



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
November 13, 2008

550 East Spring Street
P.O. Box 1609
Columbus, Ohio 43216-1609
614/287-2400

MINUTES

Present:

Suzanne Stilson Edgar, Chair	William J. Dolan, Vice Chair
William A. Antonoplos, Board	Michael E. Flowers, Board
Deborah Plousha Moore, Board	Priscilla D. Mead, Board
Dr. Val Moeller, President	Dr. Richard Owens, Board
Hamid Danesh, V.P.	Will Kopp, V.P.
Dr. Deborah Coleman, V.P.	Terri Gehr, Sr. V.P.
Tim Wagner, V.P.	Theresa Lister, Ex Officio Staff
Connie Myers, Ex Officio Student	Darrell Minor, Ex Officio Faculty
Paulette Fortea, Assistant to the President	

Ms. Suzanne Stilson Edgar, the Board Chair, called the meeting to order at 12:18 p.m.

(1) **Revised Policy 3-10, Sick Leave**

The president stated that this policy is to bring all employees to the same level in terms of the number of sick-leave days that can be cashed out upon retirement. Currently, the policy is that unused sick leave can be cashed out up to one-fourth of unused time up to 40 days. The revision would change the number to one-fourth up to 45 days. Also, the State of Ohio, in addition to the retirement systems that were already in place, had an alternative retirement system. We are now asking for those employees who chose that option to also be able to benefit from cashing out sick leave under the same conditions of the employees in the retirement systems already in place. This provision will only apply to sick leave accrued at Columbus State Community College and not that of any sick leave transferred to the college from any other public agency.

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

(2) **Rescind Policy 7-09, Student Problem Resolution, effective June 26, 2000**

The president advised that policy 7-09 was an outdated policy in that most of the issues had already been addressed in other policies approved by the Board at previous meetings also making it redundant. Students now go directly to the Dean of Student Life for problem resolution or to the departments. Therefore, for clarity, it is requested that the policy be rescinded.

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

(3) **Revise Policy 13-02, Smoking, Food, Beverages, & Animals in the Buildings**

The Committee was advised that the issue of animals on campus had previously been separated out from the policy as to whether or not they should be allowed on campus or not, but it was not removed from the title of the policy. Therefore, since the policy on animals already exists, the word "animal" is now being deleted from the title.

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

(4) **Eight New Full-time Faculty Positions**

The president stated that, due to the growth of the college, new programs and the need for new faculty, the Board is being asked for eight new faculty positions. The Board's approval will allow for the planning of the budget for these positions, as well as the preparation of position descriptions, postings and forming search committees. However, the president advised that, if for some reason the state makes tremendous cut backs, the college may not be able to go forth with these new positions. The Committee was also advised that one of the new positions is for a new design gaming and simulation program in which the U.S. Army has a huge investment. Costs for these positions are outlined below:

<u>Position Costs:</u>	<u>Per Employee</u>	<u>Total Costs for Eight</u>
Salary	\$39,486	\$315,888
Insurance	\$ 6,000	\$ 48,000
Benefits	\$ 6,673	\$ 53,384
Equipment	\$ 2,000	\$ 16,000
Office Furniture	\$ 3,000	\$ 24,000
Professional Development	<u>\$ 1,500</u>	<u>\$ 12,000</u>
Total	\$57,579	\$469,272

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

(5) **Adoption of Tax Sheltered Annuity Plan Document 403(b) for the Supplemental Retirement Plan**

The president reminded the Committee that the Board gave permission at its last meeting to sign off on the revised 403(b) Supplemental Retirement Plan Document in order for the college to be in compliance with IRS regulations effective January 1, 2009. The attached Tax Sheltered Annuity Plan Document (exhibit "A") has been supplied by the Attorney General's office which the Board is being asked to adopt, as well as the Adoption Agreement; and to empower the president and the vice president of Human Resources to make changes as needed to the Agreement to maintain compliance.

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

(6) **Energy Efficiency Plan Required by H.B. 251**

The president asked Ms. Terri Gehr, Sr. Vice President and CFO, to give an overview of the college's Energy Efficiency Plan, a copy of which was distributed to the Committee in advance for review. It was noted that this Plan will be submitted to the Chancellor's office to comply with H.B. 251.

Ms. Gehr explained that the crux of the plan is shown within the various categories of projects that the college plans to implement, with the Board's approval. She also reminded us that the college has done a lot of energy efficiency projects with monies already approved by the Board previously for upgrading other older campus buildings. The implementation of these projects will yield over 20% energy consumption reduction based on the calculations used by the college's consultants. Ms. Gehr directed the Committee's attention to the chart in the report depicting other future upgrades for each campus building.

Therefore, the Board is being asked to approve the proposed plan and the release of the balance of the \$2 million already set aside by the Board to proceed with the proposed projects as needed, with the understanding that no project would be pursued without the president's pre-approval. She also noted that the college plans to use state renovation monies as well.

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

(7) **Accountability Report**

The president asked the Committee to review the Accountability Report sent from the Chancellor's office. Dr. Moeller explained that the figures in the columns under University System of Ohio reflect the entire system. This information was provided by the Chancellor's office as well as the baseline level under the institution. The college has been instructed to project the college's change in enrollment growth until 2013. There are 20 different measures, but not all apply to Columbus State and not all have been resolved by the Chancellor's office. However, the college has to project the student enrollment for each period. To do this, the college used the strategic plan approved by the Board which included the goal for growth of 2% annually for the next three years. In 2010-2011, we included additional students to reflect enrollment at the new Delaware campus, then applied another 2%. She gave an overview of how the numbers were calculated for each period. The completed report will be presented as a board action at the upcoming Board meeting.

(8) **Personnel Information Items**

There was no discussion of the personnel information items; they are presented to the Board for informational purposes only.

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

(9) **Financial Statements for the Period Ending August 31, 2008**

Ms. Gehr advised that, because the November Board of Trustees meeting was scheduled early in the month, it was difficult to get out the financials for the period ending October 31st in time for the regular agenda packet. Therefore, it was being presented as a separate handout at the meeting.

She explained that the college's enrollment was very good in both fall and summer quarters which is reflected in the college's general fund revenues. October ended with \$2.7 million higher than budgeted for, which is about 80% compared with the same period last year. She also reminded the Committee that the college is no longer budgeting interest income as an operating budget revenue source, which is not as strong as last year—46% lower. Since the college does not invest in securities of any kind, the college never lost any principal.

The first few months in the Auxiliary fund were strong, and enrollment at the Child Development Center is 95% of current capacity. However, in the aggregate, the goal is to at least break even.

The Development Foundation has lost a fair share of its value over the last few months due to the fact that it has an investment policy of 60% securities and 40% fixed income. However, the Investment Committee is in the process of doing some repositioning.

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

The president made a special request of the Board for their permission to move to sending the members the Board agenda preview materials electronically beginning in January of 2009 in the interest of going green and sustainability. She indicated that hard copies will still be available at each Board meeting. Dr. Moeller also stated that if anyone encountered any difficulty in accessing the materials, the president's office would send hard copies in advance by request. This request was approved.

There being no further items to come before the Committee, the meeting was adjourned at 1:36 p.m.

President's Office/pf
11/08