

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
November 10, 2004

MINUTES

Present:

Dwight E. Smith	Dr. Deborah Coleman
William A. Antonoplos	Hamid Danesh
Matthew G. Kallner	Will Kopp
Jeffrey L. Scheiman	Jeanne Patton
Dr. Val Moeller	Steve Abbott, Ex Officio Faculty
Terri Gehr	Jennifer Snider, Ex Officio Staff
Dr. Michael Snider	Cheryl Hacker, Asst. Attorney General
Tim Wagner	

Mr. Dwight Smith, Chairman of the Board, called the meeting to order. He advised that the Board of Trustees meeting scheduled for next Thursday, November 18, at 6:00 p.m. is cancelled since there are no items of business requiring Board action.

(1) Technology Plan Update

Mr. Hamid Danesh, Vice President for Information Technology, gave a presentation on the current status of the implementation of the new information technology system known as "Colleague," which was approved by the Board of Trustees in 1998. All of the modules are now live; they include:

- (1) Tools & Utilities
- (2) Core
- (3) Financials
- (4) Curriculum Management
- (5) Human Resources
- (6) Student Systems
 - (a) Admissions
 - (b) Registration
 - (c) Financial Aid
 - (d) Student Accounts
 - (e) Academic Records
 - (f) Communications Management

One of the major tasks in implementing the new information management system was to review all processes in place, evaluate their effectiveness, and rework them into new systems processing. In addition, the college has to create and put in place any new processes that would enhance the efficiency of the system and services to the college.

One challenge that has surfaced during the process of going live with the Student Systems is that performance speed and capacity are not at the level necessary to handle the volume of student transactions. It was therefore necessary to purchase new hardware to address this problem.

Training will continue in the use of the system, and information and statistical reporting still needs to be addressed. Minimal reports are available in the basic system itself, so the reporting aspect needs to be enhanced.

In response to questions from the Board, it was indicated that there are currently no other major issues with the system. As to what we would change if we could redo anything in the implementation process, Mr. Danesh said he would have a longer time line for implementation. How has the vendor performed, and are there any additional costs? Mr. Danesh indicated that the vendor has listened to us, and at times we were very concerned about performance. They helped us with tools and resources and worked with us to deal with performance issues. They are sending us resources free regarding installation of the new hardware and migrating systems which will be added. They will be doing load tests once the new hardware is installed.

Chairman Smith advised that he, Michael Keller, Hamid Danesh, and President Moeller had met to discuss the new system. They were joined by one of Mr. Keller's top technical employees, and it was their opinion that the college should have had a systems integrator to manage and coordinate all activities for a project such as this.

(2) Policy Overview

The college continues its process of reviewing policies and procedures to be revised and updated to keep them current. During the next few months, a number of policies in the Student Services area and the Human Resources area will be brought to the Board for approval. Changing laws and even the changes in processes brought about by the new information management system will trigger needed changes in policies and procedures to keep them current. About 16 Student Services policies and 15 Human Resources policies may be revised in the coming months.

(3) 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.

(4) Financial Statements

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services, reviewed the financial statements, pointing out that for the first two quarters of FY-2005, enrollment has been lower than projected. Therefore, budget revenues are 11 percent below what was projected. As the fiscal year moves forward, the budget will be adjusted to accommodate revenue and expenditure gaps.

The college is requesting that the financial statements as of and for the four months ended October 31, 2004, be accepted as presented.

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

(5) Discussion Items

Chairman Smith advised that he will be contacting several Board members to ask them to serve on a Nominating Committee to present a slate of officers at the upcoming Board reorganization meeting in January 2005. Ohio law requires that the Board elect their officers during the January meeting each year.