

COLUMBUS STATE COMMUNITY COLLEGE  
Board of Trustees Committee of the Whole  
Franklin Hall Board Room  
September 15, 2005

**MINUTES**

Present:

Dr. Susan C. Finn, Board Chair	Dr. Michael Snider, Provost
Paula A. Inniss, Board Vice-Chair	Tim Wagner, V.P.
William A. Antonoplos, Board	Dr. Deborah Coleman, V.P.
Michael C. Keller, Board	Jeanne Patton, Asst. to Pres.
Suzanne Stilson Edgar, Board	Hamid Danesh, V.P.
Priscilla D. Mead, Board	Will Kopp, V.P.
Jeffrey L. Scheiman, Board	Steve Abbott, Ex Officio Faculty
Dr. Val Moeller, President	Sarah Conner, Ex Officio Student
Terri Gehr, Sr. V.P.	Cheryl Hacker, Asst. Atty. General

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

**(1) Waiver of Fees for Student Victims of Hurricane Katrina**

Due to the devastation of Hurricane Katrina and the inability of the colleges in the Gulf area to resume classes, possibly for the entire school year, Columbus State Community College would like to reach out to the student victims of the hurricane who were already registered and paid for classes at the various colleges and who now cannot attend.

Because the situation is fluid and continues to uncover various needs, the college is requesting that the Board of Trustees authorize the President to waive tuition and fees for such students and to take other actions that might become necessary to serve these students.

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

**(2) Emeritus Status for Dr. Ted G. Hopple**

Dr. Val Moeller, President, advised that Dr. Ted Hopple has been a valued employee at the college for 40 years, retiring June 30, 2005, as Chairperson of the Accounting and Finance Department. Over the course of his career, he has fulfilled many roles for the college, and he is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Dr. Ted G. Hopple effective October 1, 2005.

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

**(3) Emeritus Status for Carol Kizer**

Dr. Moeller advised that Carol Kizer has been a distinguished employee at the college for 39 years, retiring June 30, 2005, as Chairperson of the Hospitality Management Department. Universally recognized as one of the top individuals in her field, she is highly recommended for the honor of emeritus status.

The college is requesting that the Board of Trustees grant emeritus status to Carol Kizer effective October 1, 2005.

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

**(4) Revision of Policy No. 5-10 (Course Outlines and Syllabi)**

The Course Outlines and Syllabi policy has been in effect since October 15, 1985. The proposed revisions update the language, clarify the process, and are more explicit in terms of information to be contained in the course syllabi. The proposed policy was deliberated and recommended by both councils of Shared Governance and reviewed by the Attorney General's Office.

The college is requesting that the Board of Trustees approve the revisions to Policy No. 5-10 (Course Outlines and Syllabi) to become effective October 1, 2005.

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

**(5) Revision of Policy No. 5-17 (Field Trips)**

The Field Trip policy has been in effect since October 15, 1985. The proposed revisions update the language and clarify the process for students' notifying other faculty of potential absence due to a field trip. The changes expand the definition of field trips to include more than just class outings. The proposed policy was deliberated and recommended by both councils of Shared Governance and reviewed by the Attorney General's Office.

The college is requesting that the Board of Trustees approve the revisions to Policy No. 5-17 (Field Trips) to become effective October 1, 2005.

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

**(6) Revision of Policy No. 7-13 (Written Student Complaints)**

The Written Student Complaints policy has been in effect since June 26, 2000. Some information in the policy was actually procedural in nature and was therefore removed from the policy and moved to the procedure. The Higher Learning Commission of the North Central Association of Colleges and Schools requires institutional logging of written student complaints that are received by the President, a Vice-President, or the Provost of the college. The proposed policy was deliberated and recommended by both councils of Shared Governance and reviewed by the Attorney General's Office.

The college is requesting that the Board of Trustees approve the revisions to Policy No. 7-13 (Written Student Complaints) to become effective October 1, 2005.

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

**(7) New Policy No. 13-03 (Animals on Campus)**

This policy defines allowed animals, service animals, appropriate care of the animal while on campus property, and the process for gaining approval to have an animal on campus including responsibilities of the person requesting the animal to be on campus and college personnel. The proposed policy was deliberated and recommended by both councils of Shared Governance and reviewed by the Attorney General's Office.

The college is requesting that the Board of Trustees approve new Policy No. 13-03 (Animals on Campus) to become effective October 1, 2005.

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

**(8) Basic Renovations**

Capital Expenditures Policy No. 9-02 (D) calls for the college's Board of Trustees to approve and amend all capital project budgets. Each biennium in the State of Ohio's Capital Improvement Budget, public institutions of higher education receive a formula-based allocation for basic renovations. These funds are to be used for maintenance and upgrading of existing facility assets. For the Fiscal Years 2005 and 2006 biennium, the college's allocation is \$1,126,207. The college will use the funds specifically as follows:

Upgrade Franklin Hall Rooms 104, 106, and 110	\$240,000
Nestor Hall Window Replacement	45,000
Nestor Hall Auditorium/Seat Upgrades	25,000
Delaware Hall Retaining Wall Replacement	20,000
Veterinary Technology Building Boiler Replacement	75,000
Aquinas Roof Replacement	90,000
Union Hall Boiler Replacement	175,000
Parking Lot 11-S Repair and Resurfacing	500,000

All state laws and relevant college policy and procedures will be followed in implementing these projects. As required by state law, construction contracts in excess of \$50,000 will be brought to the Board of Trustees for approval.

The college is requesting that the Board of Trustees approve capital project budgets for the eight projects noted above.

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

**(9) 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.*

**(10) Financial Statements**

Ms. Terri Gehr, Sr. V.P. for Business and Administrative Services, reviewed the financial statements.

Because we are only two months into this fiscal year, there isn't a great deal of data to report. The college is still monitoring what the state is doing with instructional subsidies. We are just estimating now because it is too early in the year to have definitive figures. The impact of Hurricane Katrina is unknown at this time. Enrollment numbers are comparable to last year at this point in time. The Board requested that future financial statement explanatory memoranda include FTE (full-time equivalent) student numbers since that is the statistic upon which subsidies are based.

The Board pointed out that the President's Discretionary Fund has not expended very much money. The President indicated that these funds are primarily used for purchasing seats to community events related to college interests, flowers for special situations, and other miscellaneous purchases. It was emphasized that these funds are never used for the purchase of alcohol or other contributions prohibited by policy.

The college is requesting that the financial statements as of and for the two months ended August 31, 2005, be accepted as presented.

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

**(11) Taste the Future Fund-Raiser**

Board members commented that the *Taste the Future* fund-raising event held yesterday evening was outstanding. Attendance was great, the food was great, and the Board commended Matt Kelly and his Development Foundation staff for a job very well done.