

# COLUMBUS STATE

COMMUNITY COLLEGE

## **MINUTES** **BOARD OF TRUSTEES COMMITTEE OF THE WHOLE**

Franklin Hall | Pete Grimes Boardroom  
January 20, 2023 | 8:00 AM

### **BOARD OF TRUSTEES MEMBERS**

James Fowler, Chair  
Stephanie Green, Vice Chair  
Corrine Burger, Immediate Past-Chair  
John Ammendola, Trustee  
Sandy Doyle-Ahern, Trustee  
R. Anthony Joseph, Esq., Trustee  
Terri Meldrum, Esq., Trustee  
Jerome Revish, Trustee  
Rick Ritzler, Trustee

### **CALL TO ORDER**

The Columbus State Community College Committee of the Whole meeting was held on Friday, January 20, 2023, at Franklin Hall in the Pete Grimes Boardroom. The meeting was called to order by Vice Chair Stephanie Green at 8:01 a.m.

### **ROLL CALL**

Present:

- James Fowler (Virtual)
- Stephanie Green
- Corrine M. Burger
- John Ammendola
- Sandy Doyle-Ahern
- R. Anthony Joseph, Esq,
- Terri Meldrum, Esq.
- Jerome Revish
- Rick Ritzler

### **CERTIFICATION OF COMPLIANCE**

President David Harrison advised that the record should show that notice of this meeting has been given in accordance with provisions of §121.22(F) of the Ohio Revised Code.

### **SWEARING IN OF OFFICERS**

Mr. Charles Noble, Chief of Staff, administered the Oath of Office to the incoming officers of the Board of Trustees. The slate of officers for 2023:

- Chair: James Fowler
- Vice Chair: Stephanie Green
- Immediate Past-Chair: Corinne Burger
- Secretary: Dr. David Harrison
- Treasurer: Aletha Shipley
- Deputy Treasurers: Dr. David Harrison and Jan Ellis

### **OPENING REMARKS FROM PRESIDENT HARRISON**

President Harrison thanked the executive committee for agreeing to serve in their new roles. He also thanked Vice Chair Green for stepping in to chair the first meeting of the year because Mr. Fowler needed to attend virtually.

President Harrison introduced Mr. Lawrence James, who was representing on behalf of Staff Ex-Officio, Dr. Kat McDonald, who could not attend. Mr. James is a coordinator at the Delaware Campus and Regional Enterprise and Chair-Elect of Staff Advisory Council.

President Harrison expressed his gratitude to faculty and the academic and student support leaders for getting our students off to a good start this semester. He further thanked the facilities team for their dedication to ensuring that Nestor Hall was ready for our students after pipes burst over the winter break.

President Harrison shared that we have a great slate of activities scheduled for next week celebrating Dr. Martin Luther King, Jr. Each year we have a weeklong series of activities on campus to honor Dr. King allowing the community to participate.

### **APPROVAL OF MINUTES**

**Member Joseph moved**, Member Meldrum seconded, that the minutes of the regular meeting of the Board of Trustees, Committee of the Whole, held on Thursday, November 10, 2022, be approved, as presented.

A vote was taken, which resulted in:

AYES: Ammendola, Burger, Doyle-Ahern, Fowler, Green, Joseph, Meldrum, Revish, Ritzler

NAYS: None

ABSTENTIONS: None

**REPORT OF INDEPENDENT AUDITORS ON THE FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022**

President Harrison introduced Ms. Aletha Shipley, Senior Vice President and Chief Financial Officer, who leads the audit process. Ms. Shipley outlined details of the audit for the fiscal year ending June 30, 2022, and introduced Mr. David Minich, CPA, Plattenburg and Associates, who provided an overview of the audit and results.

Mr. Minick said that Columbus State received an unmodified opinion, which is the highest rating possible. He complimented the College's finance on its fiscal stewardship.

Ms. Jan Ellis, Controller and Deputy Treasurer, thanked the entire team and introduced Amy Hall, Associate Controller and Senior Director. Ms. Ellis presented the College's Fiscal Year 2022 Audit results and highlighted:

- FY22 Comparison to FY21 with GASB 68 and 75
- GASB 68 and 75 Comparisons
- FY22 Highlights – HEERF Funding
- Reserve Spending Analysis

Vice Chair Green stated that having excellent fiscal management is critical to the mission of the College and the community. President Harrison also emphasized his gratitude and appreciation for the College's fiscal team.

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

**APPROVAL OF ALTERNATIVE TAX BUDGET INFORMATION**

Ms. Shipley presented the proposed action item.

The Franklin County Budget Commission must certify tax rates to each subdivision or other taxing unit by March 1 for taxing authorities having a July 1 to June 30 fiscal year and by September 1 for all other taxing authorities under Ohio Revised Code Section 5705.35. Also, the commission is required to issue an official certificate of estimated resources under Ohio Revised Code Section 5705.35 and amended official certificates of estimated resources under Ohio Revised Code Section 5705.36.

For Columbus State, the information requested relates to the Columbus State Community College, Ohio Facilities Construction and Improvement Bonds, Series 2020, including principal outstanding at the beginning of the next calendar year and the principal and interest payments due on the Series 2020 bonds during the next calendar year.

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

**APPROVAL OF CONSTRUCTION CONTRACT: EARLY CHILDHOOD  
DEVELOPMENT CENTER**

Ms. Kelly Weir, Associate Vice President, Resource Planning and Analysis, presented the proposed action item.

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000. This project will renovate the existing Workforce Development Annex facility back into an early childcare and development education center. Using a competitive bid process, the general contracting firm with the lowest responsible bid was Barton Malow Builders, LLC, with a bid of \$2,435,700. In addition to the construction contract, we are requesting a 10% construction contingency.

The Board discussed the material threshold and agreed to continue to monitor the appropriate standard given economic conditions.

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

**AMENDMENT TO DESIGN CONTRACT: DAVIDSON HALL EXTERIOR UPGRADES  
AND DOOR REPLACEMENTS**

Ms. Weir presented the proposed action item.

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000. In May of 2022 the Board approved \$213,104 along with a 10% contingency for the College to enter into an architect and engineering (AE) design services contract with Elevar Design Group for the Davidson Hall Exterior Upgrades and Door Replacement project. This original project included making exterior building upgrades to Davidson Hall to address water infiltration and building envelope issues.

An amendment is requested to this AE design services contract totaling \$63,290 to add a roof to Davidson Hall, a roof to the connector space between Davidson Hall and Madison Hall, and two additional doors, bringing the total AE design services contract to \$276,394.

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

**REVISION TO CONSTRUCTION CONTRACT AND SETTING MATERIAL  
THRESHOLD: MOELLER HALL GEOLOGY LAB**

Ms. Weir presented the proposed action item.

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000. In November 2022, the Board approved a contract with Ferguson Construction for the creation of a geology lab at Moeller Hall. The original estimate for this project, which is being funded with State Capital dollars, did not include equipment and other ancillary costs related to the equipment because these costs were not yet finalized when the College took the project to the State's Controlling Board for approval. The additional estimated

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costs for the equipment and ancillary costs for the Moeller Hall project is \$25,000, which will be paid with local resources.

The college recommended that the Board of Trustees recognizes the additional costs related to the overall project budget for lab at Moeller Hall (CTI-220056) and, per Policy 9-02, delegates authority to the President to proceed with this project and report to the Board at its next meeting if estimated costs are within a 10% material threshold above the updated estimated costs.

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

**REVISION TO CONSTRUCTION CONTRACT AND SETTING MATERIAL THRESHOLD: CENTER FOR TECHNOLOGY AND LEARNING LAB UPGRADES**

Ms. Weir presented the proposed action item.

State law requires the Board of Trustees to authorize the award of construction contracts for any project that exceeds \$200,000. In November 2022, the Board approved a contract with Ferguson Construction for lab upgrades at the Center for Technology and Learning (TL). The original estimate for this project, which is being funded with State Capital dollars, did not include equipment and other ancillary costs related to the equipment because these costs were not yet finalized when the College took the project to the State's Controlling Board for approval. The additional estimated costs for the equipment and ancillary costs for the TL project is \$22,000, which will be paid with local resources.

The college recommended that the Board of Trustees recognizes the additional costs related to the overall project budget for the Center for Technology and Learning (CTI-210016) and, per Policy 9-02, delegates authority to the President to proceed with this project and report to the Board at its next meeting if estimated costs are within a 10% material threshold above the updated estimated costs.

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

**REVISION TO 2023 DATES FOR COMMITTEE OF THE WHOLE AND BOARD OF TRUSTEES MEETINGS**

President Harrison presented the proposed action item.

The Board of Trustees approved the 2023 Dates for Committee of the Whole and Board of Trustees Meetings at the Nov. 17, 2022, meeting. For scheduling reasons, the calendar has been revised to move the September Board of Trustees meeting from Sept. 28, 2023 to Sept. 21, 2023.

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

**FINANCIAL STATEMENTS AS OF AND FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2022**

Financial Statements as of and for the Five Months ended November 30, 2022, are presented to

the Board for information only.

### **REVIEW OF FISCAL YEAR 2023 OPERATING BUDGET**

A review of the Fiscal Year 2023 Operating Budget is presented to the Board for information only.

President Harrison noted that Policy 9-01 (F) states that the Board of Trustees shall review the operating budget at least once each fiscal year by January 31 to consider its amendment and at other times during the fiscal year as necessary. For the Fiscal 2023 update, the college is not recommending any amendments.

President Harrison shared context about the College's budget looking forward to Fiscal 2024. He noted that there are a number of uncertainties, including inflation, forecasts of a possible recession, enrollment projections and the state's biennial budget, which will be developed by the governor and Ohio General Assembly over the coming months. President Harrison also discussed how the College continues to use one-time federal Higher Education Emergency Relief Funds to help recover from the pandemic and other financial factors. The College has drawn down \$12 million in HEERF funds for the recovery reserve. The College expects to draw down another \$15 million to \$18 million in HEERF funds based on final audited results of revenue shortfalls for Fiscal 2022.

Ms. Weir's presentation to the Board included discussions of:

- Budget Policy 9-01 (F)
- FY23 Budget Assumptions
- FY23 Year-End Projection vs. Budget
- FY23 Auxiliary Fund
- FY23 Plant Fund
- Looking ahead to FY24

Ms. Weir shared that the college expects to present Fiscal 2024 budget recommendations to the Board in May. She noted that the Ohio General Assembly will be preparing the state biennial budget. The College budget for Fiscal 2024 may rely on projections since the state biennial budget will not be complete in May.

### **PERSONNEL INFORMATION ITEMS**

Personnel Information Items are presented to the Board for information only.

### **DISCUSSION OF CURRENT UPDATES**

No current updates.

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**EXECUTIVE SESSION**

**Member Burger moved**, Member Meldrum seconded, that the Board of Trustees adjourn to Executive Session at 9:21 a.m. in accordance with Section 121.22 of the Ohio Revised Code to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees or officials.

A vote was taken, which resulted in:

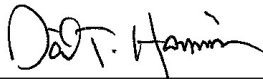
AYES: Members Ammendola, Burger, Doyle-Ahern, Fowler, Green, Joseph, Meldrum, Revish, and Ritzler

NAYS: None

The regular meeting of the Committee of the Whole reconvened from Executive Session at 9:47 a.m.

**ADJOURNMENT:**

There being no further items to come before the Board, the meeting was adjourned at 9:48 a.m.



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David T. Harrison, Ph.D.  
Secretary, Board of Trustees