

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
March 16, 2006

MINUTES

Present:

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| Paula A. Inniss, Board Vice-Chair | Hamid Danesh, V.P. |
| Suzanne Stilson Edgar, Board | Dr. Deborah Coleman , V.P. |
| Michael E. Flowers, Board | Jeanne Patton, Asst. to Pres. |
| Priscilla D. Mead, Board | Lisa Schneider, For Ex Officio Faculty Rep. |
| Jeffrey L. Scheiman, Board | Michelle Kohar, Ex Officio Staff |
| Dr. Val Moeller, President | Dr. Al Simmons, V.P. for Multicultural Aff. |
| Dr. Michael Snider, Interim Provost | Lynn Gallagher, Director, Child Devel. Ctr. |
| Terri Gehr, Sr. V.P. | |

Paula Inniss, Board Vice-Chair, called the meeting to order.

(1) Revision of Policy No. 5-12 (Non-Credit Courses)

President Moeller advised that this policy needed to be updated to reflect language that is appropriate currently for the different types of non-credit courses that the college offers.

The college is requesting that the Board of Trustees approve the revision of Policy No. 5-12 (Non-Credit Courses) to become effective April 15, 2006, replacing the previous policy dated October 15, 1985.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(2) Revision of Policy No. 5-14 (Educational Resources Center)

President Moeller advised that this policy is being revised to simplify the language, move details within policy to procedures, and update processes in the Educational Resources Center in the context of current services.

The college is requesting that the Board of Trustees approve the revision of Policy No. 5-14 (Educational Resources Center) to become effective April 15, 2006, replacing the previous policy dated October 15, 1985.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(3) Tuition Fee Increase

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services, presented the Board with information on Columbus State's request for approval of a tuition increase and on the tuition increases proposed by the other two-year colleges of comparable size in Ohio. Proposed tuition increases range from 0.0% to 6.0% (the maximum allowable by state law). Columbus State is proposing an increase of 3.9%, which is below the statewide average of 4.91%.

The college is requesting that the Board of Trustees approve, effective Summer Quarter 2006, the following tuition rates:

Ohio Resident Fee: \$79 per credit hour. This fee will include a \$70 instructional fee and a \$9 general fee.

Non-Ohio, U.S. Resident Fee: \$175 per credit hour. This fee will include a \$159 instructional fee and a \$16 general fee.

International Student Fee: \$210 per credit hour. This fee will include a \$189 instructional fee and a \$21 general fee.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(4) Bridgeview Golf Course Improvements

Ms. Gehr explained that the proposed work at the golf course includes upgrading the existing asphalt cart paths which are in serious disrepair. Total project budget would be \$112,320 (\$102,060 in construction, and \$10,260 as a contingency fund).

The college is requesting that the Board of Trustees authorize the bid listed below, and enter into contract with Miller Paving, Inc., to upgrade the asphalt cart paths at Bridgeview Golf Course, Inc.

| <u>Contract</u> | <u>Contractor</u> | <u>Base Bid</u> |
|------------------------|--------------------------|------------------------|
| General | Miller Paving, Inc. | \$102,060 |

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(5) Child Development Center Update

Dr. Al Simmons, V.P. for Multicultural Affairs, and Lynn Gallagher, Director of the Child Development Center, gave a presentation on the Child Development Center from its inception in 1995 to its projected service levels after moving into its new facilities in the Center for Workforce Development later this year. The center plans to double the number of children it can accommodate from the current 62 up to 120. The ultimate goal is to have 36 infants, 30 toddlers, and 54 preschoolers. Because of the increase in the number of children to be served, a realignment of staff will take place, which is included in the personnel approval requests outlined below.

(6) New Faculty Positions

President Moeller explained that based on student enrollment in 2001 (17,000 students), it was agreed to hire 48 new faculty over the ensuing three years to maintain the 40/60 ratio of full-time to part-time faculty. These positions were to be created at a rate of 16 per year for the next three years. However, the next year and each year thereafter Columbus State experienced diminishing state funds and a fluctuation of enrollment. In fulfilling the plan to date, 36 faculty (16, 8, 8, 4) have been added since Autumn 2001. The college is now trying to catch up with that goal.

The college is requesting that the Board of Trustees approve eight (8) new full-time faculty positions. The total annual cost of these positions will be \$312,768 for salary, \$88,638 for benefits, \$32,800 for equipment, and \$8,000 for other costs, totaling \$442,206.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(7) Temporary Staff Positions to Permanent

President Moeller explained that in order to fill a temporary need and/or to test the need for a position, the college sometimes engages employees on a full-time temporary basis. For the past year, several 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 departments of Public Safety (2), Human Resources (5), and Auxiliary Services (1). These positions are now considered necessary on a permanent basis. Funds for the positions are already budgeted in the Revised FY-2006 Budget. No new funds would be needed for these positions.

The college is requesting that the Board of Trustees approve as permanent the eight (8) full-time staff positions listed below:

- Two Communications Technicians (Public Safety)
- Two Data Entry Operators (Human Resources)
- Three Specialists (Human Resources)
- One Mail Clerk (Office Services)

The total annual cost of the positions from the General Fund for seven of the positions will be \$199,925 for salary, \$56,659 for benefits, totaling \$256,584. One position is funded from the Auxiliary Fund for a total annual cost of \$24, 893 for salary and \$7,055 for benefits, totaling \$31,948.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(8) New Staff Positions (Auxiliary Fund)

President Moeller explained that the new buildings on the Columbus campus—the Center for Workforce Development (CWD) and the Discovery Exchange (DX)—will become fully operational by late autumn 2006. The buildings add 181,000 square feet of space that will be used for a variety of academic, retail, and student service purposes.

Specifically, in its new space in the CWD, the Child Development Center's capacity will increase from 62 to 120 children, requiring an additional 17 positions. The DX will house significantly expanded retail space that will serve the campus and neighboring communities. Operationally the expansion will require an additional accountant to assist with the growing needs of the college's growing auxiliary enterprises, and a loss prevention officer who will focus on minimizing the potential for theft in the expanded retail space.

The Child Development Center and the enterprises that will be housed in the DX are auxiliary enterprises. Each has a distinct revenue stream and is accounted for separately in the college's monthly financial statements.

The college is requesting that the Board of Trustees approve nineteen (19) staff positions, seventeen positions for the Child Development Center and two staff positions for the Auxiliary Services Department, as detailed below:

One Program Coordinator (Child Development Center)
Three Associate Teachers (Child Development Center)
Thirteen Assistant Teachers (Child Development Center)
One Accountant I (Auxiliary Services)
One Loss Prevention Officer (Bookstore)

The total annual cost from Auxiliary Funds of the 19 positions will be \$442,132 for salary, \$125,300 for benefits, \$3,500 for equipment, and \$1,500 for other costs, totaling \$572,432.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(9) New Staff Positions (General Fund)

President Moeller explained that 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, additional full-time staff positions are necessary to maintain operations and enhance staff capacity. Specifically needed are the following thirteen positions:

One Program Coordinator for Contract Administration (Instructional Services)
One Multimedia/Database Web Developer (Instructional Services)
Two Maintenance I Positions (Facilities Services/Physical Plant)
One Maintenance II Specialist - Electrician (Facilities Services/Physical Plant)
Two Building Service I Positions (Facilities Services/Physical Plant)
Two Safety & Security Specialists (Public Safety)
One Database Administrator (Information Technology)
One Network Administrator (Information Technology)
One Project Manager (Information Technology)
One Performance Management Coordinator (Human Resources)

The college is requesting that the Board of Trustees approve the thirteen (13) staff positions listed above as permanent staff positions. The total annual cost of the thirteen positions from the General Fund will be \$487,187 for salary, \$138,069 for benefits, \$16,552 for equipment, \$3,000 for space, and \$10,200 for other costs, totaling \$655,008.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(10) Personnel Information Items

There was no discussion of the personnel information items. They are presented to the Board for information only.

The Committee of the Whole agreed to refer this item to the Board of Trustees for information.

(11) Financial Statements

The financial statements show higher-than-expected revenues projected for year-end by approximately \$2,000,000. Rising interest rates have favorably impacted investment income.

The college is requesting that the financial statements as of and for the eight months ended February 28, 2006, be accepted as presented.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.