to the installation of a more modern voice mail system, new emergency phones and new circuits associated with remote campuses and locations.

This is a request to convert an existing part time technician position to a full time technician position to match the increase load. The request is consistent with the increase in usage of voice services and allows cross-training for succession planning for improved hours of service coverage.

**POSITION COSTS**

|                      |               |                   |
|----------------------|---------------|-------------------|
| <b>Salary:</b>       | <b>42,960</b> | <b>(PG 32)</b>    |
| <b>Benefits:</b>     | <b>11,170</b> |                   |
| <b>Equipment:</b>    |               | <b>existing</b>   |
| <b>Space Needed:</b> |               | <b>existing</b>   |
| <b>Other:</b>        | <b>1,000</b>  | <b>Conference</b> |

|   |               |
|---|---------------|
| Subtotal                                  | 55,130        |
| Less Part-time fund already in the budget | (12,719)      |
| <b>Total</b>                              | <b>42,410</b> |

*Request for Additional Staff  
Information Technology*

**POSITION TITLE**

Help Desk Specialist (2 FTE)

**DEPARTMENT**

IT Support Services

**RATIONALE FOR POSITION**

Increased use of technology in campus classrooms, growth in on-line courses and extensive use of self-service technology tools have increased demand for technical support. A large portion of these support services to the campus community are required beyond business hours currently offered. Additional customer services would be best met by providing technical support services 7 days a week from 7 a.m. to beyond midnight. This extended support model will serve additional phone support and technical assistance to end-users during periods of greatest demand. This is supported by classroom start and end times as well as usage statistics of on-line services. Additional assistance and monitoring of Colleague batch processing will provide an environment for more efficient notification and completion of daily jobs.

The roles associated with the suggested position include:

- Repair of hardware and software technology resources.
- Telephone support.
- System status notification and logging.
- In-person support for higher level system administrators.
- Dissemination of documentation and service warranty information.

Specific to these two positions, the Colleague nightly job processing will be added to provide additional support to other campus departments and alleviate their workload.

**POSITION COSTS**

|                      |                  |                                    |                  |
|----------------------|------------------|------------------------------------|------------------|
| <b>Salary:</b>       | <b>\$ 28,000</b> | <b>X2</b>                          | <b>\$ 56,000</b> |
| <b>Benefits:</b>     | <b>\$ 8,960</b>  | <b>X2</b>                          | <b>\$ 17,920</b> |
| <b>Equipment:</b>    | <b>\$ 2,500</b>  | <b>X 2</b>                         | <b>\$ 5,000</b>  |
| <b>Space Needed:</b> | <b>N/A</b>       |                                    |                  |
| <b>Other:</b>        | <b>\$ 1,200</b>  | <b>Conferences and Training X2</b> | <b>\$ 2,400</b>  |
|                      |                  | <b>TOTAL:</b>                      | <b>\$81,320</b>  |

*Request for Additional Staff  
Information Technology*

**POSITION TITLE**

Network Analyst (1 FTE)

**DEPARTMENT**

Communications Technologies and PC Services

**RATIONALE FOR POSITION**

All campus computer services rely on the network. Network services like redundant computer rooms, bandwidth shaping, wireless access, and greater demand for distributed high bandwidth services are dramatically more resource intensive than traditional models of single PC's attached to a local network. The non-traditional network uses as bulleted below create a need for more resources to leverage out network investment. Providing the campus community with secure, redundant, fast network service requires active management, monitoring and analysis to provide our customers assurance of that safe, reliable and fast access to our networks. These operational functions require highly specialized skill sets and demand intense technical focus for proper implementation, operation and ongoing support.

Growth areas for Network Systems:

- Data Security Monitoring
- Penetration Testing and Reporting
- Network Performance Metrics
- Fiber Channel Interfaced Storage Area Networks
- Trunked Virtual Server Arrays
- Load Balancing Appliances
- Disaster Recovery and Business Continuity Planning and Testing
- Wireless Networking Expansion
- Video Surveillance Networking
- Video Projection Networking
- Alarm and Access Systems Networking
- HVAC Networked Interfaces

In FY2008 we have a great need to add a Network System Analyst position.

**POSITION COSTS**

|                      |                  |   |
|----------------------|------------------|---|
| <b>Salary:</b>       | <b>\$ 51,000</b> | <b>(Pay Grade 34)</b>                         |
| <b>Benefits:</b>     | <b>\$ 13,260</b> |   |
| <b>Equipment:</b>    | <b>\$ 6,000</b>  | <b>Specialized network analysis equipment</b> |
| <b>Space Needed:</b> |                  | <b>Existing</b>                               |
| <b>Other:</b>        | <b>\$ 1,200</b>  | <b>Training/Conference</b>                    |
|                      | <b>Total:</b>    | <b>\$ 71,460.00</b>                           |

**Position Title:** (1) Communication Technician (dispatcher)

**Department:** Public Safety (DPS)

**Rationale for position:**

To enhance the 24 hour per day, 7 day per week, 365 days per year (“24/7/365”) capability within the DPS dispatch communication center, so that all telephone calls and radio calls can be answered by a trained dispatcher 24/7/365.

Currently, when dispatchers are not on duty, incoming telephone calls are transferred to our police officers’ 2-way radios out in the field. This causes significant confusion, frustration, and communication errors because each person must wait for the other to finish their conversation before the other speaks, since the telephone calls are going out over a 2-way transmit/receive telephone-radio. It also places personnel at risk in the field if there is no dispatcher on duty to serve as their lifeline, and as a 24/7 contact for the public. We are moving away from this obsolete system. Having dispatchers on duty all the time will also allow us to capture all data on calls for service, which does not get entered into our database when dispatchers are not on duty, skewing our data analysis, and losing critical data. Critical police computer bulletins may be missed when dispatchers are not on duty.

Plans to upgrade our college radio system will require 24/7/365 operation to maintain interoperability and communications with other area public safety agencies.

**Total Cost of Hiring this Position:**

|               |                 |
|---------------|-----------------|
| Salary:       | \$27,953        |
| Benefits:     | 4,725           |
| Equipment:    |                 |
| Space:        |                 |
| Other:        |                 |
| <b>Total:</b> | <b>\$32,678</b> |

**Position Title:** (1) Safety & Security Systems Coordinator

**Department:** Public Safety (DPS)

**Rationale for position:**

Needed for past expansion, and the continuing expansion and upgrading of existing security systems work in maintaining the current, campus-wide security access software and hardware systems, i.e. AMAG electronic card access, life and property alarm systems, and other emergency management related systems. This work has rapidly evolved in the past several years due to growth in enrollment, staff, and new buildings, evolving into the need for a dedicated position. Currently, this work is done by the DPS Safety Coordinator whose safety compliance related work is also expanding for the same growth reasons, thus the need to split this into a new position. As the college advances the work of expanding into additional up to date, integrated security monitoring systems, this critical position is also needed to oversee planning, implementation, and oversight of all security monitoring systems and alarms on all CSCC sites.

**Total Cost of Hiring this Position:**

Salary: \$53,839

Benefits: 9,099

Equipment: n/a

Space: n/a

Other:

Total: \$62,938



**Position Title:** Food and Beverage Supervisor

**Department:** Auxiliary Services

**Rational for Position:**

Existing contracts with food service and beverage providers are expiring, giving the college a new opportunity to expand and diversify its program to better serve the campus community. To ensure contractual compliance, quality, variety, affordability and high standards in its food services program, the college needs a food service supervisor to oversee the program.

The person in the position will oversee all food service venues of the college provided by third party vendors. S/he will be responsible for assuring standards and terms of contracts are being met, health and safety codes are being adhered to daily; regularly reviewing with faculty, staff and students the menu selection and pricing; resolving issues arising from food service, customer or vendor; and reviewing and approving invoicing to ensure accuracy and compliance to contractual agreements. The person will also assist director and committees with selection of vendors and contract negotiations.

**Total Cost of Hiring this Position:**

|                            |                 |
|----------------------------|-----------------|
| Supervisor I               | \$53,914        |
| Benefits                   | 9,111           |
| Desk/Chair & Office Needs  | 4,500           |
| Computer/Printer/Telephone | 1,700           |
| Office Space               | *               |
| Total                      | <u>\$69,225</u> |

\* To be determined within space available.