

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

MINUTES

BOARD OF TRUSTEES MEETING
Thursday, January 26, 2006

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of the Columbus State Community College held on Thursday, January 26, 2006, was called to order by Chairperson Finn in the Board Room of Franklin Hall at 6:03 p.m.

ROLL CALL:

Present: Dr. Susan C. Finn, Chairperson
Ms. Paula A. Inniss, Vice-Chairperson
Mr. William A. Antonoplos
Mr. William J. Dolan
Mr. Michael E. Flowers
Mr. Jeffrey L. Scheiman

Absent: Ms. Suzanne Stilson Edgar
Mr. Michael C. Keller
Ms. Priscilla D. Mead

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:

Member Dolan moved, Member Inniss seconded, that the minutes of the regular meeting of the Board of Trustees held on Thursday, November 17, 2005, be approved as presented.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn

NAYS: None

CONSENT AGENDA:

The consent agenda includes the following items:

- (1) **Revision of Policy No. 7-06 (Student Fees).**
- (2) **Revision of Policy No. 13-01 (Facilities Use).**
- (3) **Revision of General Education Outcomes.**
- (4) **Retail Complex Funds.**
- (5) **Personnel Information Items.**

Member Scheiman moved, Member Inniss seconded, that the Board of Trustees:

- (1) Approve the attached revisions to Policy No. 7-06 (Student Fees) to become effective February 1, 2006 [see Attachment A].
- (2) Approve the attached revisions to Policy No. 13-01 (Facilities Use) to become effective February 1, 2006 [see Attachment B].
- (3) Approve the attached revised General Education Outcomes for inclusion in the 2006-2007 Columbus State Community College *Catalog* [see Attachment C].
- (4) Reallocate available balances in projects funded by the 2003 bond proceeds as follows:

	<u>Available Balance</u>
Aquinas Hall Ground and First Floor	- \$88,521
366 / 370 N. Grant	- 51,066
Unallocated/Facilities	- 8,022
Issuance Costs	- 55,830
Interest Income	- 106,895
Child Development Center	- 689,666
Bookstore/Retail Complex	+ 1,000,000

And unallocate the \$1 million previously allocated in the Auxiliary Services Fund for the Retail Complex.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn
NAYS: None

AUDITORS' REPORTS:

Member Inniss moved, Member Flowers seconded, that the Board of Trustees accept, as presented, the Reports of the Independent Auditors on the financial statements as of June 30, 2005, of the college and the Development Foundation as prepared by Parms & Company, LLC.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn
NAYS: None

REVISED OPERATING BUDGET FOR FY-2006:

Member Scheiman moved, Member Inniss seconded, that the Board of Trustees approve the Revised Operating Budget for Fiscal Year 2006 for Columbus State Community College, the Child Development Center, the Bookstore, and Bridgeview Golf Course, Inc. [see Attachment D]; and that the Board of Trustees authorize the President to use unallocated funds to meet Early Retirement Incentive Program expenses should they exceed \$5.6 million, and to report actual costs to the Board of Trustees upon the program's completion.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn
NAYS: None

FINANCIAL STATEMENTS:

Member Inniss moved, Member Scheiman seconded, that the financial statements as of and for the six months ended December 31, 2005, be accepted as presented.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn

NAYS: None

PRESIDENT'S REPORT:

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

- (1) The Surgical Technology program has been awarded continuing accreditation until the year 2015.
- (2) Columbus State has been highlighted for its exemplary international programs in a new national publication, *Internationalizing the Campus Report 2005: Profiles of Success at Colleges and Universities*, which is published by NAFSA: Association of International Educators. Columbus State was one of 8 colleges profiled for outstanding campus internationalization. The report recognized Columbus State for a number of programs and activities that promote internationalism among students and employees.
- (3) Sixteen students in the Aviation Maintenance Technology were awarded Testing Scholarships by the Central Ohio Professional Aviation Maintenance Association. The scholarship pays for the students' 9 FAA Certification Tests---3 written exams, 3 oral exams, and 3 practical exams---which cost \$700.
- (4) Columbus State recently received a Golden Apple Award from the Children's Hunger Alliance for contributing to the organization's *Lunch Money for a Day* campaign. The Staff Advisory Council headed up the effort on campus and, with help from Columbus State employees, raised \$836.48.
- (5) Jenine Larrabee, adjunct faculty in Modern Languages, has been awarded a Junior Fellowship by the U.S. Department of Education in the English Fellow Program, which is administered by the School of International Training. Larrabee, who has taught "English as a Second Language" and French at Columbus State for 2 years, is now in Madagascar teaching ESL.
- (6) The women's volleyball team finished 5th at the NJCAA Division III National Championships held in Rochester, Minnesota.
- (7) Second-year dental hygiene student James Starkey was selected as the 2005 North East Regional Representative to the American Dental Hygiene Association Student Advisory Board. Only four students are chosen nationally to serve on the board, which voices the student perspective regarding dental hygiene education standards, student-based events, and student involvement in the ADHA. Starkey was also awarded the Christopher L. Simmons Memorial Scholarship, a \$250 award based on academic achievement, a commitment to lifelong learning, community service, professional association involvement, faculty approval, and a future vision through the development of personal and professional goals.

- (8) Jackie Stewart, Associate Registrar, has been elected to the Nominating Committee of the Ohio Association of Collegiate Registrars and Admissions Officers.
- (9) JP Morgan Chase has approved a \$100,000 request to support our Child Development Center. This money will fund materials supporting the inclusion of the Ohio Early Learning Standards in all programming, and a Parent Resource Center focusing on school readiness.
- (10) Columbus State Community College's Language Institute has been named the Afterschool Program of the Year by the Children's Hunger Alliance. Through the Language Institute, at least five afterschool sites provide programming specifically designed for children of refugee and immigrant families. Awareness of both the cultural heritage and present challenges facing these communities and their children is central to the mission of this program, working with families and recruiting staff when possible from these populations. Afterschool sites are located within housing complexes to eliminate transportation issues and increase opportunities for contact with families. Afterschool programming focuses on building academic skills, language skills, and overcoming barriers and challenges the children face throughout the year. Nearly 200 USDA afterschool meals are served each day at these locations.
- (11) Winter Quarter 2006 enrollment count on 14th day:
 - ◆ Headcount - 21,358 (in 2006) vs. 20,339 (in 2005) --- an increase of 5%
 - FTE - 13,585 (in 2006) vs. 12,933 (in 2005) --- an increase of 5%
 - ◆ Off-campus --- 4,707 vs. 4,214 --- an increase of 11.7%
 - ◆ Online --- 8,572 vs. 6,596 --- an increase of 29.9%
- (12) The state capital improvements budget will not be approved until later in the year. At present it contains \$445 million for higher education, plus \$150 million added by the Ohio Board of Regents for block obsolescence, enrollment growth, and renovations.
- (13) The role of Ohio's two-year colleges in STEM initiatives (Science, Technology, Engineering, and Mathematics) was discussed in light of a white paper from the Ohio Board of Regents which was distributed to Board members. The United States needs to increase the number of graduates in these areas in order to remain competitive in the global community. Data indicate that by 2010, more than 90 percent of all scientist and engineers in the world will be living in Asia.
- (14) The state Tax and Expenditure Limitation (TEL) issue will probably be on the next ballot. It would have a significant impact on college budgets. At OACC's annual meeting last spring, they voted not to support this initiative. Colorado has had this state budget restriction in place for the last ten years, and the electorate there has just overturned it, but it is reported to have already done a great deal of damage there.
- (15) *The Performance Report for Ohio's Colleges and Universities, 2005* has just be issued by the Ohio Board of Regents. It is a voluminous document; it will be analyzed and reported to the Board.
- (16) An Ohio Community College Legislative Summit will be sponsored by the Ohio Association of Community Colleges on March 1, 2006. This is an opportunity for college presidents, trustees, and students to meet and talk with state legislators. Information on this event will be sent to the Board for their participation.

- (17) Delaware Campus Update: A traffic study has been submitted to the Department of Transportation regarding access to the Delaware Campus. And we are in the process of selecting the architect. RFP's have been submitted and are being reviewed.
- (18) In national news, four members of Congress have put together a House caucus to highlight the needs and contributions of community colleges. They are also asking our representative to join the caucus.
- (19) President Moeller was invited to a U.S. University Presidents Summit in Washington D.C. for the unveiling of the new National Security Language Initiative. President George Bush will request \$114 million from Congress in fiscal year 2007 to fund this effort to teach what are considered critical languages: Arabic, Chinese, Russian, Hindi, and Farsi. (Columbus State already teaches Arabic.)
- (20) Winter Quarter Graduation will be held on Friday, March 17, 2006, at 10:00 a.m. at the Veterans Memorial Auditorium.
- (21) There will be a Black History Month program on March 21, 2006. Details will be provided later.

PRESENTATION:

Mr. Robert Queen, Administrator of International Initiatives, gave a presentation on the colleges activities in the international arena. The International Initiatives Office was established in 1998 and is responsible for the development and implementation of programs and long-range plans for Columbus State's international students, visitors, exchange students and scholars, and curriculum. The office serves as the liaison and support to faculty, college departments, and staff regarding all global initiatives work.

NEW BUSINESS:

(1) Discussion of Board Retreat

The Board of Trustees held a retreat on January 13, 2006, the primary purpose of which was Board development, specifically to advance the Board's understanding of its role. Chairman Finn advised that the Board has agreed to the following action steps:

- The Board will review Chapter 1 of the college's Policy and Procedures Manual, which speaks specifically to the roles and responsibilities of the Board of Trustees, and will consider changes that may need to be made to update the policies.

- Board members want to discuss key issues impacting the institution. The Chair requested that Board members send their list of issues to the President, and discussions can take place at the Committee of the Whole meetings.
- The Board will systematize the President's performance management process by adopting clear annual goals for the President and having a standard date annually by which an evaluation must be completed.
- They would like to participate at the front and back ends of the college's strategic planning process. The Board asked that the planning process be enhanced to include simple metrics, clear goals and objectives that can be reviewed on a systematic basis.
- They will establish Board development goals each year and a plan to attain the goals.

(2) OACC Delegate and Alternate

The Ohio Association of Community Colleges (OACC) is the statewide organization composed of the presidents and trustees of Ohio's 23 two-year colleges. Voting members are one president and one trustee from each institution. Columbus State's Board needs to elect its trustee delegate and an alternate to represent the college at OACC functions.

Member Inniss moved, Member Flowers seconded, that Priscilla D. Mead be elected as Columbus State's delegate to the Ohio Association of Community Colleges, and William A. Antonoplos serve as the alternate.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn

NAYS: None

(3) Information Technology Update

Member Inniss reported on a meeting regarding the college's information technology, specifically the implementation of the Datatel computer system. Meeting participants were President Val Moeller; Paula Inniss, Trustee; Michael Keller, Trustee; Hamid Danesh, V.P. for Information Technology; and Etienne Martin, Director of the Data Center.

The system is still being adjusted and fine-tuned during the extensive implementation period, but because of the many issues that have been raised, the Board is recommending that an independent consultant be engaged to perform an assessment of the system, including its capacity both in hardware and software. A "Request for Proposals" is currently being prepared, and funding to cover the cost of the assessment will be requested at a future Board meeting. The Board felt strongly that an independent assessment should be made to objectively address issues that have been raised regarding the functioning of the system.

ELECTION OF OFFICERS FOR 2006:

Member Scheiman chaired the Nominating Committee for election of Board officers for 2006. The committee, which also included President Val Moeller and Trustee Suzanne Edgar, reviewed the following criteria that was developed by the members of the Board of Trustees as to what leadership qualities were important for the Board Chairman and Vice-Chairman:

- To facilitate the decision-making process so that the Board is cohesive.
- To facilitate the flow of information between the Board and the administration.
- To preside well over the meetings and move the agenda along.
- To work effectively with the President as a leadership team with good synergy and open communication.
- To represent and support the majority opinion of the Board even if as an individual one is not in agreement.
- To encourage participation and involvement of trustees in college events and activities.
- To not micro-manage administrative matters.

Based on these criteria, the committee was proposing that the current Chair and Vice-Chair continue.

Member Dolan moved, Member Inniss seconded, that the following individuals be elected as officers of the Board of Trustees of the Columbus State Community College for the 2006 organizational year:

Chairman	-	Dr. Susan C. Finn
Vice-Chairman	-	Paula A. Inniss
Secretary	-	Dr. M. Valeriana Moeller
Treasurer	-	Terri Gehr
Deputy Treasurers	-	Dr. M. Valeriana Moeller Aletha Shipley

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn
NAYS: None

Member Flowers administered the Oath of Office to Dr. Finn, Ms. Inniss, Dr. Moeller, and Ms. Gehr.

**DATES ESTABLISHED FOR
BOARD MEETINGS FOR 2006:**

The Board of Trustees will continue the practice of holding meetings every other month, in the odd-numbered months only. Meetings will be held during March, May, July, September, and November of 2006, and during January of 2007. Additional meetings may be called if needed. Meeting days and times are generally as follows:

Committee of the Whole	-	Third Thursday	-	12:00 noon
Board of Trustees	-	Fourth Thursday	-	6:00 p.m.

Meeting dates will be adjusted when necessary due to holidays or other schedule conflicts. The President's Office will publish and distribute a schedule of all Board meetings for the 2006 organizational year.

Member Scheiman moved, Member Dolan seconded, that the attached schedule of Board of Trustees meeting dates for 2006 be approved [*see Attachment E*].

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn
NAYS: None

PUBLIC PARTICIPATION:

The following individuals addressed the Board:

- (1) Greg Goodhart, a faculty member in the Mathematics Department, advised that he had two concerns. The computer system is an ongoing problem, particularly with faculty members trying to enter grades, and class rosters not reflecting correct information. Secondly, he believes that the ratio of full-time to part-time faculty needs to be improved.
- (2) Scott Burnett, a student, expressed his concerns about safety on campus. He feels that the college needs more Public Safety officers and better lighting in parking lots.
- (3) Steve Abbott, a faculty member in the Communication Skills Department and President of the Columbus State Education Association, said he was here to follow up on the concerns raised by the public participants during the Board meeting two months ago. Regarding the problem of eroded morale, what action is the Board taking to address this problem?

Chairperson Finn advised that the Board of Trustees is looking at a variety of issues that affect morale, but that everyone has a role to play in morale: faculty, students, staff, and administrators.

Mr. Abbott also asked about the issue of communication not taking place. The Board has been informed of this problem, and he would like to know what the campus can expect to happen. He is asking for something concrete.

EXECUTIVE SESSION:

Member Inniss moved, Member Antonoplos seconded, that the Board of Trustees adjourn to Executive Session according to Ohio Revised Code Section 121.22 for the purpose of discussing collective bargaining matters.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Flowers, Inniss, Scheiman, Finn

NAYS: None

The Board of Trustees adjourned to Executive Session at 7:20 p.m. and reconvened the regular meeting at 7:48 p.m.

ADJOURNMENT:

The meeting was adjourned at 7:48 p.m.

M. Valeriana Moeller
Secretary, Board of Trustees