

COLUMBUS STATE COMMUNITY COLLEGE  
Board of Trustees Committee of the Whole  
Franklin Hall Board Room  
March 18, 2004

**MINUTES**

Present:

Dwight E. Smith	Tim Wagner
Suzanne Stilson Edgar	Hamid Danesh
Dr. Susan C. Finn	Jeanne Patton
Matthew G. Kallner	Dr. Deborah Coleman
Paula Inness	Mandy Gollhofer, Ex Officio Staff
Michael C. Keller	Vivian Hill, Ex Officio Student
Priscilla D. Mead	Steve Abbott, Ex Officio Faculty
Dr. Val Moeller	Saundra Schuster, Asst. Attorney General
Dr. Michael Snider	David Fitch
Terri Gehr	Ann Helfrich

Mr. Dwight Smith, Chairman of the Board, called the meeting to order.

**(1) Financial Statements**

Dr. Val Moeller, President, advised that the format of the financial statements is being changed in accordance with recommendations made by the auditors that the reports should be automated. These upcoming changes will be reviewed in this meeting and also in May's Committee of the Whole meeting to familiarize Board members and answer any questions. Ms. Terri Gehr, Vice President for Business and Administrative Services, reviewed the changes which will be made in the financial statements sent to the Board of Trustees each month, which will considerably reduce their size and simplify reporting. The Board requested some changes and enhancements to the format, and these will be done. These included golf course budget comparisons, Child Development Center grant funding information, more budget comparisons, budget revision dates listed, and budget comparisons made with like dates from the previous year. The Board appreciated the budget simplification and felt it would enhance their budget reviews.

The college is requesting that the financial statements as of and for the eight months ended February 29, 2004, be accepted as presented.

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

**(2) Tuition Increase**

Dr. Val Moeller, President, advised that given the significant uncertainty of state funding, the college needs to increase tuition by \$4 per quarter credit hour. This increase in student fee revenue will give the college the resources it needs to continue providing instructional services to a growing body of students.

The college is requesting that the Board of Trustees approve, effective Summer Quarter 2004, the following tuition rates:

- (1) Ohio Resident Fee: \$73 per credit hour. This fee will include a \$64 instructional fee and a \$9 general fee.
- (2) Non-Ohio, U.S. Resident Fee: \$161 per credit hour. This fee will include a \$145 instructional fee and a \$16 general fee.
- (3) International Student Fee: \$194 per credit hour. This fee will include a \$173 instructional fee and a \$21 general fee.

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

**(3) Revision of Policy No. 3-10 (Sick Leave)**

Dr. Moeller explained that this revision is a modification of the current sick leave policy for adjunct instructors which eliminates the four-quarter waiting period for use of sick leave benefits. With the implementation of the Datatel payroll system, maintaining the four-quarter waiting period in this policy would require extensive and costly programming. Since the use of sick leave by adjunct faculty is negligible, it is believed that the waiting period is unnecessary and not cost-effective.

The college is requesting that the Board of Trustees approve the revision to Policy No. 3-10 (Sick Leave) eliminating the waiting period for adjunct faculty to accrue sick leave.

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

**(4) Revision of Policy No. 11-04 (Records Retention and Disposal)**

It was explained that in 1993 the Board of Trustees approved a policy that required the college to be in compliance with Section 149.33 of the Ohio Revised Code regarding the retention and destruction of documents within the college. The Attorney General's

Office has recommended that a more comprehensive policy and procedure are necessary to comply with the changes in document storage and retrieval with the ever-increasing reliance on electronic media. The revised policy has been reviewed and recommended by both Governance Councils.

The college is requesting that the Board of Trustees rescind Policy No. 11-04 (Retention of Records) dated May 1, 1993, and replace it with revised Policy No. 11-04 (Records Retention and Disposal) effective April 5, 2004.

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

**(5) New Positions: Four (4) Full-Time Faculty**

The college continues to experience an increased student enrollment. The 2003 Autumn Quarter reflects a 4.8 percent (1,075 headcount) increase. This increase was due to planned program growth and expanding the course offerings at off-campus sites. The distribution of the four new faculty positions will be as follows:

- **Nursing Program** - Student enrollment increase from 284 students in January 2004 to 535 in September 2004 (500 on campus, 35 participating in the new online degree).
- **LPN Program** - Student enrollment increase from 12 students in Autumn 2002 to 115 students in the summer of 2004.
- **Social and Behavioral Sciences** - Expansion of degree offerings online and at the off-campus sites.
- **Mathematics** - Expansion of degree offerings online and at the off-campus sites.

The college is requesting that the Board of Trustees approve four full-time faculty positions effective Autumn Quarter 2004. Faculty positions will be funded at the Instructor Rank as outlined in college Procedure No. 3-01 (Faculty Rank) (\$37,956 three-quarter salary plus the current rate of approximately \$13,100 for benefits per position). In addition, per position, office expenses will be \$2,000 for computer and \$3,600 for furniture. The total cost of these positions will be \$151,824 for salary, \$52,400 for benefits, and \$22,400 for office expenses.

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

**(6) New Positions: Three (3) Full-Time Staff**

The college's bookstore continues to manage increasing sales attributed to the college's growing enrollment. Three full-time positions are requested to accommodate the demands of growth. The positions include a bookstore operations manager, a textbook buyer, and an accounting clerk (currently a part-time position).

The college is requesting that the Board of Trustees approve the above three full-time staff positions in Auxiliary Services effective July 1, 2004, to accommodate the growing volume managed by the bookstore. Costs to the Auxiliary Services Fund for these positions will be \$115,670 for salary, \$36,708 for benefits, and \$9,715 for office expenses.

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

**(7) Development Foundation Agreement**

The Columbus State Community College Board of Trustees authorized the formation of the Columbus State Community College Development Foundation, Inc., in 1981 as a Section 501 (C) (3) entity. The Foundation is an independent non-profit corporation established pursuant to Ohio Revised Code Chapter 1702. In November 2000, the College and the Foundation, under advice from the Ohio Attorney General's office, formalized their relationship in the attached agreement. This agreement is to be renewed every two years by the Board of Trustees of Columbus State Community College and the Board of Directors of the Columbus State Community College Development Foundation, Inc.

The college is requesting that the Board of Trustees approve the agreement between Columbus State Community College and the Columbus State Community College Development Foundation, Inc., outlining their relationship and responsibilities.

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

**(8) Resolution on Brown vs. Board of Education Supreme Court Decision**

The year 2004 marks the 50<sup>th</sup> anniversary of the landmark Brown vs. Board of Education Supreme Court decision. In recognition of the anniversary, both the American Association of Community Colleges (AACC) and the Association of Community College

Trustees (ACCT) have passed resolutions renewing their commitment to access and equity in higher education. By doing so, each Board has recognized the impact of that decision on the closely held community college values of access and equity in education.

Columbus State Community College is requesting that the Board of Trustees recognize the important role that the Brown vs. Board of Education decision played in the history of American public education and in the advancement of community colleges' service to students and the community, and renew support for learning equity for all students by passing the attached resolution [*see Attachment A*].

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

**(9) Emeritus Status for Louise Conway**

Dr. Moeller advised that Louise Conway has been a valued employee at the college for 24 years, retiring as a full Professor from the Hospitality Management Technology. She is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Louise Conway effective April 1, 2004.

*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)** Dr. Moeller commented briefly on the information circulating in the media that Columbus State was not approved to build dormitories. This information is not accurate since the college is not interested in building student housing. Ohio Revised Code prohibits state community colleges from doing so, and a legislative bill to have this law changed was introduced some time ago and was not passed. Other Ohio colleges are

interested in housing, but Columbus State is not, although we supported the passage of the bill in general terms.

- (12) Chairman Smith reported that he and trustee Michael Keller had met with President Moeller to discuss Board governance. He stated that the Board is regulated by law as to what it can and cannot do, and he would like to have the Board spend some time together and do a self-assessment. He would like to discuss this next week during the full Board of Trustees meeting.

*President's Office*

*jp*

*03/19/04*