

COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
May 19, 2005

MINUTES

Present:

Dr. Susan C. Finn	Tim Wagner
Paula A. Inniss	Dr. Deborah Coleman
Dwight E. Smith	Jeanne Patton
Jeffrey L. Scheiman	Will Kopp
Michael C. Keller	Hamid Danesh
Priscilla D. Mead	Sarah Connor, Ex Officio Student
Dr. Val Moeller	Jennifer Snider, Ex Officio Staff
Terri Gehr	Steve Abbott, Ex Officio Faculty
Dr. Michael Snider	Cheryl Hacker, Asst. Attorney General

Dr. Susan Finn, Board Chair, called the meeting to order.

(1) Emeritus Status for Dr. Jonnie Budke

Dr. Val Moeller, President, advised that Dr. Jonnie Budke has been a valued employee at the college for 27 years, retiring in September 2004 as Chairperson of the Social and Behavioral Sciences Department. She is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Dr. Jonnie Budke effective June 1, 2005.

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

(2) Emeritus Status for Patricia J. Cass

Dr. Moeller advised that Patricia J. Cass has been a valued employee at the college for 24 years, retiring December 2004 as a full professor from the Developmental Education Department. She is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Patricia J. Cass effective June 1, 2005.

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

(3) Tenure Appointments

Dr. Moeller advised that 12 individuals are being recommended for tenure, and all have been reviewed in accordance with tenure policy and procedures and have been recommended through their respective supervisors for this honor. Four years of full-time teaching are required to be eligible for tenure, which is awarded during the fifth year. The tenure process is a rigorous one, and faculty must submit a comprehensive portfolio of their accomplishments to be reviewed at a number of different levels in order to qualify.

The college is requesting that the following individuals be granted tenure effective at the beginning of the 2005-2006 contract year:

Mr. Christopher Bell, Emergency Medical Services
Mr. Wesley (Lee) Blyth, Marketing
Mr. James (Rob) Duffey, Dental/Prison Programs
Ms. Amy Hart, Hospitality Management
Dr. Tracy Little, Social and Behavioral Sciences
Mr. John Lundquist, Interactive Multimedia Technology
Dr. Terrence Olive, Veterinary Technology
Mr. Jonathan Packer, Emergency Medical Services
Dr. Keith Pepperell, Humanities
Dr. Susan Rogers, Social and Behavioral Sciences
Ms. Jane Winters, Nursing
Dr. Adele Wright, Mechanical Engineering Technology

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

(4) Health Care Plan

Mr. Tim Wagner, Vice President for Human Resources, reported to the Board on the health insurance plans that the college will be offering to employees effective July 1, 2005. Because of the severely rising cost of health care insurance, three different health insurance plans will be offered for employees to choose from based upon their own personal needs and preferences:

Primary Plan	-	Moderate risk at moderate cost.
Alternative #1	-	High risk at very low cost.
Alternative #2	-	Low risk at high cost.

All three plans will be through United Healthcare, who provided the lowest bid this year. The college pays 80 percent of the premium; the employee pays 20 percent. In addition, the college will be initiating wellness programs for employees, creating wellness incentives, and promoting consumerism when selecting health care options.

(5) Compensation Adjustments for All Employees for FY-06

The employee salary adjustment recommendation for Fiscal Year 2006 is an increase of 2.5 percent. In addition, the college is recommending a one-time \$500 compensation for each full-time employee. Because the college does not know what funding will be available next year, the \$500 salary allocation is recommended for this fiscal year only.

The college is requesting that the Board of Trustees approve the following compensation adjustments for employees for fiscal year 2006:

- (A)** That the Board of Trustees allocate in the FY-06 Operating Budget \$1,853,507 from the general fund and \$29,797 from the auxiliary services fund for pay increases as follows:

Full-Time Staff, Faculty, and Administrators:

1. That the current staff, faculty, and administrator salary ranges remain the same.
2. That salary adjustments for all individual employees be implemented only after a formal evaluation of each employee is performed by his/her supervisor which includes a professional development plan and recommendation for a salary increase, and that such evaluation and recommendation be filed with the Human Resources Department.
3. That non-bargaining unit employees receive a 2.5 percent raise effective July 1, 2005, and that in negotiating agreements with bargaining unit employees, the same pay increase assumption for resource allocations is used.
4. The above actions are effective July 1, 2005.

Adjunct Faculty:

5. Effective July 1, 2005, all adjunct faculty will be paid \$39 per contact hour, a \$1 or 2.6 percent increase over the current rate of pay at a projected cost of \$466,576.

Part-Time Employees:

6. Effective July 1, 2005, part-time employees will be paid a 2.5 percent or a 50 cents an hour increase, whichever is greater. Each salary increase must be accompanied by a satisfactory performance appraisal filed with the Human Resources Department.
- (B) That the Board of Trustees authorize \$450,000 from the FY-05 net operating revenue for a one-time \$500 compensation for each full-time employee who is on the payroll July 1, 2005. Non-bargaining unit employees will receive the one-time compensation on July 15, 2005. Funds for this one-time compensation for full-time bargaining unit employees will be part of the resource allocation assumption and must be negotiated as a one-time allocation.

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

(6) Discovery Special Improvement District

Property owners in the Discovery District neighborhood that includes Columbus State Community College's Columbus campus have indicated interest in creating a Special Improvement District to provide resources that will maintain, improve, and build the area as a viable business, cultural, residential, and recreational community. Property owners in the area are assessed a self-imposed real estate assessment pursuant to a formula which will be adopted by the SID's Board of Trustees.

As the largest property owner in the SID, Columbus State has a vested interest in the neighborhood in which its students and employees work; therefore, the college would like to be a member of the SID. Being a member of the Board would give Columbus State a voice in matters that include safety and security, public health, convenience, and the overall welfare of the District. An annual assessment for membership based on linear footage would be levied on all members beginning in 2007, but the amount has not yet been determined.

As this organization develops, Board members will be provided with details so that they can stay current with the operation of the district.

The college is requesting that the Board of Trustees authorize the President to participate in the Discovery Special Improvement District and to allocate funds in the annual operating budget for the college's participation.

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

(7) Retail Complex Awarding of Bids

In September 2003, the Board of Trustees authorized a budget of \$8 million for the construction of a Retail Complex to be constructed on the corner of Mt. Vernon and Cleveland Avenues. The design includes three levels of retail, warehouse, printing, and mail service spaces totaling 36,750 square feet. Moody Nolan is the architect of record on this project. The project is funded from bond proceeds (\$7 million) and the Auxiliary Services Fund (\$1 million). Debt service for this project is funded by the Auxiliary Services Fund. The college publicly advertised for construction bids and received the lowest responsible bids itemized below.

The college is requesting that the Board of Trustees authorize the bids listed below, and enter into contract with each contractor for bids totaling \$5,360,232 for the construction of the Retail Complex.

<u>Contract</u>	<u>Contractor</u>	<u>Actual Bid</u>	<u>Bid Estimate</u>
General	Smoot Construction	\$3,775,400	\$3,819,900
Plumbing	Aggressive Mechanical	\$ 230,000	\$ 261,000
HVAC	Limbach	\$ 659,500	\$ 557,000
Electrical	Dynalectric	\$ 538,749	\$ 597,300
Fire Protection	TP Mechanical	\$ 121,983	\$ 102,000
IT Cabling	Tri-M Network Services	<u>\$ 34,600</u>	<u>\$ 57,000</u>
		<u>\$5,360,232</u>	<u>\$5,394,200</u>

One important item of interest has come up in the last few days. A bookstore company has purchased the property (0.45 acres) at the corner of Cleveland Avenue and Long Street, and they are advertising the opening of a bookstore there next month. The Director of Auxiliary Services is actively doing research on this situation to try to determine how this enterprise would affect Columbus State's operations. The Board requested that a further analysis be provided before they will approve this action. The college should look at its business model and assumptions, and try to project our market share given this new circumstance.

Because the bids expire June 20, an attempt will be made to put together all the information requested prior to next week's Board meeting. If this item is not approved then, either a special Board meeting would need to be called, or the project would have to be re-bid. It was also requested that legal counsel check on the use of the Columbus State Community College name since the competition is using our name in its advertising.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval provided that additional information is provided that satisfactorily answers their questions.

(8) Equipment Funds for Fiscal Year 2006

It was explained that this equipment request is in accordance with the previously approved Information Technology plan for maintaining and keeping current with technology needs throughout the campus. This request addresses the need to replace old equipment and/or acquire additional equipment.

The college is requesting that the Board of Trustees authorize the purchase of equipment as detailed: \$2.7 million from the FY-2006 Current General Fund-Capital Equipment; and \$23,800 from the Bookstore's Auxiliary Services Fund.

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

(9) Financial Statements

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services, reviewed the financial statements, advising that we are projecting a net operating balance for FY-2005 of approximately \$6.2 million. Because we earn the state's subsidy allocation in arrears, this year's subsidy is greater than last year's because of enrollment growth in the past two years.

The college is requesting that the financial statements as of and for the ten months ended April 30, 2005, be accepted as presented.

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

(10) Operating Budget for Fiscal Year 2006

Ms. Gehr gave a presentation on the operating budget, pointing out that it was developed to address the trends that continue to impact the college, including a drop in enrollment during the current academic year, and continued uncertainty at the state level in funding for higher education. Because of the enrollment decline this year, the proposed budget is based on the same number as FY-2005. The FY-2006 budget has been planned conservatively in the event of a state subsidy cut.

The college is requesting that the Board of Trustees approve the Fiscal Year 2006 Operating Budget for Columbus State Community College, the Child Development Center, and the Bookstore as presented.

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

(11) 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.

(12) Inclusion of Pickaway County in Service District

In August 2004 the Pickaway County Commissioners requested that Pickaway County be included in the Columbus State Community College service district in order to provide higher education programs and services to the citizens of Pickaway County. In order for the Ohio Board of Regents to proceed, our Board must approve this action.

The college is requesting that the Board of Trustees authorize the President to work with the Ohio Board of Regents and other appropriate entities to include Pickaway County in the Columbus State Community College service district.

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