



COLUMBUS STATE COMMUNITY COLLEGE  
Board of Trustees Committee of the Whole  
Franklin Hall Board Room  
September 20, 2007

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

**MINUTES**

Present:

Suzanne Stilson Edgar, Chairperson	Jeffrey L. Scheiman, Vice Chair
William A. Antonoplos, Board	Michael E. Flowers, Board
Priscilla D. Mead, Board	Michael C. Keller, Board
William J. Dolan, Board	Dr. Val Moeller, President
Dr. Deborah Coleman, V.P.	Terri Gehr, Sr. V.P.
Dr. Kay Adkins, Provost	Tim Wagner, V.P.
Will Kopp, V.P.	Jessica Jones, Ex Officio Student
Hamid Danesh, V.P.	Teresa Lister, Ex Officio Staff
Paulette Fortea, President's Asst.	Darrell Minor, Ex Officio Faculty

Ms. Suzanne Edgar, Board Chairperson, called the meeting to order. She announced that there would be a slight revision to the order of the agenda to allow the Committee to go into Executive Session to discuss pending campus security issues. Agenda items # 4 and #8 would be discussed when the Committee meeting reconvened after the close of Executive Session.

**(1) Revision of Policy 3-01 Employee Definitions**

President Moeller explained to the Committee that one of the categories of employees that the College has is *part-time employees*. The current policy states that a part-time employee will work 20 hours or less per week. Operationally, it has become too confining to work within the 20 hours because there are times that a part-time employee will be required to work additional hours. Therefore, the College is asking that the definition for a part-time employee be changed to an employee that works 30 hours or less in order to have more operational flexibility.

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

**(2) Revision of Policy 3-16 Interruption of Campus Operations**

The President advised the Committee that in 1985, the policy's definition of full-time was 37.5 hours, which the College changed to 40 hours three years ago. In an attempt to be consistent in the language, this will officially change the Chapter 3 section of the policy to reflect that change.

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

(3) **Revision of Policy 3-20 Conflict of Interest/Nepotism**

The president advised that the language in the policy relating to conflict of interest and nepotism needed to be revised in order to reflect the changes that have been made to the policy and have already been put in place. The Attorney General's office has also been reviewing all conflict of interest policies. The president also noted that this policy may have to be revisited again as the need arises.

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

(5) **Approval of Ohio Board of Regents FY 2009-2014 Capital Improvements Request**

The President stated that, in May of 2007, the Board approved funds for site development costs at the Delaware campus provided the College pursued monies from the State for the first building on the Delaware campus. The College is seeking authorization from the Board to submit to the OBOR the proposed six-year capital improvements plan for FY 2009 - 2014.

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

(6) **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 purposes.*

(4) **Financial Statements as of August 31, 2007**

Ms. Gehr advised the Board that, at this point, the Autumn quarter enrollment is 3.3% in headcount above the same quarter last year. She also pointed out to the Committee that the budgets for auxiliary services have been aligned as they should be and that listing them separately in this report shows that, while not all of the auxiliaries are self-sustaining, the goal is to show that the auxiliary fund itself will be positive at the end of the year.

As of August 31, 2007, the College was showing a net income of almost \$19,000 compared to a negative income of -\$23,400 exactly this time last year. Mr. Gehr also explained that there have been many operational efficiencies put into place which helped to bring this about.

The college is requesting that the financial statements as of and for the two months ended August 31, 2007, be accepted as presented.

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

### **Executive Session**

**Member Scheiman moved**, Member Edgar seconded, that the Board of Trustees adjourn to Executive Session according to Ohio Revised Code Section 121.22 for the sole purpose of discussing campus security issues.

A vote was taken which resulted in:

AYES: Members Antonoplos, Scheiman, Mead, Dolan, Edgar, Flowers, Keller  
NAYS: None

The Chair, Ms. Edgar, had to leave the meeting after Executive Session.

The regular meeting was reconvened at 1:30 to resume discussion of the remaining agenda items.

#### **(4) Approval of 356 Grant Avenue Renovations**

In September of 2006, the Board approved a budget estimate for the renovation of the building at 356 Grant Avenue to provide temporarily house for CSCC employees during other renovation periods. This project is now expected to exceed the estimate and is being funded by the State of Ohio as part of the 2007-08 Capital Budget. Contracts have been bid and the Board is being asked to authorize a total project budget of \$795,000 and authority to enter into contracts with Williamson Builders, Command Heating, and Union Electric for this project.

The president advised the Committee that Trustee Flowers had asked that she look into the issues of affirmative action and equal opportunity in bidding out contracts. The Committee received a copy of a memo from Ms. Gehr regarding the process of bidding out the contracts and advising that the College and vendors are in compliance with the process.

**(8) Aligning Resources**

The Board, at its annual retreat, discussed how various funds are allocated. Ms. Gehr gave an overview of a proposed fund structure. She indicated that a Board Action will be submitted to effectuate the way the College's 2007 books are audited. She also reviewed the principles that came out of the Board retreat:

- Balance of operating budget within a positive margin of 1-2%;
- Maintaining an unrestricted revenue contingency ;
- Balancing mission and money;
- Budgeting interest income;
- Strategic allocation of net income, reserves

Ms. Gehr also discussed the issue of aligning the Colleges resources to include:

- Teaching and learning;
- Tuition revenue stabilization;
- Capital improvement and asset maintenance;
- Strategic growth;
- Technology;
- Human capacity development
- Public/campus safety; and
- Sustainabilty.
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A proposal for capital will be presented to the Board at their November meeting.

There being no further business to come before the Committee, the meeting was adjourned.