

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
May 18, 2006

MINUTES

Present:

Dr. Susan C. Finn, Chairperson	William J. Dolan, Board
William A. Antonoplos, Board	Hamid Danesh, V.P.
Suzanne Stilson Edgar, Board	Michael C. Keller, Board
Priscilla D. Mead, Board	Jeffrey L. Scheiman, Board
Dr. Val Moeller, President	Dr. Deborah Coleman , V.P.
Dr. Michael Snider, Interim Provost	Terri Gehr, Sr. V.P.
Will Kopp, V.P.	Tim Wagner, V.P.
Jeanne Patton, Asst. to Pres.	Michelle Kohar, Ex Officio Staff
David Kerr, Ex Officio Student	

Dr. Susan Finn, Board Chairperson, called the meeting to order. President Moeller introduced the new student ex officio representative to the Board, David Kerr. David has recently been elected as the new International Vice-President of Division I of Phi Theta Kappa, the international honor society for two-year colleges.

(1) Tax and Expenditure Limitation Amendment Presentation

President Moeller advised that the presentation on the Tax and Expenditure Limitation Amendment has been cancelled.

(2) Computer System Update

Member Keller reviewed the status of the review of the college's computer system. He and Board Member Paula Inniss met with President Moeller and Hamid Danesh, V.P. for Information Technology, regarding the current state of the Colleague system in an attempt to find the reasons for the continuing complaints about the system. It was decided that an independent outside consultant would be hired to do a review of the system in three areas: (1) Functionality (does the system help people get done what they need to do); (2) Non-Functionality (is it up during the hours needed, and can it handle the load); and (3) Training (is proper training being done, and is there organizational acceptance of the new technology). A Request for Proposals outlining these three assessment areas has been sent out. It is expected that a report should come back sometime around October or November of this year. The cost of this assessment will be somewhere between \$110,000 and \$200,000. In the meantime, continuous improvements and upgrades are being made to the system to increase its capacity and performance.

(3) Emeritus Status for Anthony Campolo

President Moeller advised that Anthony Campolo has been a valued employee at the college for 28 years, and has retired at the end of Autumn Quarter 2005 as a Professor of Finance in the Accounting and Finance Department. He is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Anthony Campolo effective June 1, 2006.

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

(4) Emeritus Status for Carl Hemmeler III

President Moeller advised that Carl Hemmeler III has been a valued employee at the college for 25 years, retiring April 28, 2006, as the Administrator of the Transitional Workforce Department. He is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Carl Hemmeler III effective June 1, 2006.

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

(5) Emeritus Status for Jack Kockentiet

President Moeller advised that Jack Kockentiet has been a valued employee at the college for 33 years, and has retired at the end of Autumn Quarter 2005 as a Professor of Accounting in the Accounting and Finance Department. He is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Jack Kockentiet effective June 1, 2006.

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

(6) Emeritus Status for Larry Lance

President Moeller advised that Larry Lance has been a valued employee at the college for 27 years, and has retired as of September 30, 2005, as Chairperson of the Mathematics Department. He is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Larry Lance effective June 1, 2006.

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

(7) Emeritus Status for Patricia Roper

President Moeller advised that Patricia Roper has been a valued employee at the college for 30 years, and has retired at the end of Autumn Quarter 2005 as a Professor of Nursing in the Nursing and Related Services Department. She is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Patricia Roper effective June 1, 2006.

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

(8) Tenure Appointments and First Promotion in Rank

President Moeller advised that in accordance with Tenure Policy No. 5-02 approved by the Board of Trustees and effective December 1, 2005, all individuals having met the eligibility requirements for tenure and first promotion were reviewed by the Department Chairperson, the Division Dean, the Promotion and Tenure Review Committee, the Provost, and the President. Forty-one (41) persons received recommendations that they be awarded tenure by the Board of Trustees of the Columbus State Community College. Twenty-six (26) of those individuals are also being recommended for promotion in rank to Assistant Professor.

The college is requesting that the following individuals be granted tenure effective at the beginning of the 2006-2007 contract year:

Thomas Barrowman - Real Estate Technology
Sherry Crawford-Eyen - Mathematics Dept.

Kyriakoula Drakatos - Humanities
Terry Eisele - Modern Languages Dept.
Kent Fisher - Biological & Physical Sciences
Thomas Fogle - Computer Information Technology
Connie Grossman - Dental Hygiene Technology
Mary Lou Guillory - Early Childhood Development
Michael Hailu - Biological & Physical Sciences
Mary Insabella - Computer Information Technology
Kip Knott - Communication Skills
Beth McGrath - Computer Information Technology
Patricia Opong - Computer Information Technology
Mary Reiter - Social & Behavioral Sciences
Patricia Rowe - Developmental Education Dept.

And that the following individuals be granted tenure and be promoted in rank to Assistant Professor effective at the beginning of the 2006-2007 contract year:

Paul Carringer - Marketing
Judith Anderson - Communication Skills Dept.
Richard Bartlett - Business Management
Lilia Bermudez - Social & Behavioral Sciences
Linda Berton - Modern Languages Dept.
Joy Bonnivier - Nursing & Related Services
Carmen Daniels - Business Management
Timothy Davis - Humanities Dept.
Thomas Duda - Mathematics Dept.
John Gabelman - Accounting Technology
Paul Graves - Humanities Dept.
Douglas Gray - Communication Skills Dept.
Traci Haynes - Social & Behavioral Sciences
Randy Mogg - Biological & Physical Sciences
Barbara Kerr - Nursing & Related Services
James Kinnach - Developmental Education
Tracy Koski - Developmental Education
April Magoteaux - Nursing & Related Services
Brenna Michelis - Developmental Education
Adam Moskowitz - Social & Behavioral Sciences
John Nedel - Mathematics Dept.
Nikki Pearce - Mathematics Dept.
Joan Petrusky - Communication Skills Dept.
Rita Rice - Communication Skills Dept.
Jeffery Richardson - Biological & Physical Sciences
Robert Stein - Technical Communications

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

(9) Revision of Policy No. 9-08 (Surplus Property)

President Moeller advised that this policy needed to be updated to allow for greater accountability and increased flexibility in the methods used for disposal of surplus property. This policy complies with current state law.

The college is requesting that the Board of Trustees approve the revision of Policy No. 9-08 (Surplus Property) to become effective June 1, 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.

(10) 11-S Parking Lot Renovation

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services, advised that the large parking lot located on the northeast corner of Cleveland Avenue and Spring Street has deteriorated after 20 years of heavy use. This 585-space lot will be repaired during this summer, including corrective drainage, new asphalt, emergency phones, upgraded lighting, and ingress and egress improvements.

The college is requesting that the Board of Trustees authorize an additional \$50,000 for the 11-S Parking Lot Repair and Renovation project from the State of Ohio Basic Renovations allocation.

And that the Board of Trustees authorize the bid listed below to Strawser Paving Company for renovation of Parking Lot 11-S.

<u>Contract</u>	<u>Contractor</u>	<u>Actual Quote</u>	<u>Bid Estimate</u>
General	Strawser Paving Company	\$ 495,149	\$ 450,573

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

(11) Wayfinding (Signage) Program

Ms. Gehr advised that grant funds were used to fund a study to assess the state of signage on the Columbus campus. The report concluded that it was difficult for students and visitors, especially first-time visitors and others relatively new to campus, to easily navigate campus because of poor signage.

Working with a design consultant, the college has established design standards for both exterior and interior signage. Ms. Gehr showed slides of the proposed designs for various areas of the campus. The first phase of the proposed initiative is to place updated signage where current Columbus State monuments exist at key entry points off the main streets that abut our campus; visible campus directories at key portals to the Columbus campus; signs that direct students and visitors to the “welcome quad,” which consolidates many administrative services into one quad for easy access for students; and directional signs near and interior signs for the Center for Workforce Development and Discovery Exchange. As buildings are renovated, the new design standards for interior signage will be incorporated into existing buildings.

The college is recommending that the Board of Trustees approve a capital project budget of \$275,000 from the FY-2006 Capital Improvements allocation for the initial phase of the Wayfinding (Signage) Program on the Columbus Campus.

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

(12) Equipment Purchases

President Moeller advised that in the FY-2007 budget, the college has allocated \$3 million for computer lab, non-computer lab, and miscellaneous equipment. This equipment request is based on the previously approved Information Technology plan for maintaining and keeping current with technology either by replacing old equipment or acquiring additional equipment to increase and/or improve the efficiency and effectiveness of the services provided.

The Board indicated that future annual equipment requests need not contain all the details on each individual purchase; a summary of equipment being requested will suffice.

The equipment request totals \$3,046,841 broken out as follows:

Learning Systems	\$1,568,161	(51.5%)
Information Technology	\$1,114,322	(36.6%)
Remainder of Campus	\$ 314,358	(10.3%)
Contingency	\$ 50,000	(1.6%)

The college is requesting that the Board of Trustees authorize the purchase of equipment as detailed, \$3 million from the FY-2007 General Fund - Capital Equipment; and \$415 from the Bookstore's Auxiliary Services Fund.

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

(13) Salary Adjustments

President Moeller advised that the employee salary adjustment recommendation for non-union staff and administrators for FY-2007 includes an increase in the salary ranges for non-union staff and administrators of 2.5%, a one-time compensation of \$500 to help defray the increased cost of healthcare, and a salary increase of 4.25%.

The college is requesting that the Board of Trustees allocate in the FY-2007 Operating Budget \$2,088,315 from the general fund and \$69,433 from auxiliary services fund for pay increases as follows:

Full-time non-union staff and administrators:

1. That the current non-union staff and administrator salary ranges be amended to reflect a 2.5% increase at both the top and bottom of the range.
2. That salary adjustments for those individual employees be implemented only after a formal evaluation of each employee is performed by his/her supervisor which includes a professional development plan and recommendation for a salary increase, and that such evaluation and recommendation be filed with the Human Resource Department.
3. That the pool of monies approved (4.25% percent) for non-union staff and administrator full-time salary adjustments (who are evaluated on a merit basis) be \$1,192,195 (general fund) and \$46,266 (auxiliary fund) (annual basis).
4. That a one-time compensation of \$500 to defray the increased cost of healthcare be given to all non-union staff and administrators (\$212,500 for the general fund, \$10,000 for the auxiliary fund).

5. The above actions become effective with the pay period that includes July 1, 2006.

Adjunct Faculty:

6. Effective with the pay period that includes July 1, 2006, all adjunct faculty will be paid the flat rate of \$40 per contact hour and that the cost of implementation of this rate is approximately \$480,918.

Part-time Employees:

7. Effective with the pay period that includes July 1, 2006, all part-time employees will receive a 4.25% increase in the hourly wage rate. The cost to implement this recommendation is approximately \$202,702 (general fund) and \$13,167 (auxiliary fund).

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

(14) Operating Budget for Fiscal Year 2007

Ms. Gehr gave a presentation on the proposed Operating Budget for Fiscal Year 2007, pointing out that it shows revenues at \$114.6 million, and expenses at \$114.5 million. The key assumptions upon which the proposed budget is based are:

- (a) The college will operate within the revenues expected during the fiscal year.
- (b) Salary and wage adjustments are as proposed.
- (c) Salary and benefits will continue at or less than 80% of total operating expenditures.
- (d) Included are new faculty, staff, and administrative positions approved by the Board of Trustees.
- (e) Included are projected payroll savings for 45 employees participating in the Early Retirement Incentive Program.

The sources of revenues are the State of Ohio at 44.6%, student tuition and fees at 52.8%, and other miscellaneous sources at 2.6%. Enrollment estimates were kept the same as last year.

Regarding the unrestricted allocation of \$7,000,000 shown in Exhibit C of the Financial Statements, the Board pointed out that the college needs to make sure that needed services are provided to benefit current students rather than leaving all the funds dormant. The Board also mentioned that the Charitable Remainder Annuity Trust currently in

place for the Bridgeview Golf Course property needs to be reviewed for efficacy as it may cost the college more than the property is even worth. The President advised that this situation is currently being reviewed.

Board members requested that some of the statistics on student tuition comparisons and cost per student be provided to them in an easy-carry format so that they can be prepared when in public to answer questions and provide information that is of interest.

The college is requesting that the Board of Trustees approve the Fiscal Year 2007 Operating Budget for Columbus State Community College, the Child Development Center, and the Bookstore as presented.

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

(15) 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.

(16) Financial Statements

The financial statements are self-explanatory and required no further discussion. The college is requesting that the financial statements as of and for the ten months ended April 30, 2006, be accepted as presented.

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

- (17)** Chairperson Finn closed the meeting by advising that the Board of Trustees will be reviewing the issues brought forth in their latest retreat and set up ad hoc groups of Board members to address them. Specifics will be announced later.