

COLUMBUS STATE COMMUNITY COLLEGE  
Board of Trustees Committee of the Whole  
Franklin Hall Board Room  
July 15, 2004

**MINUTES**

Present:

Dwight E. Smith	Tim Wagner
Suzanne Stilson Edgar	Hamid Danesh
Dr. Susan C. Finn	Will Kopp
William A. Antonoplos	Dr. Deborah Coleman
Priscilla D. Mead	Jeanne Patton
Michael C. Keller	Jennifer Snider, Ex Officio Staff
Dr. Val Moeller	Saundra Schuster, Asst. Attorney General
Dr. Michael Snider	David Fitch
Terri Gehr	

Mr. Dwight Smith, Chairman of the Board, called the meeting to order. Dr. Val Moeller, President, recognized the following administrators and their new positions at the college:

Terri Gehr, Senior Vice President for Business & Administrative Services  
Dr. Deborah Coleman, Vice President for Knowledge Resources & Planning  
Hamid Danesh, Vice President for Information Technology  
Tim Wagner, Vice President for Human Resources

**(1) New Policy No. 9-10 (Investments)**

Ms. Gehr advised that the college has up to this point invested its funds in Certificates of Deposit and in STAROhio, an investment fund administered by the State Treasurer's office. Investment authority previously was given to the Vice President for Business and Administrative Services. The proposed new policy establishes an investment committee composed of the college's Treasurer and Deputy Treasurers, and it authorizes the committee to retain an investment advisor. The new policy is more specific about how the college will handle its investments. It encompasses the purpose, authority, scope, and investment objectives of the college and, in accordance with Ohio statutes, outlines the types of securities the college can include in its investment portfolio. The competitive bidding process will be utilized in the search for an investment advisor. The college is requesting that the Board of Trustees approve new Policy No. 9-10 (Investments) effective August 1, 2004.

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

**(2) Emeritus Status for Dr. Charles E. Finley**

Dr. Moeller advised that Dr. Charles E. Finley has been a valued employee at the college for nearly 30 years, retiring as a full Professor from the Graphic Communications Department. He is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Dr. Charles E. Finley effective August 1, 2004.

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

**(3) Emeritus Status for Dr. Beverly M. Kovanda**

Dr. Moeller advised that Dr. Beverly M. Kovanda was a valued employee at the college for 28 years, retiring as a full Professor and Coordinator of the Multi-Competency Health program. She is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Dr. Beverly M. Kovanda effective August 1, 2004.

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

**(4) Emeritus Status for Charles W. Rinehart**

Dr. Moeller advised that Charles W. Rinehart has been a valued employee at the college for 23 years, retiring as an Associate Professor from the Construction Management Technology. He is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Charles W. Rinehart effective August 1, 2004.

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

**(5) Resolution in Honor of Howard Peter "Pete" Grimes**

Dr. Moeller expressed the college's appreciation for the service of Pete Grimes as a member of the Board of Trustees and, prior to that, as a member of the Board of

Directors of the Development Foundation. He was an outstanding Board member and will be greatly missed by everyone at the college.

The college is requesting that the Board of Trustees approve the proposed resolution and name the Franklin Hall Board Room (Room 118) in honor of Howard P. "Pete" Grimes.

*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.*

**(7) Preliminary Year-End Financial Statements**

Ms. Gehr discussed the audit process, explaining that these financial statements are preliminary and will be finalized over the next month. The auditors are on campus and will be continuing their audit for several more weeks. The audit this time will specifically include two areas: (1) actively looking for fraud, and (2) focusing more broadly on things that are important to protect the public trust in use of funds (such as travel expenses, use of cellular phones, meals, etc.).

The newly formatted financial statements are now in use, and Ms. Gehr reviewed the budgets for the college, the bookstore, the Child Development Center, the golf course, the President's Discretionary Fund, and the Development Foundation. Enrollment is down this Summer Quarter compared to Summer Quarter 2003, and less-than-projected enrollments have lowered revenues.

The college is requesting that the preliminary year-end financial statements as of and for the year ended June 30, 2004, be accepted as presented.

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

**(8) Human Resources Presentation – Transitional Work Policy**

Tim Wagner discussed his department's work on the preparation of a new Transitional Work policy which will be presented to the Board for approval in a future meeting. He explained that Transitional Work is a program designed to reintroduce injured or disabled employees back into the workforce. Workers Compensation gave us a \$35,000 grant to implement this program, which is based on the premise that an employee will be better able to resume working the more quickly they return to their job. The Transitional Work program also includes different options for a returning employee, such as modified (lighter) duties, modified (less) hours, giving them other projects to work on, and other such adjustments. The program does not create new positions.

Benefits to the employee include better morale, they recover sooner, and financially they are better off because they are on full salary. Benefits to the college include returning to work coverage sooner, less insurance usage, and a way to better the circumstances of employees. The cost for implementing such a program has been covered by the grant, and additional costs would be the time needed to train employees and supervisors. It is considered that it costs less to implement the program than to have people off work.

This program will be put into policy form and brought to the Board of Trustees for approval.

**(9) Human Resources Presentation - Broadbanding**

Tim Wagner advised that the college has been working on the employee classification and compensation system for about two years with the objective being to move toward a broadbanding system. The broadbanding system is a compensation system based on performance and merit which includes skill attainment and professional development. It provides a direct connection between performance and pay. This system will encompass non-union employees only. Up to this point in time, job descriptions have been rewritten and reduced to about 60 classifications, and the college has changed to a 40-hour work week.

Over the next year, a consultant will be selected to help implement the system. Steps in the process of implementation will include:

- Analysis of the current system.
- Defining the college's philosophy for employee compensation and communicating that philosophy to everyone.
- Producing a set of guidelines to maintain the system.
- Modernizing our performance appraisal tool.
- Looking at alternative methods of compensation, such as bonuses.

- Having campuswide representation on working groups.
- Devising a detailed communication plan.
- Holding open forums and focus groups.

Implementation will take about a year and will cost \$60,000 to \$100,000.

**(10) Land Acquisition Update**

Dr. Moeller reported on the current status of purchasing land in Delaware County for a second campus. So far, the land purchase has been approved by our Board of Trustees, the Ohio Board of Regents, the Ohio Controlling Board, the Delaware County Regional Planning Commission, and the Liberty Township Zoning Commission. The last approval needed is from the Liberty Township Board of Trustees, who will take action during their meeting to be held next Monday, July 19, 2004. If they approve our request, we expect to close on the property in September or October of this year.

*President's Office*

*jp*  
*07/16/04*