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BOARD OF TRUSTEES

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A G E N D A
BOARD OF TRUSTEES MEETING
Thursday, May 27, 2010
Howard P. Grimes Board Room, Franklin Hall
6:00 p.m.

I.	Call to Order	
II.	Roll Call	
III.	Certification of Conformity with Section 121.22 (F) of the Ohio Revised Code	
IV.	Approval of Minutes	
V.	Communications/Recognition	
	A. Tenure Appointments and First Promotions in Rank	1
VI.	Consent Agenda	
	A. Amendment to Alternative Retirement Plan (ARP)	3
	B. Revisions of Policies 3-01, Employee Classification; 3-02, Employment; and 3-04, Employee Salaries	6
	C. Compensation Adjustments	10
	D. Revised Policy 5-14, Educational Resources Center (ERC)	22
	E. Revised Policy 11-03, Symbol (Renaming: College Representations)	24
	F. New Policy 7-03, Student Travel	26
	G. Identity Theft Prevention Program (Red Flags)	28
	H. Traffic Light at the Delaware Campus	33
	I. Columbus Hall (ERC) Renovation	34
	J. Revised Policy 7-10, Student Code of Conduct	35
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VII.	Proposed FY 2011 Operating Budget	12
VIII.	Financial Statements as of April 30, 2010	60
IX.	Personnel Information Items	74

- X. President's Report
 - A. Awards
 - B. Communications
 - C. Presentations/Reports

- XI. Old Business

- XII. New Business
 - A. OACC Report
 - B. Authorizing Award of Construction Contract

- XIII. Public Participation

- XIV. Executive Session (*if needed*)

- XV. Adjournment

President's Office
MVM:pf



Columbus State Community College

Date _____

Board Action

SUBJECT: Tenure Appointments and First Promotion in Rank.

BACKGROUND INFORMATION:

In accordance with Tenure Policy No. 5-02 approved by the Board of Trustees and effective December 1, 2005, all individuals having met the eligibility requirements for tenure and first promotion were reviewed by the Department Chairperson, the Division Dean, the Promotion and Tenure Review Committee, the Provost, and the President. Eighteen faculty members received recommendations that they be awarded tenure by the Board of Trustees of the Columbus State Community College. All eighteen faculty members are also being recommended for promotion in rank to Assistant Professor.



RECOMMENDATION:

That the following individuals be granted tenure and be promoted in rank to Assistant Professor effective at the beginning of the 2010-2011 contract year:

Susan Accetturo	Nursing
Melanie Adams	Human Services, Early Childhood Education
Sandra Arrighi	Allied Health, Medical Laboratory Technology
Tina Berry	Nursing
Mary Ann Canter	Allied Health, Respiratory Care Technology
Constance Doughty	Nursing
Debra Dyer	Construction Sciences and Engineer Technology, <i>(Electronic Engineering Technology)</i>
Dianne Fidelibus	Human Services, Mental Health/Chemical Dependency/ Mental Retardation
Karen Hughes	Nursing



Tenure Appointments (Cont'd)

Carla Mayers Bletesh	Health, Dental and Veterinary Technology, <i>(Veterinary Technology)</i>
Carolyn Novak	Nursing
Andrea Parsons	Construction Sciences and Engineering Technology <i>(Geographic Information Systems)</i>
Jack Popovich	Business Programs <i>(Accounting and Finance)</i>
MaryEllen Tancred	Allied Health Professions <i>(Medical Laboratory Technology)</i>
Bradley Trimble	Business Programs <i>(Accounting and Finance)</i>
Gary Gutman	Mathematics
Peter Karim-Sesay	Social Sciences
Nancy Ziminski	Developmental Education

Columbus State Community College



Date _____

Board Action

SUBJECT:

Amendment to the Columbus State Community College Chapter 3305 Alternative Retirement Plan

BACKGROUND INFORMATION:

The Administration seeks Board authorization to amend and restate the Columbus State Community College Chapter 3305 Alternative Retirement Plan (the "Plan") document in order to bring the Plan into compliance with current Internal Revenue Services ("IRS") rules for qualified plans.

The IRS classifies the Plan as a "pre-approved" Plan, specifically, a volume submitter Plan. As a volume submitter Plan, recent IRS rules require that volume submitter plans be completely rewritten every six (6) years to comply with IRS rules for qualified plans. During the six year period, the IRS may also require adoption of interim amendments.

In order for any Ohio alternative retirement plan to maintain its status as a qualified retirement plan, each Ohio institution that sponsors an alternative retirement plan must amend their document during the IRS six (6) year cycle and must also adopt required interim amendments. This restatement of the Plan takes into account all law changes under the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA").

Specific Changes

The IRS amendment and restatement process resulted in minor changes to the Plan document. As required by the IRS, the Plan document does incorporate any amendments that have been made to the Plan document since the last IRS determination letter was issued for the Plan in 2001. These amendments are required by the IRS to be included in a restated Plan document and the specific changes to the Plan document incorporate these prior amendments. Several other amendments to the Plan and other minor changes have been made to the document to incorporate the most recent IRS technical language for qualified plans. The key Plan provisions, such as the provisions on vesting, eligibility, loans and distributions remain unchanged.

RECOMMENDATION:

That the Board of Trustees adopted the proposed resolution (attached) to (1) restate the Columbus State Community College Chapter 3305 Alternative Retirement Plan, effective immediately (and as specifically set forth in the Plan document), and (2) to amend the Columbus State Community College Chapter 3305 Alternative Retirement Plan, effective as set forth in the interim amendments, and (3) to approve submission of the restated Plan and the interim amendments to the IRS for issuance of a determination that the Plan continues to meet the qualification requirements of the Internal Revenue Code of 1986 (as amended).

**COLUMBUS STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 20, 2010**

RESOLUTION

**A RESOLUTION PERTAINING TO ADOPTING THE PROPOSED RESTATEMENT
OF THE ALTERNATIVE RETIREMENT PLAN DOCUMENT AND AMENDMENTS
TO CONFORM WITH THE ECONOMIC GROWTH AND TAX RELIEF
RECONCILIATION ACT OF 2001, OTHER APPLICABLE LAWS, REGULATIONS
AND ADMINISTRATIVE AUTHORITY**

Synopsis: Authorization to adopt the proposed restatement of the Columbus State Community College's ("College") Chapter 3305 Alternative Retirement Plan, that was submitted to the Internal Revenue Service ("IRS") on April 26, 2010 to request issuance of a new favorable IRS determination letter, regarding the compliance with the requirements of: the Internal Revenue Code of 1986 ("Code"), as amended; the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"), other applicable laws, regulations, and administrative authority is proposed.

WHEREAS, the Board of Trustees ("Trustees") originally adopted the Columbus State Community College Chapter 3305 Alternative Retirement Plan ("the Plan"), effective March 25, 1999; and

WHEREAS, the College has the ability to amend and restate, from time to time, the Plan; and

WHEREAS, the College has amended and restated the Plan to bring the Plan in compliance with the Code, EGTRRA, other applicable laws, regulations, and administrative authority; and

WHEREAS, the College has submitted the restated Plan in proposed form to the IRS for a favorable determination letter that the Plan continues to meet the qualification requirements of Section 401 et seq. of the Code; and

WHEREAS, the College now desires to formally adopt the proposed restated Plan document and amendments, and submit the Plan and amendments, as adopted, to the IRS.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Trustees of the College:

Section 1. Amendments and Restatement. The amendments and the restatement of the Plan is hereby adopted effective as stated therein.

Section 2. Execution. The Administration is hereby authorized to execute the Amendments and the Restatement and any other instruments, documents, or conveyances necessary to effectuate the amendments and the restatement and to submit the executed amendments and the restatement to the IRS.

Section 3. Conforming Changes. The Administration in carrying out this Resolution, is hereby authorized and empowered to make any necessary changes to the amendments and the restatement as may be required to ensure compliance with the applicable and effective provisions of the Code and the Ohio Revised Code, and any related rules and regulations, currently in effect or as hereinafter amended, and to take such further action as may be necessary or available to implement this Resolution without further ratification or action by the Trustees.

Section 4. Open Meetings. The Trustees find and determine that all formal actions of the Trustees relating to the enactment of this Resolution were taken in an open meeting of the Trustees, and that all deliberations of the Trustees and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.



COLUMBUS STATE COMMUNITY COLLEGE

BOARD ACTION

Date: _____

SUBJECT:

Revision of Policies 3-01, Employee Definitions; 3-02, Employment; and 3-04, Employee Salaries.

BACKGROUND INFORMATION:

The College continually updates policies and procedures in order to meet changing needs. We are requesting to update three Human Resource policies:

- Chapter 3-01 Employee Definitions
- Chapter 3-02 Employment
- Chapter 3-04 Employee Salaries

The justification for the policy changes are as follows:

1. We wish to properly align employees who hold part time positions as College & Federal Work Study students, and establish a new Professional Part-time appointment type. The purpose is to better use these types of employees and align to best practices in other community colleges our size. Work Study students typically are administered out of the financial aid office. This change would move those operations from Human Resources to Financial Aid.
2. The college is receiving many more grants and contracts. Many of those grants have stimulus dollars attached to them. Due to the meticulous accounting needed for the work performed in those grants and because most of the grants do not cover many of the typical college employee benefits, we have a need to more clearly define the appointment of grant and contract employees.
3. In July of 2008, the Board of Trustees adopted a Performance Management compensation system. During the implementation year, the college had two sets of policies and procedures. One to govern salary increases during that current year and one to take effect after the implementation year. Consequently it is time to delete the outdated salary administration policy.
4. The Board of Trustees adopted a benefit that gives a one-time salary adjustment to employees who obtain an advanced degree. That benefit was misplaced in procedure and needed to be placed in policy.

RECOMMENDATION:

That the Board of Trustees adopts the proposed changes in policy effective June 1, 2010.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE DEFINITIONS

Effective August 21, 2000

Policy No. 3-01

Page 1 of 1

- (A) An employee is any individual who is listed on the college's payroll.
- (B) A full-time employee is employed in a Board-approved position.
- (C) A PROFESSIONAL part-time employee is employed in a non-Board-approved position working THIRTY ~~twenty~~-hours or less per week IN AN APPROVED CLASSIFICATION IN THE COLLEGE'S CLASSIFICATION PLAN. ~~for a specific approved duration.~~
- (D) A WORK STUDY STUDENT IS EITHER AN EMPLOYEE IN THE FEDERAL STUDENT AID PROGRAM OR THE COLLEGE WORK STUDY PROGRAM. BOTH MUST BE ENROLLED FOR CREDIT CLASSES IN THE COLLEGE AT ALL TIMES AND EMPLOYED TWENTY HOURS OR LESS PER WEEK FOR THE DURATION OF THEIR FUNDING OR END OF THE FISCAL YEAR, WHICHEVER COMES FIRST. WORK STUDY POSITIONS ARE MANAGED BY THE FINANCIAL AID DEPARTMENT AND ARE COMPENSATED ON AN HOURLY BASIS. SEE POLICY AND PROCEDURE 7-07.
- (E) A temporary employee is employed in a non-Board-approved position that is ~~expected to be~~ NO MORE THAN ONE (1) YEAR ~~six months or less~~ in duration, OR UNTIL THE COMPLETION OF A PROJECT.
- (F) An externally funded employee is employed in a non-Board-approved position which is not funded from the unrestricted general fund resources of the college. Due to the nature of the funding (commonly contracts or grants), externally funded employment is subject to ~~special~~ employment conditions and/or restrictions THAT MAY NOT APPLY TO EMPLOYEES IN A BOARD APPROVED POSITION.
- (G) The *President college* will establish procedures that define work categories.

REVISED May 17, 2010

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYMENT
Policy No. 3-02
Page 1 of 1

Effective August 21, 2000

- (A) Columbus State Community College believes in a globally diverse and multicultural environment that promotes equal opportunities to all applicants and employees. This is achieved through a competitive recruitment and employment process that provides qualified and diverse employees.
- (B) The college will establish procedures for the establishment and revision of job descriptions.
- (C) The college will establish procedures for the employment of full-time faculty and administrators.
- (D) The college will establish procedures for the employment of full-time staff.
- (E) The college will establish procedures for the employment of PROFESSIONAL part-time staff.
- (F) The college will establish procedures for the employment of adjunct instructors.
- (G) THE COLLEGE WILL ESTABLISH PROCEDURES FOR THE EMPLOYMENT OF PART-TIME WORK STUDY STUDENTS.
- (G) The final determination of all hiring decisions rests with the President. Former full-time employees of the college are eligible for rehire on a case-by-case basis. ~~only after written or electronic communication approval of the President.~~

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

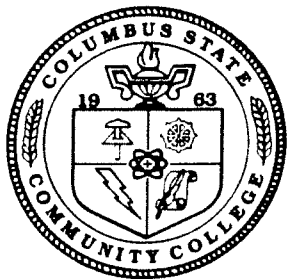
EMPLOYEE SALARIES

Effective

Policy No. 3-04

Page 1 of 1

- (A) Schedules of SALARY BANDS AND PAY ~~salary~~ ranges for all jobs shall be maintained by the ~~Executive Director~~ VICE PRESIDENT OF HUMAN RESOURCES ~~Director of Personnel~~. ~~Each employee will be provided a copy of the appropriate salary schedule or range.~~
- (B) Changes to SALARY BANDS AND PAY RANGES require approval of the Board of Trustees.
- (C) The Board of Trustees shall determine the salary of the President.
- (D) Initial placement of employees IN THE SALARY BAND ~~on the salary schedule or range~~ will be made in accordance with POLICY/PROCEDURE 3-03 (H) (1) ~~procedures adopted by the President~~. ~~Initial placement of staff or management employees in the appropriate range above the mid-point of the range, or initial placement of faculty above step 5 of the schedule, must be approved by the Board of Trustees.~~
- (E) EMPLOYEES WHO EARN AN ACADEMIC DEGREE MORE ADVANCED THAN THEY ALREADY POSSESS SHALL BE COMPENSATED FOR EARNING THAT DEGREE IN ACCORDANCE WITH ~~PROCEDURES ADOPTED BY THE PRESIDENT~~. POLICY/PROCEDURE 3-04 (F)
- (F) PROCEDURES FOR THE ADMINISTRATION OF THE COLLEGE'S SALARY SYSTEM WILL BE ADOPTED BY THE PRESIDENT.



COLUMBUS STATE COMMUNITY COLLEGE

DATE: _____

BOARD ACTION

SUBJECT:

Compensation Adjustments for Non-Bargaining Employees and Administrators for FY 2010-2011.

BACKGROUND INFORMATION:

Full-time Staff and Administrators:

Effective June 1, 2008, the Board of Trustees adopted the new Performance Management Policy which incorporated a broad band salary system for full-time staff and administrators. Since July 1, 2002, salary increase recommendations were changed from the calendar to the fiscal year.

However, in order to attract and retain effective non-union staff and administrators, the College is requesting a salary merit adjustment pool of 3.6%. The cost to implement this increase is approximately \$1,255,742 on an annual basis including benefits.

Adjunct Faculty:

The Board of Trustees adopted the current rate of \$44.70 per contact hour effective Summer Quarter 2009. With this rate, it was expected and understood that adjunct faculty would continue to make themselves available to students outside the scheduled class hours. This year we are recommending the rate to \$46.30 per contact hour effective Summer Quarter 2010. The total cost to implement this increase is approximately \$1,180,358.

Part-time Employees:

The college is in the process of properly aligning part-time employees with the best practices of other community colleges. We are proposing the following:

1. The creation of a work study appointment type. There is no need for a salary adjustment for those employees at this time.
2. We are also creating a new appointment type call Professional Part-time. We are moving part-time employees to the base of the pay range of the classification they currently hold. Consequently there is no need for a salary adjustment for those employees at this time.

3. Those employees who are currently part-time but paid at the base of the pay range will also be classified as Professional Part-time employees. For this group of employees, we are recommending salary increases. It is recommended that all of these employees be given a 3.6% increase in their respective hourly rates effective July 1, 2010 provided they have a positive performance evaluation for the past period. The cost to the College is approximately \$263,900 on an annual basis.

RECOMMENDATION:

Full-time employees:

1. That the current staff and administrator salary ranges not be amended due to the implementation of the Performance Management Policy.
2. That salary adjustments for 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 Resource Department; and
3. The additional salary and benefit pool for the requested increases is \$2,700,000 from the General Fund and \$98,653 from the Auxiliary Fund.
4. That the pool of monies approved (3.6% percent) for staff and administrator salary adjustments (who are evaluated on a merit basis) be (\$1,255,742 annual basis); and
5. The above actions will be effective July 1, 2010.

Adjunct Faculty:

6. Effective July 1, 2010, all adjunct faculty will be paid the flat rate of \$46.30 per contact hour and that the cost of implementation of this rate is approximately \$1,180,358.

Part-time Employees:

7. Effective July 1, 2010, those specified Professional Part-time employees will receive a 3.6% increase in the hourly wage rate provided that they have received a positive performance evaluation. The cost to implement this recommendation is approximately \$263,900.



COLUMBUS STATE COMMUNITY COLLEGE

Date _____

BOARD ACTION

SUBJECT:

Operating Budget for Fiscal Year 2011

BACKGROUND INFORMATION:

Columbus State Community College Policy 9-01 requires that the Board of Trustees approves the District's operating budget prior to the beginning of each fiscal year. FY 2011 begins on July 1, 2010.

Attached is the proposed FY 2011 Operating Budget. The budget is accompanied by a brief narrative that describes revenue and expense assumptions for the FY 2011 Operating Budget.

Additionally, several initiatives approved by the Board of Trustees in May 2009 are prepared for next phase implementation. Exhibit C lists the initiatives and the additional funds necessary to advance the work.

RECOMMENDATION:

That the Board of Trustees approves the FY 2011 operating budget for Columbus State Community College District (Exhibit A) and Auxiliary Enterprises (Exhibit B), and the release of additional funds for strategic initiatives listed on Exhibit C.

That the Board of Trustees authorizes the President to restructure the financing of trust obligations relative to Bridgeview Golf Course and Driving Range, to effect the termination of the lease, minimize annual operating expenses, and minimize long-term liability.

FY 2011 OPERATING BUDGET AT A GLANCE

Planning Context

As recovery from the nation's economic crisis and job losses continues to creep rather than leap forward, Columbus State Community College has expanded academic offerings in the classroom and online, has maintained 2006 tuition rates, and has created and funded economic incentives for adults to return to college. As a result, the College continues to set enrollment records. Individuals are seeking new skills and careers, and making value-driven choices in pursuit of higher education, leading them to select community colleges.

In Autumn 2010, the College will host the first classes at its new campus in Delaware County, making it even more convenient for students in the northern part of the College's 4-county district to access a quality and affordable higher education. And since access is meaningless without academic success, the College also will be expanding and developing programs to increase the rates at which students succeed in their classes.

As part of the University System of Ohio (USO), Columbus State continues to align its goals with the USO's 10-year strategic plan. The College's proposed FY11 operating budget supports programs that will advance the college's goals of access, success, human capacity development (PERFORMS), sustainability (both financial and environmental), and quality improvement.

Carefully balancing unprecedented growth with continued uncertainty relative to the State of Ohio's budget is a principal consideration in budget planning. Of the State subsidies allocated to the College in the current biennium, FY 2010-2011, approximately 16%, or \$10 million in each fiscal year, is one-time federal stimulus dollars. It is unknown at this time how the federal stimulus gap will be closed in FY12-13 state budget. Prudent planning and ongoing attention to conducting the college's work efficiently while maintaining quality continue to be critical considerations.

Key Budget Assumptions for the Operating Budget

The proposed FY 2011 District budget is summarized in Exhibit A, attached to which are budgets for the Columbus Campus (Exhibit A-1) and the Delaware Campus (Exhibit A-2).

Key budget guidelines and assumptions, including the Resource Planning Guidelines authorized by the Board of Trustees in November 2007, include the following:

1. All revenue and expenditure assumptions are compared to RFY 2010 Budget.
2. The college will operate within 1-2% of revenues expected during the fiscal year, as outlined in the Board's guiding principles for resource management.
3. Salary and benefits will continue to be at or less than 80% of total expenditures.
4. Salary and wage adjustments for non-bargaining full-time employees reflect annual adjustments as proposed for Board approval and bargaining units as prescribed by the respective contracts.
5. Existing contractual obligations shall be met.

Additional budget assumptions are outlined below.

FY 2011 OPERATING BUDGET AT A GLANCE

Revenues

FY11 estimated revenues total \$156,007,511, a 5% increase over RFY10 budgeted revenues. Specific FY11 revenue assumptions include the following:

Enrollment

In 2009-2010, Columbus State established yet another enrollment record and perhaps more importantly increased its number of full-time equivalent (FTE) students to a projected 20,907, a 17.5% increase over the previous year. This is especially important given the formula on which the State's subsidy is calculated considers FTEs rather than headcount, though the latter has notable impact on infrastructure and service delivery.

For purposes of the FY11 operating budget, enrollment projections assume levels comparable to the current academic year plus the enrollment anticipated for the Delaware Campus which will host its first classes beginning in Autumn 2010.

Tuition

Because of increased enrollment and through various efficiency measures, in FY2011 Columbus State students will be assessed tuition rates equal to the rates that have been assessed since FY06. As enrollment has grown, tuition revenue has become an increasing proportion of the college's operating budget. In FY 11, tuition and fee revenue comprises 56.8% of the budget while state subsidy comprises 41.1%. Because state subsidy is paid in arrears, enrollment at the Delaware Campus in FY2011 will generate student tuition and fees but the related subsidy will be realized in the subsequent fiscal year.

State Support

The proposed FY11 budget includes \$64,173,300 in state subsidy, the latest projections from the Ohio Board of Regents. *Success Points*, newly-adopted performance-based measures that are factored into the formula distribution for the first time in FY11, focus on student success in the following areas: completing developmental education courses, completion of prescribed numbers of credit hours, degrees earned, and transfers. Approximately 4.2% of the college's State subsidy allocation is attributable to Success Points.

The College's projected state subsidy represents a 3% increase over the current year allocation, and of this allocation, approximately \$10 million, or 15.5%, are one-time federal stimulus dollars.

Expenditures

Totals

The College's total FY 2011 budget equals \$154,423,038, or 10% over the RFY10 budget. Included in the increased expenditures are allocations for the first academic year at the Delaware Campus. In addition to operational expenses, the budget includes \$1.5 million for debt service and \$3.6 million for capital equipment.

FY 2011 OPERATING BUDGET AT A GLANCE

Budget Highlights

Access: In addition to opening a second campus in Delaware County, the college is adding faculty and staff to meet increased demands for programs and services to meet the needs of a significantly expanded enrollment. Positions approved by the Board of Trustees at various recent meetings are included in the FY11 budget, specifically:

- 15 new faculty and 20 staff positions for the Columbus Campus;
- 10 new faculty and 21 full-time staff and administrative positions for the Delaware campus; and
- contingency resources for adjunct faculty and other temporary positions that may become necessary should enrollment exceed expectations.

Success:

- Expand writing as a skill that is enhanced not only in English courses but across the curriculum using the *Writing Across the Curriculum* program.
- Implement and evaluate a Developmental Education/Remedial Pilot program in mathematics that will condense Mathematics into a single intensive six-week modularized program that will either make students ready for higher level Mathematics or more clearly identify particular deficiencies that need further pre-work.
- Develop, implement and evaluate Developmental Education/Remedial Pilot programs in Mathematics and English.

Regional Workforce Needs:

- An array of 11 new certificate programs will be added beginning in Autumn 2010
- Workforce Development supported by federal and other grants with the College's in-kind or other contribution parenthetically noted include:
 - Constructing Futures Grant (\$85,000)
 - Mid West Community College Health Information Consortium Grant (\$137,000)
 - Ohio Bio Science Industry Workforce Preparedness Project Grant (in collaboration with the Small Business Development Center).

Administrative Efficiencies: In May 2009 the Board of Trustees approved start-up funds to launch self-insurance programs for the College's health care and workers' compensation programs. These self-insurance programs will be fully implemented in FY 2011 with a total potential projected savings of up to \$1.0 million.

Key Budget Assumptions for Auxiliary Fund Programs

The proposed FY 2011 budget for the auxiliary fund is summarized in Exhibit B. In planning the auxiliary fund budget, the objective is to operate with a positive net income in the aggregate.

The proposed FY 2011 budget for the college's auxiliary enterprises allows for serving an enrollment comparable to the current academic year, and to maximizing enrollment at the Child Development Center. Continuing to increase engagement at Bridgeview Golf Course is also a priority, while serving as a site for the college's golf classes and as the program site for the First Tee program. See exhibit B for a summary of the enterprises budgeted in the Auxiliary Fund.

FY 2011 OPERATING BUDGET AT A GLANCE

Child Development Center

The proposed FY 2011 budget for the college's Child Development Center (CDC) assumes that the Center will operate at full capacity. With decreasing federal support available to offset the difference between public subsidies and the Center's fees for services, maximum enrollment must be sustained to minimize program revenue losses. Marketing to community members will be increased in the coming year.

Bookstore

The college's bookstore continues to be self-sustaining. The college's growing enrollment has resulted in higher textbook sales and increased sales in general merchandise and electronics. Product offerings are reviewed regularly to meet the needs of students and employees. Students at off-campus sites and at the Delaware Campus are served through the bookstore's on-line program, and books are delivered to the campus or site, or mailed directly to the student.

Bridgeview Golf Course

Marketing for Bridgeview has been enhanced through a better web presence, increased marketing to campus employees and students, and to out of town travelers. The course is also receiving coverage from local media, and radio stations.

Food Service

The food service program will continue operating self-sufficiently, and will be expanded to serve the Delaware Campus.

**Columbus State Community College District
Operational Budget District
Proposed FY11 Budget Compared to RFY10 Budget**

		RFY10	FY11	Difference	Percent Increase/(Decrease)
Revenues					
Appropriations					
(a)	Transfer-In Delaware Campus	\$ 1,311,043	\$ 2,683,002	\$ 1,371,959	105%
(b)	Subsidy (1)	62,168,736	64,173,300	2,004,564	3%
		<u>63,479,779</u>	<u>66,856,302</u>	3,376,523	5%
Student					
(d)	Tuition (2)	78,583,740	82,565,633	3,981,893	5%
(e)	Fees (3)	5,350,420	5,579,991	229,571	4%
(f)	Special courses	500,000	500,000	-	0%
		<u>84,434,160</u>	<u>88,645,624</u>	4,211,464	5%
Contracted Services					
(g)	Net	255,585	255,585	-	0%
		<u>255,585</u>	<u>255,585</u>	-	0%
Other					
(h)	Miscellaneous	250,000	250,000	-	0%
		<u>250,000</u>	<u>250,000</u>	-	0%
(i)	Total Revenues	<u>148,419,524</u>	<u>156,007,511</u>	7,587,987	5%
Expenditures					
(j)	Educational & General				
(k)	(Instructional) (4)	79,390,192	84,873,487	5,483,295	7%
(l)	Library	1,870,237	2,127,913	257,676	14%
(m)	General (5)	11,403,962	11,775,938	371,976	3%
(n)	Information Technology	12,451,037	12,953,653	502,616	4%
(o)	Student Services	10,952,411	11,879,267	926,857	8%
(p)	Operation and Maintenance of Plant	13,099,563	14,541,679	1,442,115	11%
(q)	Administration (6)	7,851,487	8,172,282	320,794	4%
(r)	Additional Payroll Items	-	-	-	
	Contingency Delaware Campus	100,000	250,000	150,000	150%
	Add' Payroll Items		2,700,000		
(s)	Operational Expenses	<u>137,118,890</u>	<u>149,274,219</u>	12,155,329	9%
(t)	Transfer for equip. and replacement	2,200,000	3,600,000	1,400,000	64%
(u)	Transfer for debt service	1,548,819	1,548,819	-	0%
(v)	Transfer for capital improvements	-	-	-	
(w)	Total expenditures & transfers	140,867,709	154,423,038	13,555,329	10%
(x)	Operational Revenues	<u>\$ 7,551,815</u>	<u>\$ 1,584,473</u>	\$ (5,967,342)	-79%

Columbus State Community College
Columbus Campus Operational Budget Comparison
Proposed FY11 Budget Compared to RFY10 Budget

	(1) RFY10 Budget	(2) FY11 Proposed	(3) Difference	(4) Percent Increase/(Decrease)	
Revenues					
Appropriations					
(a)	Subsidy (1)	\$ 62,168,736	\$ 64,173,300	\$ 2,004,564	3.3%
(c)	Access Challenge	-	-	-	0.0%
(c)	Jobs Challenge	-	-	-	0.0%
		<u>62,168,736</u>	<u>64,173,300</u>	2,004,564	3.3%
Student					
(d)	Tuition (2)	78,583,740	80,717,823	2,134,083	3.2%
(e)	Fees (3)	5,350,420	5,506,079	155,659	3.2%
(f)	Special courses	500,000	500,000	-	0.0%
		<u>84,434,160</u>	<u>86,723,902</u>	2,289,742	3.1%
Contracted Services					
(g)	Net	<u>255,585</u>	<u>255,585</u>	-	0.0%
		255,585	255,585	-	0.0%
Other					
(h)	Miscellaneous	<u>250,000</u>	<u>250,000</u>	-	0.0%
		250,000	250,000	-	0.0%
(i)	Total Revenues	<u><u>147,108,481</u></u>	<u><u>151,402,787</u></u>	4,294,306	3.2%
Expenditures (4)					
(j)	Educational & General				
(k)	(Instructional)	79,202,176	83,212,125	4,009,949	5.5%
(l)	Library	1,800,336	1,945,366	145,030	8.4%
(m)	General (5)	11,393,334	11,609,084	215,750	2.0%
(n)	Information Technology	12,176,666	12,458,033	281,367	2.4%
(o)	Student Services	10,804,703	11,524,566	719,863	7.2%
(p)	Operation and Maintenance of Plant	12,690,986	13,385,375	694,388	5.3%
(q)	Administration (6)	7,739,646	7,834,945	95,298	1.4%
(r)	Additional Payroll Items	-	-	-	0.0%
(s)	Operational Expenses	<u>135,807,848</u>	<u>141,969,494</u>	6,161,646	4.7%
(t)	Transfer for equip. and replacement	2,200,000	3,300,000	1,100,000	50.0%
(u)	Transfer for debt service	1,548,819	1,548,819	-	0.0%
(v)	Transfer for capital improvements	-	-	-	-
(w)	Total expenditures & transfers	<u><u>139,556,667</u></u>	<u><u>146,818,314</u></u>	7,261,647	5.4%
(x)	Operational Revenues	<u><u>\$ 7,551,814</u></u>	<u><u>\$ 4,584,473</u></u>	\$ (2,967,340)	-219.9%

Notes

- (1) Subsidy reflects most recent OBOR projection as of April 30, 2010.
- (2) Proposed FY11 tuition revenue flat to projected FY10 YE with no tuition increase.
- (3) Fee revenue includes Lab Fee Income and other student based fees.
- (4) Proposed increase provides for 15 new faculty positions, 4 enrollment advisors, an accountant, and adjunct budget necessary to support enrollment and contractual increases for all bargaining units.
- (5) General includes Planning & Construction, Human Resources, Print Shop, Office Services, Institutional Adv., KRP, Diversity & Inclusion, and Development Office.
- (6) Administration includes VP BAS, President's Office, & Business Office. Key expense increase is Bad Debt Expense

Columbus State Community College
Delaware Campus Operational Budget Comparison
Proposed FY11 Budget Compared to RFY10 Budget

Exhibit A-2

	FY10	FY11	Difference	Percent Increase/(Decrease)
Revenues				
Appropriations				
(a) Transfer-In Delaware Campus				
Operations Initiative Account	\$ 1,311,043	\$ 2,683,002	\$ 1,371,959	104.6%
(b) Subsidy (1)	-	-	-	0.0%
(c) Tuition Revenue (2)	-	1,847,810	1,847,810	100.0%
(d) Fee Revenue (3)	-	73,912	73,912	100.0%
(e) Revenue Total	<u>1,311,043</u>	<u>4,604,724</u>	3,293,681	251.2%
Expenditures (6)				
(f) Educational & General (Instructional)	188,016	1,661,362	1,473,345	783.6%
(g) Library	69,901	182,547	112,646	161.2%
(h) General (4)	10,628	166,854	156,226	1469.9%
(i) Information Technology	274,371	495,620	221,248	80.6%
(j) Student Services	147,708	354,701	206,993	140.1%
(k) Operation & Maintenance of Plant	408,577	1,156,304	747,727	183.0%
(l) Administration (5)	111,841	337,337	225,496	201.6%
(m) Contingency	100,000	250,000	150,000	150.0%
(n) Expense Total	<u>1,311,043</u>	<u>4,604,724</u>	3,293,682	251.2%
(o) Operational Revenues	<u>\$ 0</u>	<u>0</u>	(0)	-100.0%

Notes:

- (1) Subsidy calculated by annualizing FTE's in business plan and multiplying by average earnings per FTE. Subsidy is paid in arrears based on a 2 year average.
- (2) Tuition revenue calculated by multiplying total credit hours by a current tuition rate of \$79.
- (3) Fee revenue calculated at 4% of tuition revenue.
- (4) General includes Office Services and Institutional Advancement. Other departments in this category do not have a Delaware Campus Budget.
- (5) Administration includes Campus Administration & Business Services.
- (6) No district overhead costs are built into this budget.

Columbus State Community College Auxiliary Services Fund FY 2011 Budget

	FY10	FY11	Increase	Percent
<u>Revenues</u>	<u>Revised Budget</u>	<u>Proposed Budget</u>	<u>(Decrease)</u>	<u>Change</u>
Bookstore	\$ 2,992,997	\$ 3,024,341	\$ 31,344	1.0%
Child Development Center	965,895	965,895	(0)	0.0%
Food Services	364,390	345,343	(19,047)	-5.2%
Bridgeview	478,089	475,131	(2,958)	-0.6%
Total	4,801,371	4,810,710	9,339	0.2%
<u>Expenses</u>				
Bookstore	2,288,223	2,245,306	(42,917)	-1.9%
Child Development Center	1,237,493	1,233,023	(4,469)	-0.4%
Food Services	77,363	77,588	225	0.3%
Bridgeview	541,404	529,825	(11,579)	-2.1%
Total	4,144,482	4,085,742	(58,740)	-1.4%
<u>Net Income/(Loss)</u>				
Bookstore	704,774	779,035	74,261	10.5%
Child Development Center	(271,597)	(267,128)	4,469	-1.6%
Food Services	287,027	267,755	(19,272)	-6.7%
Bridgeview	(63,315)	(54,694)	8,621	-13.6%
Total	656,888	724,968	68,079	10.4%
<u>Miscellaneous</u>				
Administrative Office*	465,936	464,190	(1,746)	-0.4%
Marketing	142,173	150,412	8,239	0.0%
Administrative Salaries	-	-	-	0.0%
Add'l Payroll Items	-	98,654	98,654	0.0%
	608,109	713,256	105,147	0.0%
Total Auxiliary Net Income	\$ 48,779	\$ 11,712	\$ (37,068)	-76.0%

* Administrative Office contains expenses related to overseeing all Auxiliary

Strategic Initiatives – Release of Additional Funds

<u>Initiative</u>	<u>Strategic Initiative Account</u>	<u>Amount</u>
Web Site Architecture/ Web Services Integration	Technology	\$359,000
Document Management System	Technology	\$238,000
Health Savings Account Option	Health Care HSA Incentive	\$300,000



COLUMBUS STATE COMMUNITY COLLEGE

BOARD ACTION

Date: _____

SUBJECT:

Revision of Policy No. 5-14, Educational Resources Center (ERC).

BACKGROUND INFORMATION:

The Educational Resources Center (ERC) policy and procedures have been updated and revised to reflect the following: Media Services is no longer part of the ERC and the request process does not support reasonable operational expectations. The functions within ERC have changed since the policy and procedures were modified in April 2006.

RECOMMENDATION:

That the Board of Trustees approve the attached revisions to Policy No. 5-14, Educational Resources Center (ERC), effective July 1, 2010.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EDUCATIONAL RESOURCES CENTER
Policy No. 5-14
Page 1 of 1

Effective April 15, 2006

DRAFT
REVISED

- (A) The purpose of the Educational Resources Center is to support the college's educational programs OF THE COLLEGE through an organized and readily accessible collection of information resources ~~in a variety of formats~~, and by providing ~~audiovisual, media, and library~~ LIBRARY AND MULTIMEDIA services to meet the institutional, instructional, and individual needs of the college community.
- (B) The Educational Resources Center shall serve students, faculty, staff, administrators, individuals with emeritus status, alumni, and the board of trustees of the college in accordance with procedures approved by the President. Limited services are available to other groups as defined within procedures approved by the President.
- (C) The President is authorized to approve operating procedures, including a system of fines, for the Educational Resources Center.

Last Effective Date: October 15, 1985

Accepted by: Shared Governance Instructional Council and Instructional Support Council



COLUMBUS STATE COMMUNITY COLLEGE

BOARD ACTION

Date: _____

SUBJECT:

Revision of Policy No. 11-03, College Representations (Current Name – Symbol)

BACKGROUND INFORMATION:

This policy is outdated and last revised in October of 1985.

Both the proposed revised policy and related procedures were reviewed and recommended through the Shared Governance process.

RECOMMENDATION:

That the Board of Trustees approve the attached revisions to Policy no. 11-03, College Representations (Current Name – Symbol), effective July 1, 2010.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

~~SYMBOL~~ COLLEGE REPRESENTATIONS

~~Effective October 15, 1985~~

Policy No. 11-03

Page 1 of 1

DRAFT
REVISED

~~(A) The President is authorized to adopt a symbol, logo, athletic team name, colors, song, and mascot as representations of the college.~~

- (A) REPRESENTATIONS OF THE COLLEGE, ITS DEPARTMENTS AND PROGRAMS COMMUNICATE THE EDUCATIONAL MISSION AND IDENTITY OF THE COLLEGE AND, THEREFORE, SHOULD BE USED IN A MANNER THAT PROMOTES AND PROTECTS THESE ASSOCIATIONS. THESE REPRESENTATIONS INCLUDE, BUT ARE NOT LIMITED TO, ATHLETIC TEAM NAME, COLORS, SONG, MASCOT AND MARKS SUCH AS LOGOS AND SYMBOLS.
- (B) THE PRESIDENT SHALL ESTABLISH PROCEDURES TO ADOPT AND PROTECT COLLEGE REPRESENTATIONS USED IN EXTERNAL AND INTERNAL COMMUNICATION.
- (C) THE PRESIDENT HAS THE AUTHORITY TO DELEGATE THE ADOPTION AND PROTECTION OF COLLEGE REPRESENTATIONS.

Last Effective Date: October 15, 1985

Accepted by: Shared Governance Instructional Council and Instructional Support Council



COLUMBUS STATE COMMUNITY COLLEGE

BOARD ACTION

Date: _____

SUBJECT:

New Policy No.7-03, Student Travel.

BACKGROUND INFORMATION:

A Student Travel Policy and Procedure does not currently exist at Columbus State Community College.

RECOMMENDATION:

That the Board of Trustees approve the attached new Policy No. 7-03, Student Travel, effective July 1, 2010.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT TRAVEL
POLICY 7-03
PAGE 1 OF 1

Effective:

NEW

- (A) COLUMBUS STATE PROVIDES NUMEROUS EDUCATIONAL AND COLLEGE PROGRAMS FOR THE STUDENTS IT SERVES INCLUDING BUT NOT LIMITED TO COURSE-RELATED TRAVEL, EDUCATION ABROAD AND STUDENT ATHLETIC TRAVEL. THE STUDENT TRAVEL POLICY APPLIES TO ALL STUDENTS AND/OR STUDENT GROUPS WHO TRAVEL WITH COLLEGE APPROVAL IN SUPPORT OF THE COLLEGE MISSION AND STUDENT LEARNING. CLINICAL PLACEMENTS, INTERNSHIPS, FIELD EXPERIENCES AND FIELD TRIPS ARE NOT CONSIDERED STUDENT TRAVEL. FOR FIELD TRIPS, SEE FIELD TRIPS POLICY AND PROCEDURE 5-17 AND 5-17 (B).
- (B) THE COLLEGE SUPPORTS DOMESTIC AND INTERNATIONAL STUDENT TRAVEL FOR THE FOLLOWING REASONS:
 - (1) TRAVEL TO ENHANCE EDUCATIONAL AND COLLEGE EXPERIENCES;
 - (2) TRAVEL TO ACCOMPLISH COLLEGE BUSINESS SUCH AS APPROVED REPRESENTATION AT COMMUNITY, GOVERNMENTAL OR OTHER EXTERNAL EVENTS OR ACTIVITIES.
- (C) THE COLLEGE WILL FINANCIALLY SUPPORT STUDENT TRAVEL PURSUANT TO COLLEGE POLICIES AND PROCEDURES.
- (D) STUDENT ATHLETIC TRAVEL MUST ALSO BE IN COMPLIANCE WITH APPROPRIATE INTER-COLLEGIATE ATHLETIC GOVERNING BODIES.
- (E) THE PRESIDENT SHALL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.

Accepted by: Shared Governance Instructional Council and Instructional Support Council

Columbus State Community College



Date _____

Board Action

SUBJECT:

Identity Theft Prevention Program

BACKGROUND INFORMATION:

In 2007, the Federal Trade Commission (FTC) issued a regulation known as the *Red Flags Rule* ("*Rule*") intended to reduce the risk of identity theft. In many contexts, the FTC does not have jurisdiction over not-for-profit entities, however, it has taken the position that such entities are subject to FTC jurisdiction when they engage in activities in which a for-profit entity would also engage. Such activities could include the collection of tuition and fees, and participating as a school lender in the Federal Family Education Loan Program.

The College has established a program that complies with the FTC's requirements (copy attached), and must have this initial Program approved by its Board of Trustees. The Program is designed to detect or mitigate identity theft and to meet the requirements of the FTC's *Rule*.

The Program has been reviewed and recommended by the College's Information Security Committee.

RECOMMENDATION:

That the Board of Trustees approves the college's Identity Theft Prevention Program.

I. Program Adoption

Pursuant to the Red Flags Rule, issued by the Federal Trade Commission (FTC) under Sections 114 and 315 of the Fair and Accurate Credit Transactions Act, Columbus State Community College ("the College") has developed this Identity Theft Prevention Program (Program). *This Program was approved by the Columbus State Community College Board of Trustees on May 27, 2010.*

II. Definitions

- 1) Identity Theft – fraud committed or attempted using the identifying information of another person without authority.
- 2) Red Flag – a pattern, practice, or specific activity that indicates the possible existence of identity theft.
- 3) Covered Account:
 - An account that a financial institution or creditor offers or maintains, primarily for personal, family or household purposes that involves or is designed to permit multiple payments or transactions.
 - Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to students or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.
- 4) Program Administrator – the individual designated with primary responsibility for oversight of the program. See Section VI below.

III. Identification of Relevant Red Flags

Common risk factors that will be considered by College personnel to identify relevant red flags for covered accounts includes the following:

- 1) Receipt of notice of dispute from a credit agency:
- 2) Identification document or card that appears to be forged, altered or inauthentic:

- 3) Identification document or card on which a person's photograph or physical description is inconsistent with the person presenting the document;
- 4) Other document with information that is inconsistent with employee or student information;
- 5) Identifying information presented that is inconsistent with other information the employee or student provides (e.g., inconsistent birth dates);
- 6) Identifying information presented that is inconsistent with other sources of information (e.g., an address not matching an address on a loan application or institution's current student record);
- 7) Social security number presented that is the same as one given by another student, or employee;
- 8) Notice to the College that an account has unauthorized activity;
- 9) Notice by student to the College of unauthorized access to or use of student account information;
- 10) Notice to the College from a student, employee, identity theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft;
- 11) Student signs a different name on different college forms;
- 12) Student presents conflicting demographic information during registration or other student service without presenting a corroborating piece of identification;
- 13) Student receives a bill and asserts that he/she did not receive services at the College and other processes indicate that this is likely to be true;
- 14) Student or student's representative admits during any process that someone else's identity is being used.

IV. Detecting Red Flags

College personnel shall detect red flags in connection with the opening of covered accounts and activity related to existing covered accounts by:

- 1) Obtaining identifying information about a person opening a covered account, and verifying the identity of that person;
- 2) Authenticating customers, monitoring transactions and verifying the validity of change of address requests in the case of existing covered accounts;
- 3) Verifying a student's identity at time of issuance of student identification card (e.g., review of driver's license or other government issued photo identification);
- 4) Verifying the identification of students requesting information (in person, via telephone, via facsimile, via e-mail);
- 5) Requiring written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to a consumer reporting agency.

V. Preventing and Mitigating Identity Theft

In the event that any red flags are detected, College personnel will respond to prevent or mitigate identity theft by taking one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- 1) If fraudulent activity is suspected, engage the Information Security Office. The Information Security Office will work with the involved teams and document actions taken for legal purposes.
 - a. If the Information Security Office deems the activity to be fraudulent, engage the Columbus State Police Department promptly.
- 2) Change the existing password to a temporary password.
- 3) Contact the user, notifying them that their account experienced fraudulent or suspicious activity and, as a safety precaution, CSCC has taken measures to prevent further account activity.
 - a. Deny access to the account in question until the user can prove, without a doubt, their identity.

- 4) Work with the appropriate system administrators to ensure all entrance points to the network are blocked.

VI. Program Administration

1) Oversight

The vice president of Information Technology is responsible for implementing this Program, and shall engage the Information Security Committee established pursuant to Procedure 15-01(M) as necessary and appropriate to assist with the following responsibilities:

- Ensuring appropriate Program training of College personnel who work with covered accounts;
- Reviewing any reports regarding the detection of Red Flags and the steps taken to prevent and/or mitigate identity theft;
- Assisting in the determination of which steps for prevention and mitigation should be taken in particular circumstances;
- Integrating the Program with other information security programs administered by the College;
- Considering and recommending periodic changes to the Program.

2) Staff Training

Relevant College personnel will be identified and trained, as necessary, to implement the provisions of this Program effectively.

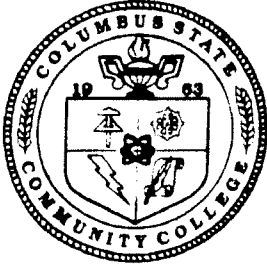
3) Oversight of Service Provider Arrangements

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedure designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.

4) Program Updates

The Program will be periodically reviewed and updated to address changing risks of identity theft. In doing so, consideration will be given to the college's experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the college's business arrangements with other entities.

Columbus State Community College



Date _____

Board Action

SUBJECT:

U.S. 23 and Greif Parkway – Traffic Light

BACKGROUND INFORMATION:

Pursuant to Ohio Revised Code 3358.08 and College Policy 1-08, the College's Board of Trustees may use property as necessary for the conduct of the College's program on whatever terms and for whatever consideration may be appropriate for the purpose of the College.

The College's second campus in Delaware County is located on U.S. 23, between Winter Road and Greif Parkway. Students, employees and visitors will access the campus's main entrance by turning left or right off of State Route 23 onto Greif Parkway.

To secure safer access for its own employees, and because of the significant increase in traffic that will be caused by Columbus State's opening of its second campus, Greif Inc. sought and was issued a permit by the Ohio Department of Transportation (ODOT) pursuant to Ohio Revised Code 5515, to construct a traffic light at the intersection of U.S. 23 and Greif Parkway pursuant to ODOT's standards and specifications.

The college will generate a significant volume of traffic in this area as documented by a 2008 traffic impact study, and a traffic light at the entrance will help immeasurably in safely moving students, employees and visitors onto and off the campus.

In the interest of safety for students, employees and visitors at the Delaware campus, and in cooperation with its Delaware County neighbor, the College will participate by paying one-half the costs of the traffic light installation at U.S. 23 and Greif Parkway, up to a maximum of \$80,000. The expense will be paid from the existing building budget, upon receipt of an invoice detailing the expenses incurred and paid by Greif Inc. for the installation of the traffic light.

RECOMMENDATION:

That the Board of Trustees authorizes reimbursement to Greif Inc up to a maximum of \$80,000 for installation of a traffic light at U.S. 23 and Greif Parkway, as authorized by the Ohio Department of Transportation.

Columbus State Community College



Date: _____

Board Action

SUBJECT:

Columbus Hall (Education Resource Center) Renovation

BACKGROUND INFORMATION

State law requires the Board of Trustees to authorize the award of construction contracts that exceed \$50,000.

On September 27, 2007, the Board of Trustees authorized submission to the Ohio Board of Regents of the College's FY 2009-2014 Capital Improvement Plan. The plan included a request to renovate Columbus Hall, commonly referred to as the Education Resource Center, or ERC. The College received an appropriation of \$5,470,913 for the ERC renovation. Design of the project commenced in August 2009, and construction bids were opened on April 28, 2010. Barring unanticipated circumstances that could not be identified during the design phase, the project is expected to be completed within the appropriated allocation.

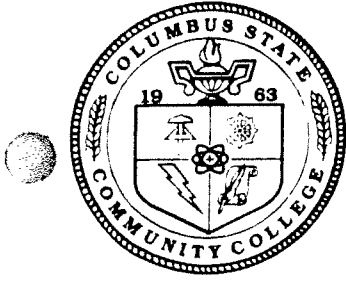
The renovation will be the first significant improvement to the building since its original construction in 1973.

The contracts were bid using the bidding process required by state law.

RECOMMENDATION:

That the Board of Trustees authorizes the award of the following construction contracts to the lowest responsive and responsible bidders:

<u>Contract</u>	<u>Company</u>	<u>Amount</u>
General Trades	Summit Construction	\$1,941,600
Plumbing and Fire Protection	Fox Mechanical Co	\$ 192,000
Mechanical	MRS Industrial Inc	\$ 337,304
Electrical	Vaughn Industries	\$ 708,600



COLUMBUS STATE COMMUNITY COLLEGE

BOARD ACTION

Date: _____

SUBJECT:

Revised Policy 7-10, Student Code of Conduct and Rescinding of Existing Policies 7-10, Student Conduct; 7-11, Academic Conduct; and 7-12, Student Code of Conduct.

BACKGROUND INFORMATION:

The Student Code of Conduct Policy and Procedures have been revised and updated to reflect higher education best practice standards; by integrating academic and behavioral misconduct with one policy and set of related procedures; and by including language pertaining to emerging technology.

RECOMMENDATION:

That the Board of Trustees approve the attached revisions to Policy 7-10, Student Code of Conduct, effective July 1, 2010, and rescind the current Policy 7-10, Student Conduct (dated June 26, 2000); and Policy 7-11, Academic Conduct; and Policy 7-12, Student Code of Conduct, effective July 1, 2010.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT CODE OF CONDUCT
Policy No. 7-10
Page 1 of 11

Effective _____

K DRAFT
REVISED

A. PREAMBLE

COLUMBUS STATE COMMUNITY COLLEGE HAS A HIGH STANDARD OF CONDUCT FOR MEMBERS OF ITS COLLEGE COMMUNITY, INCLUDING STUDENTS. CONSISTENT WITH THE EDUCATIONAL MISSION OF THE COLLEGE, COLUMBUS STATE COMMUNITY COLLEGE STUDENTS ARE EXPECTED TO PERFORM ALL WORK HONESTLY, MAINTAIN PRESCRIBED ACADEMIC STANDARDS, PAY ALL DEBTS TO THE COLLEGE, AND RESPECT THE PROPERTY AND RIGHTS OF OTHERS. TO ENSURE THE MAINTENANCE OF AN ENVIRONMENT CONDUCIVE TO THE ATTAINMENT OF THE EDUCATIONAL MISSION OF COLUMBUS STATE COMMUNITY COLLEGE, THE PRESIDENT IS AUTHORIZED TO ESTABLISH SUCH RULES AND REGULATIONS AS ARE DEEMED APPROPRIATE AND NECESSARY FOR THE ORDERLY OPERATION OF THE COLLEGE. IN ADDITION TO THESE RULES, THE BEHAVIORS ENUMERATED UNDER ACADEMIC AND BEHAVIORAL MISCONDUCT MAY RESULT IN PENALTIES UP TO AND INCLUDING EXPULSION FROM THE COLLEGE. SHOULD THE CONCERN INVOLVE ALLEGATIONS OF VIOLATIONS OF STUDENTS' CIVIL RIGHTS BY EMPLOYEES, INCLUDING BUT NOT LIMITED TO SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND/OR HARASSMENT, THE MATTER WILL BE REFERRED TO THE COLLEGE'S EEO OFFICER FOR DISPOSITION.

B. OVERVIEW OF CONDUCT EXPECTATIONS

1. THE STUDENT CONDUCT PROCESS AT CSCC IS NOT INTENDED TO PUNISH STUDENTS. RATHER, IT EXISTS TO PROTECT THE INTERESTS OF THE COLLEGE COMMUNITY AND TO CHALLENGE THOSE WHOSE BEHAVIOR IS NOT IN ACCORDANCE WITH OUR POLICIES. SANCTIONS ARE INTENDED TO CHALLENGE STUDENTS' MORAL AND ETHICAL DECISION-MAKING AND TO HELP THEM BRING THEIR BEHAVIOR INTO ACCORD WITH OUR COMMUNITY EXPECTATIONS. WHEN A STUDENT IS UNABLE TO CONFORM HIS/HER BEHAVIOR TO COMMUNITY EXPECTATIONS, THE STUDENT CONDUCT PROCESS MAY DETERMINE THAT HE/SHE SHOULD NO LONGER SHARE IN THE PRIVILEGE OF PARTICIPATING IN ~~THIS~~ **THE CSCC** COMMUNITY.
2. STUDENTS SHOULD BE AWARE THAT THE STUDENT CONDUCT PROCESS IS DIFFERENT FROM CRIMINAL AND CIVIL COURT PROCEEDINGS. PROCEDURES AND RIGHTS IN STUDENT CONDUCT PROCEEDINGS ARE CONDUCTED WITH FAIRNESS TO ALL, BUT DO NOT INCLUDE THE SAME PROTECTIONS OF DUE PROCESS AFFORDED BY THE COURTS. DUE PROCESS, WITHIN THESE PROCEDURES, ASSURES TIMELY WRITTEN NOTICE AND A HEARING BEFORE AN OBJECTIVE DECISION-MAKER.
3. STUDENTS CONTINUE TO BE SUBJECT TO CITY, STATE, AND FEDERAL LAWS WHILE AT CSCC, AND **ALLEGATIONS, CHARGES OR** VIOLATIONS OF THOSE LAWS MAY ALSO CONSTITUTE VIOLATIONS OF THE STUDENT CODE OF CONDUCT. IN SUCH INSTANCES, CSCC MAY PROCEED WITH DISCIPLINARY ACTION UNDER THE STUDENT CODE OF CONDUCT INDEPENDENTLY OF ANY CRIMINAL PROCEEDING INVOLVING THE SAME CONDUCT AND MAY

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT CODE OF CONDUCT

Effective _____

Policy No. 7-10

Page 2 of 11

IMPOSE SANCTIONS FOR VIOLATION OF THE STUDENT CODE OF CONDUCT EVEN IF SUCH CRIMINAL PROCEEDING IS NOT YET RESOLVED OR IS RESOLVED IN THE STUDENT'S FAVOR.

4. NO STUDENT WILL BE FOUND IN VIOLATION OF CSCC POLICY WITHOUT INFORMATION SHOWING ~~THAT IT IS MORE LIKELY THAN NOT~~ **BY A PREPONDERANCE OF THE EVIDENCE** THAT A POLICY VIOLATION OCCURRED, ~~AND ANY~~. **IN CSCC'S SOLE DISCRETION**, SANCTIONS WILL BE PROPORTIONATE TO THE SEVERITY OF THE VIOLATION(S).

C. JURISDICTION OF CSCC'S STUDENT CODE OF CONDUCT

1. THE STUDENT CODE OF CONDUCT AT CSCC WILL APPLY TO CONDUCT THAT OCCURS ON CSCC PREMISES **OR CSCC PROPERTY, AT ANY LOCATION** AT CSCC SPONSORED ACTIVITIES, AND IN OFF-CAMPUS BUILDINGS OCCUPIED BY STUDENTS BY VIRTUE OF THEIR ASSOCIATION WITH A GROUP/ORGANIZATION GIVEN FORMAL REGISTRATION BY CSCC. THE STUDENT CODE OF CONDUCT MAY ALSO APPLY OFF-CAMPUS, WHEN THE ADMINISTRATION DETERMINES THAT THE OFF-CAMPUS CONDUCT AFFECTS A SUBSTANTIAL CSCC INTEREST. A SUBSTANTIAL CSCC INTEREST IS DEFINED TO INCLUDE:
 - a. **AN ALLEGATION, ARREST, CHARGE OR CONVICTION** ~~Y ACTION THAT CONSTITUTES~~ **OF** A CRIMINAL OFFENSE AS DEFINED BY OHIO LAW, **INCLUDING** ~~THIS INCLUDES~~ REPEAT VIOLATIONS OF ANY LOCAL, STATE OR FEDERAL LAW. ~~COMMITTED IN THE MUNICIPALITY WHERE CSCC IS LOCATED.~~
 - b. ANY SITUATION WHERE ~~IT APPEARS THAT~~ THE STUDENT ~~MAY PRESENTS~~ **A DANGER OR THREAT** TO THE HEALTH OR SAFETY OF HIM/HERSELF OR OTHERS.
 - c. ANY SITUATION THAT SIGNIFICANTLY IMPINGES UPON THE RIGHTS, PROPERTY OR ACHIEVEMENTS OF SELF OR OTHERS, OR SIGNIFICANTLY BREACHES THE PEACE AND/OR CAUSES SOCIAL DISORDER.
 - d. ANY SITUATION THAT IS DETRIMENTAL TO THE EDUCATIONAL INTERESTS OF CSCC.
2. EACH STUDENT WILL BE RESPONSIBLE FOR HIS OR HER CONDUCT FROM THE TIME HE OR SHE **APPLIES** ~~HAS APPLIED~~ FOR ADMISSION **UNTIL THROUGH** THE ACTUAL AWARDING OF A DEGREE, **INCLUDING** ~~EVEN THOUGH CONDUCT MAY OCCUR BEFORE CLASSES BEGIN OR AFTER CLASSES END, AS WELL AS DURING~~ THE ACADEMIC YEAR, **INCLUDING** DURING BREAKS AND BETWEEN ACADEMIC TERMS. **BEFORE CLASSES BEGIN AND AFTER CLASSES END**, ~~AND DURING PERIODS BETWEEN TERMS OF ACTUAL ENROLLMENT (AND INCLUDING EVEN IF STUDENT CONDUCT IS~~ **WHETHER OR** NOT DISCOVERED UNTIL AFTER A DEGREE IS AWARDED). THE STUDENT CODE OF CONDUCT WILL APPLY TO A STUDENT'S CONDUCT EVEN IF THE STUDENT WITHDRAWS FROM SCHOOL WHILE A ~~CONDUCT~~ MATTER IS PENDING.
3. THE STUDENT CODE OF CONDUCT APPLIES TO GUESTS OF COMMUNITY MEMBERS, WHOSE **STUDENT** HOSTS MAY BE HELD ACCOUNTABLE FOR THE MISCONDUCT OF THEIR GUESTS. VISITORS TO AND GUESTS OF CSCC ARE ALSO PROTECTED BY THE STUDENT CODE OF CONDUCT, AND MAY INITIATE GRIEVANCES FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT COMMITTED ~~BY MEMBERS OF CSCC COMMUNITY~~ AGAINST THEM.

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4. STUDENT ORGANIZATIONS MAY BE CHARGED WITH VIOLATIONS OF THE CODE FOR BEHAVIOR OCCURRING ON OR OFF CAMPUS. A STUDENT ORGANIZATION AND ITS OFFICERS MAY BE HELD COLLECTIVELY OR INDIVIDUALLY RESPONSIBLE WHEN VIOLATIONS OF THE CODE BY THOSE ASSOCIATED WITH THE GROUP OR ORGANIZATION HAVE RECEIVED THE TACIT OR OVERT CONSENT OR ENCOURAGEMENT OF THE LEADERS, OFFICERS, OR SPOKESPERSONS ~~ON OR OFF CAMPUS~~. WHILE STUDENT ORGANIZATIONS NOT REGISTERED BY CSCC ARE EXEMPT FROM THIS CODE, STUDENT MEMBERS OF SUCH ORGANIZATIONS MAY BE HELD ACCOUNTABLE FOR THEIR BEHAVIOR UNDER THIS CODE. **WHEN CONSIDERING** ~~IN~~ ALLEGATIONS INVOLVING COLLECTIVE RESPONSIBILITY, CSCC **MAY** ~~WILL~~ MAKE INDIVIDUAL FINDINGS WITH RESPECT TO THE INVOLVEMENT OF EACH STUDENT.
5. ~~IN MOST CIRCUMSTANCES,~~ CSCC WILL TREAT **AN** ATTEMPTS TO COMMIT ~~ANY OF THE A~~ VIOLATIONS LISTED IN THE STUDENT CODE OF CONDUCT AS IF ~~THOSE~~ **THE ATTEMPTEDS CONDUCT** HAD BEEN COMPLETED.
6. ~~AS NECESSARY,~~ CSCC RESERVES THE RIGHT TO INITIATE AN ALLEGATION AND TO INITIATE CONDUCT PROCEEDINGS WITHOUT A FORMAL ALLEGATION BY THE VICTIM **OR WITNESSES** OF MISCONDUCT.
7. CSCC WILL NOT TOLERATE INTENTIONAL FALSE REPORTING OF INCIDENTS. IT IS A VIOLATION OF THE STUDENT CODE OF CONDUCT TO MAKE ~~AN INTENTIONALLY~~ **A FALSE** REPORT OF ANY POLICY VIOLATION **OR VIOLATION OF ANY FEDERAL, STATE OR LOCAL LAW,** ~~AND IT MAY ALSO VIOLATE STATE CRIMINAL STATUTES AND CIVIL DEFAMATION LAWS.~~
8. CSCC COMMUNITY ENCOURAGES THE REPORTING OF CONDUCT CODE VIOLATIONS. ~~SOMETIMES, VICTIMS AND/OR WITNESSES ARE HESITANT TO REPORT TO CSCC OFFICIALS BECAUSE THEY FEAR THAT THEY THEMSELVES MAY BE CHARGED WITH CONDUCT VIOLATIONS. IT IS IN THE BEST INTEREST OF THIS COMMUNITY THAT AS MANY STUDENTS AS POSSIBLE CHOOSE TO REPORT TO CSCC OFFICIALS. TO ENCOURAGE REPORTING, TO THIS END AND AT THE SOLE DISCRETION OF CSCC OFFICIALS,~~ STUDENTS WHO **MAY HAVE CONDUCT VIOLATIONS RELATED TO THE SAME INCIDENT AND WHO REPORT VIOLATIONS** ~~WHO ARE VICTIMS OR WITNESSES MAY NOT BE CHARGED OR MAY BE HELD LESS ACCOUNTABLE FOR CONDUCT VIOLATIONS AND/OR MAY BE PROVIDED~~ **RELATED TO THE INCIDENT.** ~~WHILE VIOLATIONS MAY NOT BE COMPLETELY OVERLOOKED, CSCC CAN PROVIDE EDUCATIONAL OPTIONS IN SUCH CASES.~~
9. CSCC RESERVES THE RIGHT TO NOTIFY PARENTS/GUARDIANS OF DEPENDENT STUDENTS REGARDING ANY CONDUCT SITUATION, ~~PARTICULARLY~~ **WHEN ALCOHOL AND/OR OTHER NARCOTIC/SUBSTANCE/INHALANT ABUSE OR VIOLATIONS ARE SUSPECTED OR AN IMMINENT HEALTH OR SAFETY RISK TO THE STUDENT OR OTHERS OCCURS,** ~~CSCC MAY ALSO NOTIFY CONTACT~~ PARENTS/GUARDIANS OF **DEPENDENTS OR** NON-DEPENDENT STUDENTS WHO ARE UNDER AGE 21. ~~OF ALCOHOL AND/OR DRUG POLICY VIOLATIONS. WHERE A STUDENT IS NON-DEPENDENT, CSCC MAY ALSO CONTACT PARENTS/GUARDIANS TO INFORM THEM OF SITUATIONS IN WHICH THERE IS AN IMMINENT HEALTH AND OR SAFETY RISK.~~

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10. THE DEAN OF STUDENT LIFE OR DESIGNEE RESERVES THE RIGHT TO DETERMINE ~~IF ANY~~ **WHETHER OTHER CSCC OFFICIALS HAS HAVE** A NEED TO KNOW ABOUT INDIVIDUAL CONDUCT ALLEGATIONS PURSUANT TO THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (**FERPA**).
11. IN ACCORDANCE WITH FEDERAL LAW, VICTIMS OF SEXUAL MISCONDUCT AND/OR SEXUAL HARASSMENT INCIDENTS HAVE AN ABSOLUTE RIGHT TO BE INFORMED OF THE OUTCOME AND SANCTIONS OF THE HEARING, IN WRITING, WITHOUT CONDITION OR LIMITATION. CSCC MAY RELEASE PUBLICLY THE NAME, NATURE OF THE VIOLATION AND THE SANCTION FOR ANY STUDENT WHO IS FOUND IN VIOLATION OF A CSCC POLICY THAT IS ALSO A "CRIME OF VIOLENCE," INCLUDING: ARSON, BURGLARY, ROBBERY, CRIMINAL HOMICIDE, SEX OFFENSES, ASSAULT, DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY AND KIDNAPPING/ABDUCTION. CSCC MAY RELEASE THIS INFORMATION TO THE VICTIM IN ANY OF THESE OFFENSES REGARDLESS OF THE OUTCOME, BUT VICTIMS ARE CAUTIONED THAT FERPA DOES NOT PERMIT THEM TO RE-RELEASE THIS INFORMATION TO OTHERS.
12. ~~STUDENTS ARE CAUTIONED THAT~~ BEHAVIOR CONDUCTED ONLINE **SUCH AS HARASSMENT DELIVERED BY EMAIL** CAN SUBJECT ~~THEM~~ **STUDENTS** TO CSCC CONDUCT ACTION. ~~STUDENTS MUST ALSO BE AWARE THAT~~ BLOGS, WEBPAGES, SOCIAL NETWORKING SITES AND OTHER MODES OF ELECTRONIC COMMUNICATION ARE IN THE PUBLIC SPHERE, ~~AND ARE NOT PRIVATE, AND THESE POSTINGS~~ CAN SUBJECT A STUDENT TO ALLEGATIONS OF MISCONDUCT. ~~IF EVIDENCE OF POLICY VIOLATIONS IS POSTED ONLINE.~~ CSCC DOES NOT SEEK OUT THIS INFORMATION, BUT ~~WILL~~ **MAY** TAKE ACTION IF AND WHEN SUCH INFORMATION IS BROUGHT TO THE ATTENTION OF CSCC OFFICIALS.
13. ANY QUESTION OF INTERPRETATION OR APPLICATION OF THE STUDENT CODE OF CONDUCT SHALL BE REFERRED TO THE DEAN OF STUDENT LIFE OR DESIGNEE FOR FINAL DETERMINATION.
14. THE STUDENT CODE OF CONDUCT SHALL BE REVIEWED PERIODICALLY UNDER THE DIRECTION OF THE DEAN OF STUDENT LIFE OR DESIGNEE. RECOMMENDATIONS FOR CHANGES WILL BE SUBMITTED TO SHARED GOVERNANCE AS NEEDED.

D. DEFINITIONS

1. THE TERM [CSCC] MEANS COLUMBUS STATE COMMUNITY COLLEGE.
2. THE TERM "STUDENT", FOR THE EXPRESS PURPOSES OF THE STUDENT CODE OF CONDUCT, INCLUDES: ALL PERSONS TAKING COURSES AT **OR THROUGH** CSCC, PERSONS WHO WITHDRAW AFTER ALLEGEDLY VIOLATING THE STUDENT CODE OF CONDUCT, PERSONS WHO ARE NOT OFFICIALLY ENROLLED FOR A PARTICULAR TERM BUT WHO HAVE A CONTINUING RELATIONSHIP WITH CSCC, PERSONS WHO HAVE BEEN NOTIFIED OF THEIR ACCEPTANCE FOR ADMISSION, AND PERSONS WHO HAVE APPLIED FOR ADMISSION TO THE COLLEGE BUT HAVE NOT YET BEEN NOTIFIED OF ACCEPTANCE.
3. **FOR PURPOSES OF THIS POLICY,** THE TERM "FACULTY MEMBER" MEANS ANY PERSON HIRED BY CSCC TO CONDUCT CLASSROOM OR TEACHING ACTIVITIES OR WHO IS OTHERWISE CONSIDERED BY CSCC TO BE A MEMBER OF ITS FACULTY.

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4. THE TERM "CSCC OFFICIAL" INCLUDES ANY PERSON EMPLOYED BY CSCC, PERFORMING ASSIGNED ADMINISTRATIVE, ACADEMIC OR PROFESSIONAL RESPONSIBILITIES.
5. THE TERMS "MEMBER OF CSCC COMMUNITY" OR "CSCC COMMUNITY" OR "COMMUNITY" MAY BE USED INTERCHANGEABLY AND INCLUDE ANY PERSON (OR PERSONS COLLECTIVELY) WHO IS A STUDENT, FACULTY MEMBER, ADMINISTRATOR, STAFF MEMBER, AND ANY OTHER PERSON EMPLOYED BY CSCC. A PERSON'S STATUS IN A PARTICULAR SITUATION WILL BE DETERMINED BY THE DEAN OF STUDENT LIFE.
6. THE TERM "CSCC PREMISES" INCLUDES ALL LAND, BUILDINGS, FACILITIES, AND OTHER PROPERTY IN THE POSSESSION OF OR OWNED, USED, **LEASED** OR CONTROLLED (~~USUALLY BY LEASE~~) BY CSCC (INCLUDING ADJACENT STREETS AND SIDEWALKS).
7. THE TERM "CSCC PROPERTY" INCLUDES VEHICLES, **EQUIPMENT, FURNITURE, KEYS,** IDENTIFICATION BADGES, PARKING PASSES AND OTHER **SIMILAR** ITEMS OWNED, USED OR CONTROLLED BY CSCC.
8. THE TERM "STUDENT ORGANIZATION" MEANS ANY NUMBER OF PERSONS WHO HAVE COMPLIED WITH THE FORMAL REQUIREMENTS FOR CSCC REGISTRATION THROUGH THE STUDENT ACTIVITIES AND ATHLETICS OFFICE.
9. THE TERM "HEARING BOARD" MEANS THE STUDENT CONDUCT COMMITTEE.
10. THE TERM "CONDUCT OFFICER" OR "**HEARING OFFICER**" MEANS A CSCC OFFICIAL AUTHORIZED ON AN ONGOING OR CASE-BY-CASE BASIS BY THE DEAN OF STUDENT LIFE TO **MAKE DETERMINATIONS INCLUDING BUT NOT LIMITED TO, THE HEARING PROCEDURES,** WHETHER A STUDENT'S BEHAVIOR VIOLATES ~~SD~~ THE STUDENT CODE OF CONDUCT, **THE CONDUCT'S IMPACT UPON THE CSCC COMMUNITY, RECOMMENDATIONS FOR RESPONSIBILITY BY THE STUDENT, RECOMMENDATIONS FOR SANCTIONS.**
11. THE TERM "WILL" IS USED IN THE IMPERATIVE SENSE.
12. THE TERM "MAY" IS USED IN THE PERMISSIVE SENSE.
13. THE TERM "POLICY" MEANS THE WRITTEN REGULATIONS OF CSCC FOUND IN, BUT NOT LIMITED TO, THE STUDENT HANDBOOK, COLLEGE CATALOG, AND THE **ENACTED COLLEGE POLICIES AND PROCEDURES.** ~~FOUND ON THE COLLEGE WEBSITE.~~
14. THE TERM "PREPONDERANCE OF EVIDENCE" MEANS INFORMATION THAT WOULD LEAD A REASONABLE PERSON TO CONCLUDE THAT IT IS MORE LIKELY THAN NOT THAT A STUDENT'S BEHAVIOR **OCCURRED AND/OR** VIOLATED THE STUDENT CODE OF CONDUCT.
15. **FOR PURPOSES OF THIS POLICY AND ITS PROCEDURES,** THE TERM "ADVISER" REFERS TO THE INDIVIDUAL WHO ASSISTS A STUDENT OR STUDENT ORGANIZATION WITH HEARING PREPARATION **AND PROCESS.** AN ADVISER **MAY BE** ~~IS~~ ANY MEMBER OF CSCC COMMUNITY.
16. THE TERM "INTERIM ACTION" MEANS TEMPORARY EXCLUSION FROM CSCC PREMISES AND/OR CSCC EVENTS AND/OR OTHER SPONSORED ACTIVITIES IMPOSED BY THE DEAN OF STUDENT LIFE.

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17. THE TERM "EFFECTIVE CONSENT" AS APPLICABLE TO SEXUAL MISCONDUCT MEANS WORDS OR ACTIONS THAT SHOW A VOLUNTARY AGREEMENT TO ENGAGE IN MUTUALLY AGREED-UPON SEXUAL ACTIVITY.

E. ACADEMIC AND BEHAVIORAL MISCONDUCT

1. STUDENT MEMBERS OF THE COMMUNITY ARE EXPECTED TO UPHOLD AND ABIDE BY CERTAIN STANDARDS OF CONDUCT EMBODIED WITHIN A SET OF CORE VALUES THAT INCLUDE *INTEGRITY, COMMUNITY, RESPECT AND RESPONSIBILITY*. WHEN MEMBERS OF THE COMMUNITY FAIL TO EXEMPLIFY THESE VALUES, COLLEGE CONDUCT PROCEEDINGS ARE USED TO ASSERT AND UPHOLD THE STUDENT CODE OF CONDUCT. THE FOLLOWING ARE EXAMPLES OF MISCONDUCT; THEY ARE NOT INTENDED TO DEFINE MISCONDUCT IN EXHAUSTIVE OR EXCLUSIVE TERMS. WHERE APPROPRIATE, BULLETED ITEMS PROVIDE EXAMPLES OF THE TYPE OF CONDUCT THAT IS PROHIBITED IN THIS CODE. ANY STUDENT FOUND TO HAVE COMMITTED OR TO HAVE ATTEMPTED TO COMMIT THE FOLLOWING MISCONDUCT IS SUBJECT TO THE CONDUCT SANCTIONS OUTLINED BELOW.
2. **INTEGRITY** - CSCC STUDENTS EXEMPLIFY HONESTY, INTEGRITY AND A RESPECT FOR TRUTH IN ALL OF THEIR DEALINGS. BEHAVIOR THAT DEMONSTRATES A LAPSE OF INTEGRITY INCLUDES, BUT IS NOT LIMITED TO:
 - a. ACADEMIC MISCONDUCT:
 - i CHEATING:
 - (a) USING OPEN TEXTBOOKS, NOTES, ELECTRONIC DEVICES, OR OTHER ASSISTANCE DURING AN EXAMINATION, EXCEPT THOSE THAT HAVE BEEN AUTHORIZED BY THE INSTRUCTOR.
 - (b) COPYING FROM ANOTHER PERSON'S WORK DURING AN EXAMINATION.
 - (c) COLLABORATING WITH ANOTHER PERSON ON AN ASSIGNMENT IN A MANNER NOT AUTHORIZED BY THE INSTRUCTOR.
 - (d) OBTAINING, DISTRIBUTING, OR USING THE CONTENTS OF AN UNADMINISTERED TEST.
 - (e) SUBSTITUTING FOR ANOTHER STUDENT OR PERMITTING ANY PERSON TO SUBSTITUTE FOR ONESELF IN AN EXAMINATION.
 - ii PLAGIARISM:
 - (a) SUBMITTING AN ASSIGNMENT PURPORTING TO BE THE STUDENT'S ORIGINAL WORK WHICH HAS BEEN WHOLLY OR PARTLY CREATED BY ANOTHER PERSON.
 - (b) PRESENTING AS ONE'S OWN THE IDEAS, ORGANIZATION, OR WORDING OF ANOTHER PERSON WITHOUT ACKNOWLEDGMENT OF SOURCES.
 - (c) KNOWINGLY PERMITTING ONE'S OWN WORK TO BE SUBMITTED BY ANOTHER STUDENT AS IF IT WERE THE STUDENT'S OWN.
 - iii VIOLATING COURSE RULES AS CONTAINED IN THE COURSE SYLLABUS, DEPARTMENT POLICY OR PROCEDURES AS CONTAINED IN THE COURSE SYLLABUS, OTHER RULES AND REGULATIONS PROVIDED TO THE STUDENT, INCLUDING THOSE OF OFF-CAMPUS TRAINING SITES, OR OTHER INFORMATION PROVIDED TO THE STUDENT.

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- iv INAPPROPRIATE BEHAVIOR OF STUDENTS ENROLLED IN APPRENTICESHIPS, CLINICAL TRAINING, PRACTICUM, CO-OP WORK EXPERIENCES, INTERNSHIPS, FIELD EXPERIENCES, DIRECTED PRACTICE, AND WORKFORCE TRAINING PROGRAMS, **INCLUDING BUT NOT LIMITED TO:**
 - (a) JEOPARDIZING THE SAFETY AND/OR WELFARE OF SELF AND/OR OTHERS, INCLUDING CLIENTS, PATIENTS, CUSTOMERS, AND CO-WORKERS.
 - (b) FAILING TO ABIDE BY POLICIES AND PROCEDURES OF THE TRAINING SITE, INCLUDING PRIVACY AND CONFIDENTIALITY.
 - (c) SEXUAL OR OTHER HARASSMENT AS DEFINED BY THE STUDENT CODE OF CONDUCT.
 - (d) BEHAVING UNETHICALLY.
 - (e) ACTING ILLEGALLY OR OTHERWISE VIOLATING THE LAW.
- b. ACTS OF DISHONESTY:
 - i FURNISHING FALSE INFORMATION TO ANY CSCC OFFICIAL, DEPARTMENT, OR OFFICE.
 - ii FORGERY, ALTERATION, OR MISUSE OF ANY CSCC DOCUMENT, RECORD, OR INSTRUMENT OF IDENTIFICATION.
 - iii TAMPERING WITH THE ELECTION OF ANY CSCC REGISTERED STUDENT ORGANIZATION.
 - iv CAUSING, CONDONING, OR ENCOURAGING THE COMPLETION OF ANY CSCC RECORD, DOCUMENT, OR FORM DISHONESTLY.
 - v INITIATING A FALSE REPORT OR WARNING OF FIRE, EXPLOSION, BOMB THREAT, OR OTHER EMERGENCY.
 - vi DECEPTION.
- c. KNOWINGLY PRESENTING A WORTHLESS CHECK OR FORGING A MONEY ORDER IN PAYMENT TO CSCC OR TO A MEMBER OF CSCC COMMUNITY ACTING IN AN OFFICIAL CAPACITY, OR FAILURE TO MAKE SATISFACTORY ARRANGEMENT FOR THE SETTLING OF **A DEBT OR** ACCOUNTS WITH CSCC.
- d. VIOLATIONS OF POSITIONS OF TRUST OR AUTHORITY WITHIN THE COMMUNITY.
- e. MISUSE OR UNAUTHORIZED USE OF CSCC OR ORGANIZATIONAL NAMES, **REPRESENTATIONS** AND/OR IMAGES.
- f. TAKING OF AND/OR DAMAGE TO ~~CSCC~~ **THE** PROPERTY OR SERVICES OF OTHERS ON CSCC PREMISES, **INCLUDING BUT NOT LIMITED TO:**
 - i KNOWINGLY POSSESSING STOLEN PROPERTY.
 - ii DAMAGING ITEMS RENTED, LEASED, OR PLACED ON THE CAMPUS AT THE REQUEST OF CSCC.
 - iii SELLING OR ATTEMPTING TO SELL TEXTBOOKS UNLESS THE SELLER IS THE OWNER OF THE TEXTBOOK OR HAS THE PERMISSION OF THE OWNER TO DO SO.
 - iv TAKING, ATTEMPTING TO TAKE, OR KEEPING ITEMS BELONGING TO THE LIBRARY OR ITEMS PLACED IN THE LIBRARY FOR DISPLAY.
- g. ABUSE, INTERFERENCE, OR FAILURE TO COMPLY IN CSCC PROCESSES.

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- h. ABUSE OF THE COLLEGE CONDUCT SYSTEM, **INCLUDING BUT NOT LIMITED TO:**
 - i. FAILURE TO ATTEND MEETINGS SCHEDULED FOR CONDUCT CODE ADMINISTRATION PURPOSES.
 - ii. FALSIFICATION, DISTORTION, OR MISREPRESENTATION OF INFORMATION.
 - iii. FAILURE TO PROVIDE, DESTROYING, OR HIDING INFORMATION DURING AN INVESTIGATION OF AN ALLEGED POLICY VIOLATION.
 - iv. ATTEMPTING TO DISCOURAGE AN INDIVIDUAL'S PROPER PARTICIPATION IN, OR USE OF, THE COLLEGE CONDUCT SYSTEM.
 - v. HARASSMENT (VERBAL OR PHYSICAL) AND/OR INTIMIDATION OF A MEMBER OF A COLLEGE CONDUCT BODY PRIOR TO, DURING, AND/OR AFTER A COLLEGE CONDUCT PROCEEDING.
 - vi. FAILURE TO COMPLY WITH THE SANCTION(S) IMPOSED BY THE COLLEGE CONDUCT SYSTEM.
 - vii. INFLUENCING OR ATTEMPTING TO INFLUENCE ANOTHER PERSON TO COMMIT AN ABUSE OF THE COLLEGE CONDUCT SYSTEM.
- 3. **COMMUNITY** - CSCC STUDENTS HONOR AND VALUE THEIR COMMUNITY. BEHAVIOR THAT VIOLATES THIS VALUE INCLUDES, BUT IS NOT LIMITED TO:
 - a. DAMAGE TO OR LITTERING ON CSCC **PREMISES** ~~GROUND~~S AND/OR PROPERTIES OWNED OR LEASED BY CSCC:
 - i. DRIVING MOTOR VEHICLES ON LAWN OR **PREMISES** ~~GROUND~~S WITHOUT PERMISSION.
 - ii. FAILURE TO MAINTAIN AN ORGANIZATION'S FACILITIES AND/OR SURROUNDING PROPERTY.
 - iii. VANDALISM - THE CAUSING OF INTENTIONAL DAMAGE TO THE PROPERTY OF ANOTHER OR CSCC.
 - b. UNAUTHORIZED ENTRY OR USE OF CSCC PROPERTY:
 - i. UNAUTHORIZED OR ATTEMPTED **UNAUTHORIZED** ENTRY INTO ANY BUILDING, OFFICE, CONSTRUCTION SITE, OR OTHER CSCC FACILITY.
 - ii. UNAUTHORIZED POSSESSION, USE, OR DUPLICATION OF KEYS OR OTHER METHODS OF CONTROLLED ACCESS SUCH AS ID OR ACCESS CARDS OR CODES.
 - c. DISRUPTION OR OBSTRUCTION OF TEACHING, RESEARCH, ADMINISTRATION, OR OTHER CSCC ACTIVITIES OR SERVICES, INCLUDING ITS PUBLIC SERVICE FUNCTIONS ON OR OFF CAMPUS, OR OF OTHER AUTHORIZED NON-CSCC ACTIVITIES WHEN THE CONDUCT OCCURS ON CSCC PREMISES:
 - i. DISRUPTIVE CLASSROOM BEHAVIOR.
 - ii. OBSTRUCTION OF THE FREE FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC ON CSCC PREMISES OR AT CSCC SPONSORED OR SUPERVISED FUNCTIONS.
 - iii. PARTICIPATING IN AN ON-CAMPUS OR OFF-CAMPUS DEMONSTRATION, RIOT OR ACTIVITY THAT DISRUPTS THE NORMAL OPERATIONS OF CSCC AND/OR INFRINGES ON THE RIGHTS OF OTHER MEMBERS OF CSCC COMMUNITY.

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- iv LEADING OR INCITING OTHERS TO DISRUPT SCHEDULED AND/OR NORMAL ACTIVITIES WITHIN ANY CAMPUS BUILDING OR AREA.
 - d. INAPPROPRIATE USE OF COLLEGE COMPUTING RESOURCES AS STATED IN POLICY NO. 15-01, INFORMATION TECHNOLOGY, INCLUDING MISUSE OF CSCC COMPUTING FACILITIES, EQUIPMENT, NETWORK, PASSWORDS, ACCOUNTS OR INFORMATION. STUDENTS WHO CONNECT THEIR PERSONAL COMPUTERS TO THE COLLEGE NETWORK WILL BE HELD RESPONSIBLE FOR ANY VIOLATION OF THIS POLICY THAT ORIGINATES FROM THAT COMPUTER. EXAMPLES INCLUDE **BUT ARE NOT LIMITED TO:**
 - i USE OF COMPUTING FACILITIES TO SEND HARASSING OR ABUSIVE MESSAGES.
 - ii USE OF COMPUTING FACILITIES TO INTERFERE WITH THE WORK OF OTHER COMMUNITY MEMBERS.
 - iii UNAUTHORIZED ACCESS TO A FILE OR PERSONAL OR GROUP ACCOUNT.
 - iv USE OF COMPUTING FACILITIES TO INTERFERE WITH NORMAL OPERATION OF CSCC COMPUTER SYSTEM.
 - v ANONYMOUS OR FORGED NETWORK NEWS ARTICLES OR E-MAIL MESSAGES.
 - vi DISK USAGE OVER THE ALLOTTED LIMIT WITHOUT PRIOR APPROVAL.
 - vii UNAUTHORIZED TRANSFER OF A FILE.
 - viii USE OF ANOTHER INDIVIDUAL'S IDENTIFICATION AND PASSWORD OR SHARING OF YOUR OWN IDENTIFICATION AND/OR PASSWORD.
 - ix MAKING COPIES OF COPYRIGHTED COMPUTER SOFTWARE WHEN NO WRITTEN AUTHORITY TO COPY THE SOFTWARE HAS BEEN GRANTED.
 - e. POSSESSION OF FIREARMS, EXPLOSIVES, OTHER WEAPONS (INCLUDING, BUT NOT LIMITED TO BB/PELLET GUNS, SLINGSHOTS, AND SHARP EDGED INSTRUMENTS, SUCH AS HATCHETS WHEN USED AS WEAPONS), OR DANGEROUS CHEMICALS WHILE ON CAMPUS, UNLESS PROPERLY AUTHORIZED.
 - f. HAVING ANIMALS ON CAMPUS EXCEPT AS MAY BE REQUIRED FOR A CLASS, OR FOR USE OF GUIDE OR SUPPORT DOGS.
- 4. **RESPECT** - CSCC STUDENTS SHOW RESPECT FOR EACH OTHER, FOR PROPERTY AND FOR THE COMMUNITY. BEHAVIOR THAT VIOLATES THIS VALUE INCLUDES, BUT IS NOT LIMITED TO:
 - a. THREATENING OR CAUSING PHYSICAL HARM, VERBAL ABUSE, OR OTHER CONDUCT WHICH THREATENS OR ENDANGERS THE HEALTH OR SAFETY OF ANY PERSON, WHETHER DONE INTENTIONALLY OR BY FAILURE TO EXERCISE REASONABLE CARE.
 - b. INTIMIDATION (IMPLIED THREATS) OR COERCION (PRESSURING ANOTHER UNREASONABLY UNTIL AN ACT IS NOT TRULY VOLUNTARY).
 - c. HARASSMENT - VERBAL OR PHYSICAL CONDUCT THAT HAS THE PURPOSE OR EFFECT OF UNREASONABLY INTERFERING WITH AN INDIVIDUAL'S WORK OR ACADEMIC PERFORMANCE OR CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING OR EDUCATIONAL ENVIRONMENT.
 - d. DISCRIMINATORY HARASSMENT, INCLUDING SPEECH, ACTIONS OR CONDUCT, WHICH HAVE THE INTENT OR EFFECT OF DEPRIVING A MEMBER OF THE COMMUNITY OF EDUCATIONAL OR EMPLOYMENT ACCESS, ENJOYMENT, BENEFITS OR OPPORTUNITIES.

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MERELY OFFENSIVE OR ANNOYING BEHAVIOR MAY FEEL LIKE HARASSMENT, BUT TO RISE TO THE LEVEL OF A CODE VIOLATION, HARASSMENT MUST ~~HAVE THE POTENTIAL TO CAUSE A DEPRIVATION OF THE CIVIL RIGHTS OF A MEMBER OF A PROTECTED CLASS.~~

- i PROTECTED CLASSES INCLUDE **SEX**, ~~GENDER~~, RACE, COLOR, RELIGION, AGE, NATIONAL ORIGIN, **ANCESTRY** ~~ETHNICITY~~, DISABILITY, ~~VETERAN'S~~ **MILITARY STATUS**, SEXUAL ORIENTATION, PREGNANCY STATUS, OR AS DEFINED BY **OHIO OR APPLICABLE FEDERAL LAW**.
- e. HAZING – BEHAVIOR THAT ENDANGERS THE MENTAL, PHYSICAL, OR EMOTIONAL HEALTH OF A STUDENT AS A CONDITION FOR INITIAL OR CONTINUED AFFILIATION WITH ANY GROUP REGARDLESS OF EITHER THE LACK OF INTENT TO ENDANGER THE STUDENT OR THE STUDENT'S OWN WILLINGNESS TO PARTICIPATE. THE EXPRESS OR IMPLIED CONSENT OF THE VICTIM WILL NOT BE A DEFENSE. APATHY OR ACQUIESCENCE IN THE PRESENCE OF HAZING IS ALSO A VIOLATION OF THIS POLICY.
- f. STALKING - REPETITIVE, MENACING PURSUIT, FOLLOWING, HARASSMENT ~~AND/OR~~ INTERFERENCE WITH THE PEACE ~~AND/OR~~ SAFETY OF A MEMBER OF THE COMMUNITY ~~OR HIS/HER THE SAFETY OF ANY OF THE IMMEDIATE FAMILY OF MEMBERS OF THE COMMUNITY.~~
- g. SEXUAL MISCONDUCT:
 - i SEXUAL HARASSMENT – GENDER-BASED VERBAL OR PHYSICAL CONDUCT THAT HAS THE PURPOSE OR EFFECT OF UNREASONABLY INTERFERING WITH AN INDIVIDUAL'S WORK OR ACADEMIC PERFORMANCE OR CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING OR EDUCATIONAL ENVIRONMENT. SEXUAL HARASSMENT INCLUDES ANY SITUATION IN WHICH THERE IS GENDER-BASED MISCONDUCT THAT IS SUFFICIENTLY SEVERE, PERVASIVE, PERSISTENT, ~~AND~~ **OR** OBJECTIVELY OFFENSIVE THAT IT ALTERS THE CONDITIONS OF EDUCATION OR EMPLOYMENT. RETALIATORY CONDUCT IS ALSO PROHIBITED UNDER THIS POLICY.
 - ii NON-CONSENSUAL SEXUAL CONTACT – ANY INTENTIONAL SEXUAL TOUCHING, HOWEVER SLIGHT, WITH ANY OBJECT, BY A MAN OR A WOMAN UPON A MAN OR A WOMAN, WITHOUT EFFECTIVE CONSENT.
 - iii NON-CONSENSUAL SEXUAL INTERCOURSE – ANY SEXUAL INTERCOURSE (ANAL, ORAL, OR VAGINAL), HOWEVER SLIGHT, WITH ANY OBJECT, BY A MAN OR A WOMAN UPON A MAN OR A WOMAN, WITHOUT EFFECTIVE CONSENT.
 - iv SEXUAL EXPLOITATION – TAKING NON-CONSENSUAL OR ABUSIVE SEXUAL ADVANTAGE OF ANOTHER FOR HIS/HER OWN ADVANTAGE OR BENEFIT, OR TO BENEFIT OR ADVANTAGE ANYONE OTHER THAN THE ONE BEING EXPLOITED, SUCH AS PROSTITUTING ANOTHER STUDENT, NON-CONSENSUAL VIDEO OR AUDIO-TAPING OF SEXUAL ACTIVITY, GOING BEYOND BOUNDARIES OF CONSENT, VOYEURISM, OR KNOWINGLY TRANSMITTING AN STI OR HIV TO ANOTHER STUDENT.
- h. LEWD OR OBSCENE CONDUCT:
 - i PUBLIC URINATION.
 - ii SEXUAL ACTS PERFORMED IN PUBLIC **OR ON COLLEGE PREMISES**.

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- iii TAKING PICTURES OF ANOTHER PERSON IN A GYM, LOCKER ROOM, OR RESTROOM WITHOUT **THAT PERSON'S** CONSENT.
 - iv **DISROBING OR STREAKING.**
 - v POSSESSION OR DISTRIBUTION OF ANY OBSCENE MATERIALS.
 - i. VIOLATION OF ANY CSCC POLICY, RULE, OR REGULATION PUBLISHED IN HARD COPY OR AVAILABLE ELECTRONICALLY ON CSCC WEBSITE.
5. **RESPONSIBILITY** - CSCC STUDENTS ARE GIVEN AND ACCEPT A HIGH LEVEL OF RESPONSIBILITY AS ROLE MODELS. BEHAVIOR THAT VIOLATES THIS VALUE INCLUDES, BUT IS NOT LIMITED TO:
- a. INTENTIONALLY OR RECKLESSLY CAUSING A FIRE WHICH CAUSES OR COULD CAUSE DAMAGE TO CSCC OR PERSONAL PROPERTY, OR WHICH CAUSES OR COULD CAUSE INJURY TO ANY MEMBER OF THE COMMUNITY.
 - b. FAILURE TO FOLLOW FIRE SAFETY PROCEDURES:
 - i. FAILURE TO EXIT A BUILDING WHEN THE FIRE ALARM SOUNDS.
 - ii. MISUSING, DAMAGING OR TAMPERING WITH FIRE SAFETY EQUIPMENT.
 - iii. INTENTIONALLY OR RECKLESSLY OBSTRUCTING A FIRE EXIT IN ANY CSCC BUILDING.
 - c. FAILURE TO COMPLY WITH THE DIRECTIONS OF CSCC OFFICIALS, INCLUDING CAMPUS POLICE OFFICERS ACTING IN THE PERFORMANCE OF THEIR DUTIES AND/OR FAILURE TO IDENTIFY ONESELF TO THESE PERSONS WHEN REQUESTED TO DO SO.
 - d. ACTION OR INACTION BY A STUDENT WHO IS IN COLLUSION WHICH FAILS TO DISCOURAGE A ~~KNOWN AND OBVIOUS~~ VIOLATION OF CSCC POLICY OR LAW; ASSISTING IN VIOLATION OF CSCC POLICIES OR PUBLIC LAWS.
 - e. KNOWING FAILURE OF ANY ORGANIZED GROUP TO EXERCISE PREVENTIVE MEASURES RELATIVE TO VIOLATIONS OF THIS STUDENT CODE OF CONDUCT BY MEMBERS.
 - f. USE, POSSESSION, OR DISTRIBUTION OF **AN** ALCOHOLIC BEVERAGES.
 - g. USE, POSSESSION, OR DISTRIBUTION OF **A** NARCOTIC, **INHALANT** OR OTHER CONTROLLED SUBSTANCES, AS WELL AS DRUG PARAPHERNALIA, EXCEPT AS EXPRESSLY PERMITTED BY LAW.
 - h. ABUSE OR MISUSE OF PRESCRIPTIONS OR OVER-THE-COUNTER MEDICATIONS.
 - i. CONDUCTING, ORGANIZING, OR PARTICIPATING IN ANY ACTIVITY INVOLVING GAMES OF CHANCE OR GAMBLING EXCEPT AS PERMITTED BY LAW.
 - j. **ALLEGATION, ARREST OR CHARGE OF A** VIOLATION OF FEDERAL, STATE, OR LOCAL LAWS.

F. THE PRESIDENT WILL ESTABLISH PROCEDURES TO ADMINISTER THIS POLICY.

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Effective _____

LAST EFFECTIVE DATE: JUNE 26, 2000

Accepted by: Shared Governance Instructional Council and Instructional Support Council

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POLICY AND PROCEDURES MANUAL

~~STUDENT CONDUCT~~

Effective June 26, 2000

~~Policy No. 7-10~~

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RESCIND

- ~~(A) Consistent with the educational mission of the college, Columbus State Community College students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. This includes any activity, on or off campus, which negatively impacts the college or its students or staff. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State Community College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated in Academic Conduct Policy No. 7-11 and Student Code of Conduct Policy No. 7-12 may result in penalties up to and including dismissal from the college. Should the concern involve allegations or violations of civil rights, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter shall be referred to the college's EEO officer for disposition as stated in Policy No. 3-33, Policy No. 3-34, and Policy No. 3-35.~~

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ACADEMIC CONDUCT

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RESCIND

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- (A) ~~Academic misconduct is defined as any behavior which compromises the academic integrity of the college. Academic misconduct includes, but is not limited to, the following behaviors:~~
- (1) ~~Cheating, including but not limited to:~~
 - (a) ~~Using open textbooks or notes or other assistance during an examination except those that have been authorized by the instructor.~~
 - (b) ~~Copying from another person's paper during an examination.~~
 - (c) ~~Collaborating with another person on an assignment in a manner not authorized by the instructor.~~
 - (d) ~~Obtaining, distributing, or using the contents of an unadministered test.~~
 - (e) ~~Substituting for another student or permitting any person to substitute for oneself in an examination.~~
 - (2) ~~Plagiarism, including but not limited to:~~
 - (a) ~~Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.~~
 - (b) ~~Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.~~
 - (c) ~~Knowingly permitting one's own work to be submitted by another student as if it were the student's own.~~
 - (3) ~~Violating course rules as contained in the course syllabus, department policy or procedures as contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.~~

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- ~~(4) Inappropriate behavior of students enrolled in apprenticeships, clinical training, practicums, co-op work experiences, internships, field experiences, directed practice, and workforce training programs. Examples of such behavior include but are not limited to the following:~~
- ~~(a) Jeopardizing the safety and welfare of self and/or others, including clients, patients, customers, and co-workers.~~
 - ~~(b) Failing to abide by policies and procedures of the training site.~~
 - ~~(c) Sexual or other harassment.~~
 - ~~(d) Behaving unethically.~~
 - ~~(e) Acting illegally or otherwise violating the law.~~

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RESCIND

- (A) ~~General misconduct is defined as any behavior of a student which compromises the health, safety, peace, or property of any other student or college staff member, or in any other way interferes with the operation of the college. General misconduct includes but is not limited to the following behaviors:~~
- ~~(1) Inflicting or threatening to inflict bodily or emotional harm, whether done intentionally or by failure to exercise reasonable care, including threat or action in retaliation for making allegations of misconduct or the use of language which is personally and significantly abusive, degrading, and insulting to another.~~
 - ~~(2) Knowingly forging, altering, or misusing official college documents.~~
 - ~~(3) Having animals on campus except as may be required for a class, or for use of guide or support dogs.~~
 - ~~(4) Theft, malicious destruction, damage, vandalism, or misuse of college property or the property of others.~~
 - ~~(5) Disruptive or disorderly behavior including intoxication or indecent conduct and disruptive behavior in classes or on campus.~~
 - ~~(6) Failure to obey the directive of an authorized college official in the performance of his/her duties.~~
 - ~~(7) Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe or tampering with any fire, safety, or alarm equipment.~~
 - ~~(8) Hazing, defined as any planned action or created situation, on or off campus, that is demeaning to an individual; produces significant mental or physical duress or ridicule; or which recklessly or otherwise endangers the health or safety of any person.~~
 - ~~(9) Possessing an unauthorized firearm or other dangerous weapon on campus.~~
 - ~~(10) The use, distribution, or possession of illegal drugs or alcohol on campus or off~~

~~campus at college sponsored events.~~

- ~~(11) Unauthorized solicitation, including selling, collecting of monies, and promoting on campus or within college buildings.~~
 - ~~(12) Participating in any unauthorized demonstration or activity which disrupts the functions of the college.~~
 - ~~(13) Entry upon the property of the college or into a college facility or any portion thereof which has been reserved, restricted, or placed off limits; or any unauthorized presence in any college facility after closing hours; or unauthorized possession or use of a key to any college facility.~~
 - ~~(14) Violating any state, federal, or local law on college premises or violating college rules or regulations.~~
 - ~~(15) Using or attempting to use electronically stored records, access to which has not been authorized by an appropriate college official.~~
 - ~~(16) Making copies of copyrighted computer software when no written authority to copy the software has been granted.~~
 - ~~(17) Inappropriate use of college computing resources as stated in Policy No. 15-01, Information Technology.~~
 - ~~(18) Violating the terms of disciplinary sanctions or any college regulation during the period that the sanction is in force.~~
- ~~(B) The college shall establish procedures for the adjudication of violations of this policy.~~
- ~~(C) Policies and procedures for harassment, sexual harassment, and sexual misconduct are stated in college Policy No. 3-33, Policy No. 3-34, and Policy No. 3-35, respectively.~~

Columbus State Community College



Date _____

Board Action

SUBJECT:

Highway Redesign Project

BACKGROUND INFORMATION:

The Ohio Department of Transportation ("ODOT") seeks to redesign and rebuild portions of the interchange that includes I-670, I-71, and I-70, portions of which are adjacent to the college's Columbus campus.

In the course of planning the project, ODOT representatives conducted extensive searches and evaluations of the title to real estate along the areas near the ODOT project. These title searches have shown some anomalies that need to be rectified as part of this major project.

The campus of Columbus State sits on one of Columbus's oldest platted subdivisions. In those days and in that location, lots tended to be small, and there were alleys and rights-of-way that are no longer used or even apparent. The title search shows that certain parts of what is now commonly believed to be part of the Columbus State campus are actually owned by the City of Columbus or ODOT. However, these areas are relatively small and they are situated along the east and north sides of the Columbus State campus.

In the late 1960s when this interchange was initially created, ODOT took lots at or near what is now the freeway. Portions of the ODOT real property were not actually used for the freeway. Over the years, after construction of these freeways, apparently by unwritten and unrecorded agreements, the College began to use portions of this property of ODOT as if these portions belonged to the College. This use of ODOT property has primarily been for relatively small portions of the College's parking lots that abut the freeway, along the north and east sides of the campus. It is ODOT's policy not to convey property that it has already purchased for highway purposes. However, ODOT recognizes the current uses of its property by the College and by the City, and ODOT is willing to grant a permanent license to the City or the College to use portions of ODOT's property near this interchange. Furthermore, at this point, there are small portions of the College's property that the City and ODOT will need to use or to take as part of this project, and small portions of the property of ODOT and the City that are used or occupied by the College. In lieu of cash, and because the properties in question are relatively insignificant, it seems in everyone's best interest to trade property interests among the parties so that each owns or has permanent use of portions of the lands most beneficial to each party.

In addition to a Right of Entry Agreement, ODOT proposes a *Memorandum of Agreement* (see attached) that addresses what is an agreement in principle. Essentially, in lieu of financial compensation among the parties, the three parties will swap rights of way and titles to properties in the appropriate manner. These swaps of property interests will be made instead of a) cash to the City from the College for land that is actually part

of the campus that is owned by the City; b) cash to the State where the College uses and occupies what is actually ODOT land; c) cash from ODOT to the City and to the College for portions of their properties, and d) cash from ODOT to the College for ODOT's right of entry onto College property.

RECOMMENDATION:

That the Board of Trustees authorizes the President to sign the attached *Memorandum of Agreement* between the Ohio Department of Transportation, the City of Columbus, and Columbus State Community College, and to execute the rights of way and title swaps outlined in the *Memorandum of Agreement* to reflect accurately in legal documents the ownership and use of parcels of property that will be impacted by the I-670/I-71 highway project.

MEMORANDUM OF AGREEMENT
BETWEEN
STATE OF OHIO, DEPARTMENT OF TRANSPORTATION,
CITY OF COLUMBUS, OHIO, AND
COLUMBUS STATE COMMUNITY COLLEGE

This Agreement is made by and between the State of Ohio Department of Transportation, 1980 West Broad Street, Columbus, Ohio 43223 ("ODOT"), City of Columbus, Ohio, 109 North Front Street, Columbus, Ohio 43215 ("CITY"), and Columbus State Community College, District Board of Trustees, 550 East Spring Street, Columbus, Ohio 43215 ("CSCC"), all of whom are collectively referred to herein as the "Parties."

WHEREAS, ODOT has identified as a transportation objective, which is in the public interest and for the public safety, the construction of a certain highway project on Interstate Route 71 and Interstate Route 670 in the City of Columbus, Ohio, which ODOT has denominated FRA-71-17.76/FRA-670-4.19 PID 77369 ("Project"); and

WHEREAS, the Project as presently planned by ODOT is designed to be constructed on certain lands, certain portions of which each of the Parties owns the fee or other easement rights that are depicted and identified in Exhibit 1 attached hereto, which is incorporated herein by this reference; and

WHEREAS, during the course of surveying and planning the Project ODOT has determined that certain portions of the land owned by ODOT that are needed to construct the Project have been occupied and used by CSCC; and

WHEREAS, during the course of surveying and planning the Project ODOT has been able to identify certain lands owned by one of the Parties, or over which one of them owns certain easement rights, that could better serve the overall best interests of the public by being conveyed or assigned to one of the other Parties or by the owning party issuing a permit to allow one of the other Parties to use, occupy and enjoy; and

WHEREAS, each of the Parties has concluded that it would in be in its individual best interests, and more importantly the best interests of the public in general, for the Project to be constructed where and in the manner designed by ODOT; and

WHEREAS, each of the Parties seeks to attain the overall best interests of the public by the following: (i) the construction of the Project as planned by ODOT; (ii) the fee ownership of the lands needed for the Project in the name of the State of Ohio and its successors and assigns for the use and benefit of ODOT; and (iii) the transfer of the fee ownership of, or the assignment of an existing easement, or the issuance of a permit to use the lands in the vicinity of, but not needed for, the Project to the party best situated to devote said lands to the greatest current benefit of the public.

NOW THEREFORE, the Parties hereto agree and contract as follows:

1. Consideration, Costs, and Expenses

(A) None of the Parties shall pay any monetary consideration to either of the others. Consideration shall be the mutual promises of the Parties hereto to convey interests in real estate, whether they be fee interests, permanent or temporary easements, or a permit to use land, and the current reliance of the Parties hereto upon these mutual promises.

(B) Each of the Parties shall bear its respective costs and expenses incurred in connection with entering into this Agreement, including but not limited to its individual analysis and determination of its rights, titles and interests in the lands on which the Project will be constructed; provided, however ODOT shall share with CITY and CSCC, at no cost to either of them, all of the data it has developed and is relevant thereto. ODOT shall bear all costs and expenses incurred for the construction of the Project, for the creation of all necessary legal descriptions (including the costs of any legal descriptions needed for the transfer of real property from the CITY to CSCC), for the creation of the deeds of conveyance, whether they be for the fee, a permanent or temporary easement, or a permit to use land. Each party shall pay the respective costs and expenses for recording any conveyance of land to it or for the issuance of any permit granted to it pursuant to the terms of this Agreement.

(C) CITY and CSCC agree that any conveyance or transfer of property by either of them to ODOT shall be a donation to ODOT pursuant to R.C. 5501.33.

2. Construction of the Project

(A) Each of the Parties acknowledges the Project is a "design/build" construction project of ODOT, and as such the final plans for the construction of thereof have not been completed as of the date of this Agreement. Each of the Parties agrees the Project shall be constructed in accordance with ODOT's existing plans for FRA-71-17.76/FRA-670-4.19. In the likely event the existing plans are modified, the Parties agree to continue to act in good-faith and furtherance of the intentions as expressed herein; however any modifications relating to the City obligations under this Agreement are subject and limited to subsequent City approvals and Columbus City Council's passage of any necessary legislation.

(B) Exhibit 1 attached hereto identifies and describes: (i) the areas of land, the fee of which and/or the easement rights that are owned by each of the Parties in the immediate vicinity of Project that will be affected permanently or temporarily by the construction of the Project; (ii) the areas of land owned in fee by CSCC or CITY that are to be conveyed, permanently in fee or temporarily by easement, to ODOT or CITY, the legal descriptions of those areas of land, as approved by the Engineer of Franklin County, Ohio, are included as a part of Exhibit 1; (iii) the areas of land owned by CITY that are to be conveyed, permanently in fee or by easement, to CSCC; and (iv) the areas of land owned by ODOT in fee or over which it currently owns perpetual highway easements that, upon the completion and acceptance of the Project, ODOT will either issue to CSCC a permit to use, occupy and enjoy, or convey to CSCC pursuant to R.C. 5501.45; the Parties agree that the decision as to whether to issue a permit or license, or to convey pursuant to said statute, as well as the terms and conditions of any such permit, license or conveyance are all within the unfettered discretion of ODOT.

(C) It is the general intention of the Parties hereto that after the Project has been completed and accepted by ODOT that within the real estate now occupied by CSCC (excluding rights of way open to and used by the public) bordered by Spring Street to the South, North Grant Street to the West, and the Project as it borders the East and North sides of the CSCC campus, CSCC shall (i) own this real estate in fee; or (ii) be assigned such perpetual easement rights the CITY has over the area of land in question, or (iii) be issued a permit to use by ODOT, or in the alternative ODOT may convey the same pursuant to R.C. 5501.45.

3. Conveyances, Assignments and Permits

(A) Each of the Parties shall convey in fee title in, or shall assign its permanent easement rights over, or shall issue a permit to use, occupy and enjoy, all those certain lands owned by that party, or over which it owns easement rights, that are identified and described in Exhibit 1, and every such conveyance, assignment or issuance of a permit shall be made to that other party identified in Exhibit 1, all as provided for immediately above in section "2. Construction of the Project."

(B) The Parties agree that ODOT may in its unfettered discretion defer issuing any permit to use, occupy, and enjoy or defer conveying any property pursuant to R.C. 5501.45 until the Project is completed and accepted by ODOT. It is further understood that any such issuance of a permit or conveyance pursuant to R.C. 5501.45 shall be done under the direction and control of ODOT District 6.

(C) The parties agree that prior to CITY or CSCC conveying or transferring any right, title or interest in real property to ODOT, they will review the values of the parcels of property being conveyed or transferred to ODOT and comply with R.C. 5501.46 as provided for in that statute.

(D) Any conveyances by the CITY and/or by CSCC shall be by quitclaim deeds and shall contain reservation of easement rights for existing CITY owned utilities presently located on the real property being conveyed.

(E) The Parties expressly agree to make all of the foregoing conveyances not later than one year subsequent to the time the Project is completed and accepted by ODOT. Within five business days of the Project's completion and ODOT's acceptance thereof, ODOT shall provide written notice thereof to CITY and CSCC.

4. Right of Entry

(A) If deemed reasonably necessary and desirable, the Parties agree that prior to conveying, assigning, or issuing a permit as provided for above, the CITY and CSCC, collectively or individually as the case might be, shall grant to ODOT a Right of Entry upon all of those areas of lands identified and described in Exhibit 1 (see section 2(B)(ii) above) as needed for the construction of the Project; the right(s) of entry to be granted to ODOT shall include the right to enter upon, occupy and have exclusive possession of such areas of land for the purposes of constructing thereon the Project and any related highway or facility incidental thereto. Any Right of Entry from the CITY shall contain reservation of easement rights for existing CITY owned utilities presently located on the real property that is the subject of such a Right of Entry

from the CITY. A copy of the Contract for the Right of Entry between CSCC and ODOT that satisfies this provision is attached hereto as Exhibit 2.

(B) Nothing contained herein shall in any way vitiate or affect the duty or obligation of any party to convey, assign or issue a permit as provided for above.

5. Miscellaneous Provisions

(A) Any and all of the terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of each of the Parties and their respective heirs, executors, administrators, successors and assigns.

(B) This Agreement may be executed in three or more counterparts, each of which will be deemed an original, but all of which together shall constitute but one and the same instrument.

(C) This instrument contains the entire agreement between the Parties, and it is expressly understood and agreed that no promises, provisions, terms, warranties, conditions or obligations whatever, either express or implied, other than herein set forth, shall be binding upon any of them.

(D) No amendment or modification of this Agreement shall be valid or binding upon the Parties unless it is made in writing, cites this Agreement and is signed by all the Parties.

The Parties have executed this Agreement on the date(s) indicated immediately below their respective signatures; and this Agreement shall become effective on the latest date on which one of the Parties hereto executes the same.

THE STATE OF OHIO,
DEPARTMENT OF TRANSPORTATION

JOLENE M. MOLITORIS, DIRECTOR

By: THOMAS J. WESTER, DEPUTY DIRECTOR, DISTRICT 6

Date: _____, 2010

CITY OF COLUMBUS
a municipal corporation

By: MARK KELSEY, Director

Department of Public Service

As authorized by Council Ordinance No.0155-2010
passed on the 25th day of January, 2010.

Date: _____, 2010

COLUMBUS STATE COMMUNITY COLLEGE.
DISTRICT BOARD OF TRUSTEES

By: _____
M. VALERIANA MOELLER, PhD
President

Date: _____, 2010

Columbus State Community College



Date _____

Board Action

SUBJECT:

Financial Statements as of and for the ten months ended, April 30, 2010.

BACKGROUND INFORMATION:

Columbus State Community College policy requires that monthly the President provide each Board of Trustees member a copy of the college's financial statements.

RECOMMENDATION:

That the financial statements as of and for the ten months ended, April 30, 2010, be accepted as presented.



550 East Spring Street
 P.O. Box 1609
 Columbus, Ohio 43216-1609
 614/287-2400

TO: Board of Trustees
FROM: Dr. Val Moeller, President
DATE: May 11, 2010
SUBJECT: Financial Statements as of April 30, 2010

Attached are the financial statements of Columbus State Community College, the Foundation, and the President’s Discretionary Fund for the period ended April 30, 2010.

1. General Fund

These financial statements now combine the FY 2010 Delaware Campus budget approved by the Board in September 2009 with the Revised FY 2010 budget approved by the Board in January 2010. See specifically Exhibit B which includes both the “transfer in” of revenues for the Delaware Campus (the first year yields no tuition or subsidy revenues), and budgeted expenses of \$1.3 million for the Delaware campus as approved by the Board for FY10.

• **Enrollment**

Quarter	Budgeted Headcount	Headcount	Budget to Actual Increase/Decrease	Actual FY 09 FTEs	FY 10 FTEs	% Variance
Summer 2009	14,265	16,845	18.1%	7,859	9,532	21.3%
Autumn 2009	24,482	28,539	16.6%	16,065	18,882	17.5%
Winter 2010*	28,049	28,261	0.8%	15,874	18,717	17.9%
Spring 2010*	27,535	28,486	3.5%	15,461	18,652	20.6%

*Preliminary headcounts and FTEs

• **Revenues** (Exhibit B)

Total operating revenues through April 2010 are \$122,226,208, 12.8% higher than the same period last year. The difference in the two years is primarily due to increased tuition and fee revenue as a result of higher enrollment.

• **Expenditures** (Exhibit B)

Total operating expenditures (before transfers) are \$101,553,683 for the period, or 7.8% higher than the same period last year. Based on current spending, projected year end numbers for expenditures reflect lower-than-budgeted expenses for utilities, consultant and professional fees, untapped contingency funds and salary and benefit savings realized while positions are being filled.

2. **Auxiliary Fund** (Exhibit D)

Through April 30, the Auxiliary fund is showing a 38% operating gain over the same period last year which continues to be attributed to the college's enrollment growth compared to last year, resulting in higher textbook sales for the Bookstore. Auxiliary fund expenditures are higher this year by 3% compared to last year due in large part to the alignment of expenses that occurred at mid-year last year and to an increase in staffing levels required for quarterly rush.

3. **President's Discretionary Fund** (Exhibit F)

The President's Discretionary Fund has a cash balance of \$5,581 at April 30, after disbursements of \$14,419.

4. **Foundation** (Exhibits G and H)

Foundation contributions are \$439,985 compared to \$635,958 through April of last year. Contributions are still down in both general contributions and contributions for projects at the College compared to last year, but there were significant contributions in both areas during the month of April. Investments increased by \$25,401 this month over last month. Expenditures through April are \$403,013 compared to \$558,006 last year.

5. **Investments**

The College's portfolio is invested consistent with its investment policy, with 38.2% currently invested in STAROhio and other money markets, with the balance in federal agencies.

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT APRIL 30, 2010
With Comparative Figures at April 30, 2009**

EXHIBIT A

<u>Assets</u>	<u>April 30, 2010</u>	<u>April 30, 2009</u>	<u>Liabilities and Fund Balance</u>	<u>April 30, 2010</u>	<u>April 30, 2009</u>
Current Funds			Current Funds		
Unrestricted			Unrestricted		
Educational and general			Educational and general		
Cash	\$ 4,279,709	\$ 2,588,493	Accounts payable	\$ 4,631,389	\$ 4,668,190
Investments (including money markets at cost and treasury bills and agency discount notes at market - (note 1))			Deferred income		
Accounts receivable, net of allowance for doubtful accounts	141,858,287	125,300,528	Student tuition	24,229,322	17,687,781
Interest receivable	15,950,006	13,421,892	Lab fees and credit bank	980,679	1,031,579
Prepaid expense	153,716	-	Due to restricted funds	-	-
Net Investment in Golf Course	-	-	Due to plant funds	10,936,100	9,282,168
Due from agency funds	-	-	Due to agency funds	233,537	232,717
Due from auxiliary funds	541,408	248,181	Fund balances (Exhibit C):		
			Allocated	85,487,468	76,189,184
Total educational & general	\$ 162,783,126	\$ 141,681,007	Unallocated	36,284,632	32,589,388
			Total fund balances	121,772,100	108,778,572
Auxiliary enterprise			Total educational & general	\$ 162,783,126	\$ 141,681,007
Cash	\$ 2,378,177	\$ 606,243			
Investments	7,197,568	6,864,173	Auxiliary enterprise		
Accounts receivable	769,948	618,092	Accounts payable	\$ 2,191,833	\$ 942,724
Inventories, at cost as defined (note 2)	1,685,812	1,614,442	Due to educational & general fund	541,408	252,640
Other Assets	285,368	332,426	Fund balances (Exhibit D):		
Due from general fund	-	-	Allocated	250,000	250,000
Due from grant funds	349,418	161,876	Unallocated	9,683,050	8,751,868
Total auxiliary enterprise	12,666,291	10,197,252	Total fund balances	9,933,050	9,001,868
Total unrestricted	\$ 175,449,417	\$ 151,878,259	Total auxiliary enterprise	12,666,291	10,197,252
			Total unrestricted	\$ 175,449,417	\$ 151,878,259
Restricted					
Cash	\$ -	\$ -	Restricted		
Due from educational & general fund	-	-	Due to general fund	\$ -	\$ -
Total restricted	-	-	Fund balances		
Total current funds	\$ 175,449,417	\$ 151,878,259	Unallocated	-	-
	[A]	[B]	Total restricted	-	-
			Total current funds	\$ 175,449,417	\$ 151,878,259
				[C]	[D]

(See accompanying summary of significant accounting policies and notes to financial statements)

(Continued)

**COLUMBUS STATE COMMUNITY COLLEGE
BALANCE SHEET AT APRIL 30, 2010
With Comparative Figures at April 30, 2009**

**EXHIBIT A
(Continued)**

<u>Assets</u>	<u>April 30, 2010</u>	<u>April 30, 2009</u>	<u>Liabilities and Fund Balance</u>	<u>April 30, 2010</u>	<u>April 30, 2009</u>
Plant funds			Plant funds		
Unexpended			Unexpended		(1)
State appropriations receivable	-	-	Fund balances		(2)
Capital Improvement Fund	2,282,680	1,640,626	Restricted	2,282,680	\$ 1,640,626
Total unexpended	2,282,680	1,640,626	Total unexpended	2,282,680	\$ 1,640,626
Cash from Bond Proceeds	17,565	109,792	Investment in plant:		(6)
Deposit with trustees	-	2,908	Interest payable	-	(7)
Due from general fund	10,936,100	9,282,168	Capital lease payable	-	(8)
Land	29,235,190	29,674,722	Accounts payable	324,193	385,184
Improvements other than buildings	6,866,985	6,338,835	Bonds payable	16,090,000	17,710,000
Buildings	123,870,034	117,238,951	Deferred Gift Annuity	2,195,445	2,260,945
Movable equipment, furniture and library books	44,610,461	43,060,283	Net investment in plant	146,655,619	129,170,697
Construction-in-progress	12,185,371	1,448,556			(14)
Other Assets	265,716	286,299			(15)
Less: accumulated depreciation	(62,782,166)	(57,915,687)	Total investment in plant	165,205,257	149,526,826
Total investment in plant	165,205,258	149,526,827	Total plant funds	\$ 167,487,938	\$ 151,167,452
Total plant funds	\$ 167,487,937	\$ 151,167,452			(18)
Agency funds			Agency funds		(19)
Cash	-	-	Deposits held in custody for others	233,537	652,991
Due from agencies	-	420,274	Due to educational and general fund	-	-
Due from general fund	233,537	232,717	Total agency funds	233,537	652,991
Total agency funds	233,537	652,991		[C]	[D]
	\$ [A]	\$ [B]			(24)

(See accompanying summary of significant accounting policies and notes to financial statements)

EXHIBIT B

COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON
FOR THE TEN MONTHS ENDED APRIL 30, 2010
With Comparative Figures at April 30, 2009

	FY 10			FY 09			FY 10 Projected Year End		
	Revised Budget as approved January 2010	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Revised Budget as approved January 2009	Expended to Date (Actual & Encumbrances)	% of Budget Expended to Date	Projected FY 10 Year End Budget	Projected % of Budget	
Revenues:									
Appropriations									
Subsidy	\$ 62,168,736	\$ 43,645,881	70.21%	\$ 52,981,736	\$ 44,086,868	83.21%	\$ 52,344,287	84.20%	(1)
SSI - Stimulus	-	8,033,271	-	-	-	-	9,824,449	0.00%	(2)
Access Challenge	-	-	-	6,202,382	4,773,731	76.97%	-	-	(3)
Jobs Challenge	-	-	-	237,287	175,605	74.01%	-	-	(4)
Delaware - Transfer In	1,311,043	83,129	6.34%	-	-	-	1,311,043	100.00%	(5)
	63,479,779	51,762,281	81.54%	59,421,405	49,036,204	82.52%	63,479,779	100.00%	(6)
Student									
Tuition	78,583,740	64,748,042	82.39%	67,061,018	54,429,090	81.16%	80,717,823	102.72%	(7)
Fees	5,350,420	4,659,414	87.09%	4,529,209	3,826,847	86.70%	5,350,420	100.00%	(8)
Special courses	500,000	588,652	117.73%	600,000	603,243	100.54%	650,000	130.00%	(9)
	84,434,160	69,996,108	82.90%	72,190,227	58,859,180	81.67%	86,718,243	102.71%	(10)
Contracted Services									
Net	255,585	268,375	105.00%	255,585	167,588	65.57%	275,000	107.60%	(11)
	255,585	268,375	105.00%	255,585	167,588	65.57%	275,000	107.60%	(12)
Other									
Miscellaneous	250,000	199,444	79.78%	250,000	159,577	63.83%	250,000	100.00%	(13)
	250,000	199,444	79.78%	250,000	159,577	63.83%	250,000	100.00%	(14)
Total revenues	148,419,524	122,226,208	82.35%	132,117,217	108,322,549	81.99%	150,723,022	101.55%	(15)
Operating Expenditures									
Educational & general (Instructional)	79,202,176	59,085,106	74.60%	69,238,352	53,822,745	77.74%	76,810,637	96.98%	(16)
ERC	1,800,336	1,445,297	80.28%	1,726,302	1,440,805	83.46%	1,800,336	100.00%	(17)
General	11,393,334	7,791,771	68.39%	10,785,558	7,534,608	69.86%	10,129,302	88.91%	(18)
Information Technology	12,176,666	8,976,954	73.72%	10,425,696	8,302,771	79.64%	11,670,040	95.84%	(19)
Student Services	10,804,703	8,287,909	76.71%	10,089,852	7,765,442	77.19%	10,774,282	99.72%	(20)
Operation and maintenance of plant	12,690,986	9,588,637	75.55%	12,707,221	9,441,341	74.30%	12,465,228	98.22%	(21)
Administration	7,739,646	5,004,198	64.66%	6,743,806	4,620,790	68.52%	7,505,457	96.97%	(22)
Transfer for debt service	1,548,819	1,290,683	83.33%	1,548,818	1,290,683	83.33%	1,548,819	100.00%	(23)
Delaware Campus	1,311,043	83,129	6.34%	-	-	-	1,311,043	100.00%	(24)
Total expenditures	138,667,710	101,553,683	73.24%	123,235,605	94,219,185	76.45%	134,015,144	96.64%	(25)
Non-operating & unnumbered									
Transfer for equipment and replacement	2,200,000	-	-	3,400,000	-	-	2,200,000	100.00%	(26)
Transfer for capital improvements	-	-	-	-	-	-	-	N/A	(27)
Transfer for scholarships	-	-	-	-	-	-	-	-	(28)
Total expenditures and transfers	140,867,710	101,553,683	72.09%	130,135,605	94,219,185	72.40%	136,215,144	96.70%	(29)
Operational revenues	7,551,814	20,672,525	N/A	1,981,612	14,103,364	N/A	14,507,877	N/A	(30)
Total revenues	7,551,814	21,388,075	283.22%	1,981,612	17,267,465	871.38%	15,307,877	202.70%	(31)
Interest Income:									
									(32)
									(33)

EXHIBIT C

**COLUMBUS STATE COMMUNITY COLLEGE
STATEMENT OF CHANGES IN FUND BALANCES OF CURRENT
EDUCATIONAL AND GENERAL FUNDS
FOR THE TEN MONTHS ENDED APRIL 30, 2010**

	Balance at June 30, 2009	Net Increase for Current Period	Board Approved Additions	Transfers	Expenditures	Balance at April 30, 2010
Unrestricted						
Allocated						
Capital Improvements & Land Acquisition	\$ 12,071,024	\$ -	\$ 2,750,000	(24,247)	-	\$ 14,796,777
Carpet/Furniture Reupholstering	79,840	-	-	-	(36,960)	42,880
Bolton Field Site Analysis	33,883	-	-	-	-	33,883
Utility Mapping	12,912	-	-	(12,912)	-	-
HVAC Replacement/Switch Room	2,509	-	-	(2,509)	-	-
Ebling Hall Renovations (CCPC) and Lobby	23,082	-	-	-	-	23,082
Davidson Hall 229,230	12,091	-	-	(12,091)	-	-
Space Efficiency Upgrades	4,790,318	-	-	-	(128,493)	4,661,825
Delaware Site Planning	64,824	-	-	(64,824)	-	-
Wayfinding Services	43,962	-	-	(43,417)	(545)	-
Project Planning	81,824	-	-	150,000	(93,663)	138,161
Renovate Union Hall Ground for PC Support	461,925	-	-	-	-	461,925
Union Hall Renovation	6,505,117	-	-	-	(388,986)	6,116,131
Site Development Delaware Campus	4,154,180	-	-	-	(973,276)	3,180,904
Bookstore/DX Modifications	297,469	-	-	-	-	297,469
Facilities Infrastructure Improvements	164,612	-	-	-	(22,103)	142,509
Delaware Hall Renovation	120,757	-	2,200,000	10,000	(124,206)	6,551
Capital Equipment	4,461,671	-	-	-	(1,416,569)	5,245,102
Target 2002	333,088	-	-	-	-	333,088
Collective Bargaining	63,252	-	-	-	-	63,252
Budget/Tuition Stabilization	14,400,000	-	4,020,499	-	-	18,420,499
Early Retirement Payback	1,595,670	-	-	-	-	1,595,670
Accumulated Lab Fees	1,038,082	-	-	428,125	-	1,322,185
Broadbanding	293,354	-	-	-	(144,023)	257,727
Think Again Scholarship	5,958,176	-	-	-	(35,628)	5,922,548
Teaching and Learning Initiatives	5,000,000	-	-	-	(2,228,799)	3,729,377
Strategic Growth Initiatives	2,500,000	-	-	-	(40,661)	4,959,339
Technology Initiatives	2,500,000	-	1,600,000	-	-	2,500,000
Human Capacity Development/Wellness	500,000	-	-	-	(1,063,061)	3,036,939
Campus Safety Initiatives	1,369,001	-	-	-	(49,840)	450,160
Energy Efficiency/Sustainability Initiatives	3,957,048	-	-	-	(122,304)	1,246,697
Delaware Campus Operations	2,500,000	-	-	-	(113,714)	3,843,334
Health Care Self-Insurance Escrow	1,500,000	-	3,000,000	(83,129)	(53,598)	5,363,273
Health Care HSA Incentive	1,295,259	-	-	-	(8,901)	1,491,099
Self-Insured Workers Compensation Benefits	-	-	182,500	-	(250,128)	1,045,131
PERFORMS	250,000	-	250,000	-	-	182,500
Unallocated	78,434,930	-	14,002,999	344,996	(7,295,457)	500,000
Total General Fund	28,049,567	15,287,603	(14,002,999)	(344,996)	7,295,457	85,487,468
	\$ 106,484,497	\$ 15,287,603	\$ (14,002,999)	\$ (344,996)	\$ 7,295,457	\$ 36,284,632
	[A]	[B]	[C]	[D]	[E]	[F]

EXHIBIT C-1

COLUMBUS STATE COMMUNITY COLLEGE
BOND FUNDED PROJECTS
FOR THE TEN MONTHS ENDED APRIL 30, 2010

	Bond Proceed Allocation	Proceeds Budget	Prior Budget Reallocations	Budget Reallocation 2010	Proceeds Expended to Date	Bond Proceeds Encumbered	Available to Spend	
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	
Refunding 1993 Bonds	3,445,000	3,445,000	706,227	3,408	3,445,000	-	-	(1)
Bookstore Facilities	7,000,000	7,000,000	-	-	7,709,635	-	-	(2)
Aquinas Hall*		1,631,673	(88,521)	588	1,538,816	-	-	(3)
366/370 N Grant*		1,760,304	(51,066)	-	1,709,238	-	-	(4)
Unallocated		8,022	(8,022)	11,476	-	-	11,476	(5)
Child Development Center	3,000,000	3,000,000	(891,666)	(108,124)	2,000,210	-	-	(6)
Columbus Campus Facility Projects								(7)
356 N Grant			158,931	-	149,978	-	8,953	(8)
Madison Hall			62,913	6,076	68,989	-	-	(9)
Rhodes Hall			27,979	-	27,979	-	-	(10)
Franklin Hall Suite Efficiencies			80,950	2,800	83,750	-	-	(11)
Planning			100,000	409	100,409	-	-	(12)
TRIO			67,500	432	67,932	-	-	(13)
Student Life/Judicial			48,000	(3,284)	44,716	-	-	(14)
K-12 Move			20,000	-	-	-	20,000	(15)
Cisco Lab			65,000	-	48,711	-	16,289	(16)
339 Cleveland Avenue			55,000	-	32,985	-	22,015	(17)
Automotive Flooring			-	140,000	-	-	-	(18)
EB Hall Lower Level Space Update			-	100,000	137,832	-	2,168	(19)
Issuance Costs	315,000	315,000	(55,830)	27,797	286,967	-	-	(20)
Interest Income			(297,395)	(181,578)	-	-	9,496	(21)
Total	17,160,000	17,160,000	-	-	17,453,149	-	190,396	(22)
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(23)

* These two projects were funded from both the General Fund and the Bond Proceeds.

** As approved by the Board of Trustees on January 26, 2006, available balances in projects funded by the 2003 bond proceeds were reallocated to the Bookstore/Retail Complex

*** As approved by the Board of Trustees on September 28, 2006, certain Columbus Campus Facility Projects may be funded by unspent balances from 2003 bond proceeds

EXHIBIT D
COLUMBUS STATE COMMUNITY COLLEGE
OPERATIONAL BUDGET COMPARISON FOR AUXILIARY SERVICES
FOR THE TEN MONTHS ENDED APRIL 30, 2010
With Comparative Figures at April 30, 2009

	FY 10		FY 09		Projected FY 10 Year End Budget	Projected % of Budget
	Revised Budget as approved January 2010	Budget Expended to Date	Revised Budget as approved January 2009	Actual to Date		
Sales/Revenues						
Bookstore	\$ 12,743,992	\$ 98.51%	\$ 10,909,020	\$ 10,549,745	13,776,620	108.10%
Child Development Center	965,895	84.15%	957,608	753,271	965,895	100.00%
Food Services	364,390	76.90%	342,412	273,232	364,390	100.00%
Bridgeview	502,301	61.82%	482,218	290,379	511,150	101.76%
Total Revenues before Grant Activity	14,576,578	95.76%	12,691,258	11,866,627	15,618,055	107.14%
Cost of Goods Sold						
Bookstore	9,750,995	97.93%	8,207,686	7,879,335	10,607,997	108.79%
Bridgeview	24,213	75.62%	35,118	37,115	25,558	105.55%
Gross Margin	4,801,370	91.45%	4,448,454	3,950,177	4,984,500	103.81%
Operating Expenses						
Bookstore	2,288,223	73.04%	2,705,956	1,727,071	2,288,223	100.00%
Child Development Center	1,237,493	73.02%	1,129,847	894,663	1,115,551	90.15%
Food Services	77,363	78.12%	74,130	57,499	77,363	100.00%
Bridgeview	541,404	69.98%	504,385	333,050	510,230	94.24%
Auxiliary Administration	608,109	0.00%	-	293,249	492,000	0.00%
Total Expenses before Grant Activity	4,752,592	71.96%	4,414,318	3,305,532	4,483,367	94.34%
Auxiliary Net Operating Income/(Loss)	48,778	-	34,136	644,645	501,133	-
Grant Income	-	0.00%	-	153,098	-	0.00%
Grant Expense	-	0.00%	-	153,098	-	0.00%
Net Grant Income/(Loss)	-	-	-	-	-	-
Net Income/(Loss)						
Bookstore	704,774	189.30%	(4,622)	943,339	680,400	124.92%
CDC	(271,596)	33.43%	(172,239)	(141,392)	(149,656)	55.10%
Food Services	287,027	76.58%	266,282	215,733	287,027	100.00%
Bridgeview	(63,316)	136.86%	(57,285)	(79,786)	(24,638)	38.91%
Auxiliary Administration	(608,109)	66.70%	-	(293,249)	(492,000)	-
Net Auxiliary Income/(Loss)	48,778	1990.28%	34,136	644,645	501,133	1027.38%
Auxiliary Fund Balance at June 30, 2009	8,966,443			8,403,576		
Board Approved Improvements	(4,211)			(46,333)		
Transfers						
Auxiliary Fund Balance at April 30, 2010	\$ 9,933,050	[A]	\$ 9,001,888	[E]		[H]

NOTES: Grant income is separately identified for a holistic view of CDC's financial picture. It is accounted for as a project account and not part of the Auxiliary Fund.

EXHIBIT E

COLUMBUS STATE COMMUNITY COLLEGE
CASH FLOW FORECAST
AS OF APRIL 30, 2010

	Actual November 2009	Actual December 2009	Actual January 2010	Actual February 2010	Actual March 2010	Actual April 2010	
Beginning Cash	\$ 3,412,653	1,913,453	5,546,734	1,905,928	1,966,845	8,568,881	(1)
Cash Receipts	6,273,113	42,757,209	609,086	7,326,736	47,849,960	4,271,491	(2)
Cash Disbursements	(11,772,313)	(14,123,928)	(17,249,892)	(12,265,819)	(16,247,924)	(24,492,916)	(3)
Outflow for investments	-	(30,000,000)	-	-	(30,000,000)	-	(4)
Inflow from investments	4,000,000	5,000,000	13,000,000	5,000,000	5,000,000	15,000,000	(5)
Ending Cash	\$ 1,913,453	5,546,734	1,905,928	1,966,845	8,568,881	3,347,456	(6)

	Forecasted May 2010	Forecasted June 2010	Forecasted July 2010	Forecasted August 2010	Forecasted September 2010	Forecasted October 2010	
Beginning Cash	\$ 3,347,456	3,952,986	6,598,779	3,044,567	2,490,355	3,936,143	(7)
Cash Receipts	8,205,530	15,245,793	19,245,788	8,245,788	28,245,788	15,245,788	(8)
Cash Disbursements	(12,600,000)	(16,600,000)	(16,800,000)	(12,800,000)	(16,800,000)	(15,400,000)	(9)
Outflow for investments	-	-	(6,000,000)	-	(10,000,000)	-	(10)
Inflow from investments	5,000,000	4,000,000	-	4,000,000	-	-	(11)
Ending Cash	\$ 3,952,986	6,598,779	3,044,567	2,490,355	3,936,143	3,781,931	(12)

**COLUMBUS STATE COMMUNITY COLLEGE
PRESIDENT'S DISCRETIONARY FUND
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE TEN MONTHS ENDED APRIL 30, 2010**

EXHIBIT F

Cash at Beginning of Period		\$ <u>2,570</u>	(1)
			(2)
<u>Receipts:</u>			(3)
			(4)
Deposit	17,430	17,430	(5)
			(6)
			(7)
<u>Disbursements:</u>			(8)
American Red Cross	1,500		(9)
Business First	50		(10)
Children's Hunger Alliance	1,500		(11)
Choices	1,000		(12)
Columbus Chamber of Commerce	750		(13)
Columbus Council on World Affairs	1,000		(14)
Columbus Housing Partnership	200		(15)
Columbus International Program	200		(16)
Columbus Metropolitan Library	1,000		(17)
Discovery Exchange	320		(18)
Event Marketing Strategies	300		(19)
Flowers	1,117		(20)
Friends of the Conservatory	300		(21)
Goodwill Columbus	150		(22)
Greater Columbus Community Helping Hands	100		(23)
House of Hope, Inc.	450		(24)
M. Valeriana Moeller - WELD Keynote event	120		(25)
MLK Breakfast Committee	351		(26)
Prevent Blindness	500		(27)
Southeast, Inc.	270		(28)
Tech Columbus	516		(29)
The Gathering	1,250		(30)
The Homeless Families Foundation	100		(31)
Thurber House	125		(32)
YWCA Columbus	1,250		(33)
		14,419	(34)
		<u>\$ 5,581</u>	(35)
	[A]	[B]	[C]

NOTE:

The President's Discretionary fund is a separate fund from the operating and capital funds of the college. The source of funds is from other-than-public (governmental) monies or student fees, as specified by the Board of Trustees.

The purpose of the fund is to enhance the mission of the college. Expenditures are to promote or enhance the image of the college, the college educational programs, operations, entertainment, contributions, and other appropriate expenditures not provided for in the college operating budget.

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC.
BALANCE SHEET AT APRIL 30, 2010
With Comparative Figures at April 30, 2009

<u>Assets</u>	<u>April 30,</u> <u>2010</u>	<u>April 30,</u> <u>2009</u>	
Cash	\$ 714,502	\$ 636,110	(1)
Investments at market value (see note)	4,279,065	3,389,483	(2)
Pledges Receivable	150,734	353,569	(3)
Other Assets	-	143,248	(4)
Student Emergency Loans restricted - Net	<u>1,297</u>	<u>1,297</u>	(5)
			(6)
Total Assets	<u>\$ 5,145,598</u>	<u>\$ 4,523,707</u>	(7)
<u>Liabilities</u>			
Due to general fund	\$ 3,942	\$ 194,198	(8)
Pledge Payable	-	73,319	(9)
Trade Payables	<u>-</u>	<u>143,248</u>	(10)
Total Liabilities	<u>3,942</u>	<u>410,765</u>	(11)
<u>Fund balance</u>			
Permanently Restricted	3,412,578	3,223,178	(12)
Temporarily Restricted	1,759,570	1,681,143	(13)
Unrestricted	<u>(30,492)</u>	<u>(791,379)</u>	(14)
			(15)
Total fund balance	<u>5,141,656</u>	<u>4,112,942</u>	(16)
			(17)
Total Liabilities and fund balance	<u>\$ 5,145,598</u>	<u>\$ 4,523,707</u>	(18)
	[A]	[B]	(19)
			(20)

Note: Investments

Investments are valued at market, which is generally determined by use of published market quotations. Realized gains and losses from sale or redemption of investments are based upon the cost of the specific investment sold or redeemed. Purchases and sales of investments are reflected on a trade-date basis. A summary of investments is as follows:

	<u>Cost</u>	<u>Market</u>	<u>Percent of</u> <u>Portfolio</u>
Cash	\$ 175,906	175,906	4.12%
Equities	2,092,125	2,339,562	54.67%
Fixed Income	412,768	482,387	11.27%
Mutual Funds	<u>1,192,359</u>	<u>1,281,210</u>	<u>29.94%</u>
Total Investments	<u>\$ 3,873,158</u>	<u>\$ 4,279,065</u>	<u>100.00%</u>

EXHIBIT H

COLUMBUS STATE COMMUNITY COLLEGE DEVELOPMENT FOUNDATION, INC
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 FOR THE TEN MONTHS ENDED APRIL 30, 2010
 With Comparative Figures at April 30, 2009

	2010			2009	
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total All Funds	
Revenue					
Contributions	\$ 102,844	\$ 176,282	\$ 78,583	\$ 357,709	(1)
Contributions for Columbus State	-	82,276	-	82,276	(2)
Investment income	182,287	29,668	-	211,955	(3)
Realized	455,976	75,665	-	531,641	(4)
Unrealized	638,263	105,333	-	743,596	(5)
Investment income-subtotal	741,107	363,891	78,583	1,183,581	(6)
Total revenues				<u>(152,088)</u>	(7)
Expenditures					
Scholarships	-	199,183	-	199,183	(8)
Contributions to Columbus State	-	82,276	-	82,276	(9)
Management and general	121,554	-	-	121,554	(10)
Total expenditures	<u>121,554</u>	<u>281,459</u>	<u>-</u>	<u>403,013</u>	(11)
Excess (deficit) of revenues over expenditures	619,553	82,432	78,583	780,568	(12)
Transfers	(427)	(29,438)	29,865	-	(13)
Fund balance at beginning of period	<u>(649,618)</u>	<u>1,706,576</u>	<u>3,304,130</u>	<u>4,361,088</u>	(14)
Fund balance at end of period	<u>\$(30,492)</u>	<u>\$ 1,759,570</u>	<u>\$ 3,412,578</u>	<u>\$ 5,141,656</u>	(15)
	[A]	[B]	[C]	[D]	(16)
				<u>\$ 4,112,942</u>	[F]

**COLUMBUS STATE COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
AS OF APRIL 30, 2010**

1) **Investments**

<u>Investment Fund</u>	<u>Cost</u>	<u>Market Value</u>	<u>Yield to Maturity*</u>	<u>Average Maturity (days)</u>
STAR Ohio/Operating	\$ 53,596,215	\$ 53,596,215	0.10%	1
STAR Ohio/Plant	2,282,680	2,282,680	0.10%	1
STAR Ohio/Auxiliary	534,040	534,040	0.10%	1
CSCC Operating Fund 1	49,294,184	49,336,987	0.25%	126
CSCC Operating Fund 2	33,463,273	33,755,099	2.12%	687
Bond Proceeds	477,758	478,053	0.65%	40
Auxiliary Services	5,613,696	5,663,528	2.30%	498
Plant Fund	4,666,830	4,691,934	2.24%	711
	<u>\$ 149,928,675</u>	<u>\$ 150,338,535</u>		

* Weighted

Portfolio Composition

<u>Type</u>	<u>% of Total</u>
STAR Ohio	37.51%
Agencies	61.76%
Cash & Equivalents	0.73%
	<u>100.00%</u>

2) **Inventories**

Bookstore inventories at year-end are stated at actual cost. At or near year-end a complete physical inventory is taken and adjustments, if any, are recorded.

3) **Plant Funds**

Physical plant and equipment are stated at cost at date of acquisition or fair value at date of donation in case of gifts. Depreciation of physical plant and equipment is recorded.

4) **Long-term debt**

Long-term debt consists of bonds payable in annual installments varying from \$545,000 to \$1,120,000 with interest at rates varying from 2.00% to 4.50%, the final installment being due in 2023, collateralized by a gross pledge basis, of the general receipts of the college, which include the full of every type and character of receipts, excepting only those specifically excluded which are primarily those that are appropriated from the State of Ohio.

Debt service for this long-term debt is paid from an annual allocation in the College's Operating fund, the Auxiliary Services fund, and from the State's Capital Component Program.

5) **Interfund Accounts**

All interfund borrowings have been made from current funds and amounts are due currently without interest.



Columbus State Community College

Date _____

Board Action

SUBJECT: Personnel Information Items

BACKGROUND INFORMATION:

In accordance with a Board of Trustees resolution approved and adopted at their regular meeting held on October 18, 1978, the President has the authority to make staff appointments to positions which have already been approved by the Board and included in the current budget, and to accept faculty and staff resignations. The attached personnel actions took place during the months of March, April, and May, 2010.

FOR INFORMATION ONLY

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following persons have been **appointed**.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SALARY</u>
Stacey Carnes (Repl. M. Cora)	Accountant I	Business Services	04/16/10	\$37,849
Cassandra Carothers (Repl. M. Baxter)	Technician I (Dispatcher)	Public Safety	05/17/10	\$28,652
Shawna Casey (New – B/A 09/10)	Accountant I	Business Services	04/16/10	\$37,849
Matthew Clegg (New- B/A Delaware)	Specialist (Safety & Security)	Public Safety - Delaware	05/17/10	\$28,652
Adam Darst (Promotion-Delaware)	Groundskeeper II	Physical Plant - Delaware	05/17/10	\$28,817
Carie Davis (Repl. C. Stillman)	Specialist	Business & Industry (CEWD)	04/16/10	\$33,129
Abubakr Farah (New- B/A Delaware)	Coordinator (Safety & Security)	Public Safety - Delaware	05/17/10	\$48,375
Marlene Jablonka (Repl. M. Nesser)	Administrative Assistant	Information Technology	05/03/10	\$48,000
Karen Miller (Repl. M. O'Brien)	Account Clerk	Business Services	04/01/10	\$26,204
Lori Moser (New – B/A)	Advisor	Advising Services	04/01/10	\$44,034
Edward Peoples (New-B/A Delaware)	Specialist (Safety & Security)	Public Safety - Delaware	05/17/10	\$28,652
Anita Ruiz (Repl. P. Devlin)	Program Coordinator	Knowledge Resources & Planning	05/17/10	\$48,000
Brian Seeley (Promotion – Delaware)	Coordinator (Maintenance)	Physical Plant – Delaware	05.03/10	\$45,725
Joanna Villanueva (Repl. M. Bedford)	Office Associate	Physical Sciences	05/17/10	\$28,652
Michael Wilson (New – B/A – Delaware)	Building Services II	Physical Plant – Delaware	05/17/10	\$25,526
Sachary Wilson (Repl. J. Riggs)	Accountant I	Business Services	04/16/10	\$34,849

COLUMBUS STATE COMMUNITY COLLEGE

BOARD OF TRUSTEES

INFORMATION ONLY

In accordance with a Board Resolution approved and adopted at a regular meeting held on October 18, 1978, which enables the President to make employee appointments to positions which have already been approved by the Board and included in the current budget, the following resignations/terminations have been accepted.

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>
John DiCecco (Resignation)	Instructor	Integrated Media & Technology	03/27/10
Angela Gann (Resignation)	Developer	Institutional Advancement	03/12/10
Wanda Green (Retirement)	Assistant	Records & Registration	03/31/10
Margaret Hogan (Discharged)	Associate Teacher	Child Development Center	04/12/10
Mark Koerner (Deceased)	Instructor	Biological Sciences	03/24/10
Carie Stillman (Resignation)	Office Associate	Business & Industry	03/12/10
Nelson Thomas (Resignation)	Teaching Assistant	Computer Programming Technology	04/16/10