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COLUMBUS STATE COMMUNITY COLLEGE
Franklin Hall Board Room

MINUTES

BOARD OF TRUSTEES MEETING
Thursday, July 26, 2007

CALL TO ORDER:

The regularly scheduled meeting of the Board of Trustees of Columbus State Community College, held on Thursday, July 26, 2007, was called to order by Chairperson Suzanne Edgar in the Pete Grimes Board Room at Franklin Hall at 6:05 p.m.

ROLL CALL:

Present: Suzanne Stilson Edgar, Chairperson
Mr. William J. Dolan
Dr. Susan C. Finn
Mr. Michael E. Flowers
Mr. Jeffrey L. Scheiman, Vice-Chairperson
Ms. Paula A. Inniss
Mr. William A. Antonoplos

Absent: Ms. Priscilla Mead
Mr. Michael Keller

CERTIFICATION OF COMPLIANCE:

Dr. Moeller, Board Secretary, stated that the record should show that notice of this meeting was given in accordance with the provisions of Section 121.22 (F) of the Ohio Revised Code.

MINUTES:

Member Flowers moved, Member Inniss seconded, that the minutes of the last regular meeting of the Board of Trustees held on Thursday, May 24, 2007, be approved as presented.

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Inniss, Flowers, Scheiman, Finn

NAYS: None

CONSENT AGENDA:

The consent agenda included the following items:

- (1) **Revision of Policy No. 3-05 Vacation Leave**
- (2) **New Associate of Science in Digital Photography Degree**
- (3) **Personnel Information Items**

Member Finn moved, Member Inniss seconded, that the Board of Trustees:

- (1) Approve the following revisions to the policy on Vacation Leave 3-05 as follows:
 - A. That vacation accrued by employees coming from other state agencies be accepted by Columbus State Community College;
 - B. That the College is authorized to pay employees who have been at the College for at least three (3) years in lieu of vacation; and
 - C. No vacation can be taken on an employee's last day of employment.
- (2) Approve the offering by the College of the Associate of Science degree in Digital Photography effective Fall Quarter of 2007.
- (3) Approve Personnel Information items.

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Inniss, Antonoplos, Scheiman, Finn

NAYS: None

FINANCIAL STATEMENTS:

Member Dolan moved, Member Flowers seconded, that the preliminary year-end financial statements as of and for the twelve months ended June 30, 2007, be accepted as presented.

A vote was taken which resulted in:

AYES: Members Dolan, Edgar, Flowers, Inniss, Antonoplos, Scheiman, Finn

NAYS: None

EXECUTIVE SESSION

Member Scheiman moved, Member Finn seconded, that the Board of Trustees adjourn to Executive Session according to Ohio Revised Code Section 121.22 for the purpose of discussing the president's contract.

A vote was taken which resulted in:

AYES: Members Antonoplos, Dolan, Edgar, Flowers, Inniss, Finn, Scheiman

NAYS: None

The Board of Trustees adjourned to Executive Session at 6:15 p.m. and reconvened the regular meeting at 7:56 p.m.

PRESIDENT'S CONTRACT AMENDED:

Member Scheiman moved, Member Finn seconded, that the Board of Trustees approve the following addendum to the employment agreement of Dr. M. Valeriana Moeller:

Salary - The President's current salary is hereby increased by five percent (5.0%), retroactive to July 1, 2007, for the next year.

Members Scheiman and Edgar will meet with the president in the next few weeks for the purpose of reporting the Board's evaluation of the president's work.

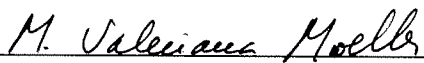
A vote was taken which resulted in:

AYES: Members Edgar, Flowers, Antonoplos, Finn, Scheiman, Inniss, Dolan

NAYS: None

ADJOURNMENT:

The meeting was adjourned at 8:00 p.m.



M. Valeriana Moeller
Secretary, Board of Trustees

/PF

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

VACATION
Policy No. 3-05
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Effective

- (A) It is the policy of the college to provide employees with the opportunity to have some time away from work in order to ensure their physical and mental well-being. This vacation time is ACCRUED MONTHLY FROM THE DATE OF HIRE, ~~earned on a monthly basis~~, based upon length of service, except where specified below.
- (B) Length of vacation for the President and ~~Cabinet Members, Provost, Associate Provost, and Vice Presidents, and Executive Directors~~ EMPLOYEES IN PAY RANGES AA AND A, shall be determined by the Board of Trustees. Length of vacation for administrators at ~~Administrator Level C and above~~ PAY RANGE B AND BELOW shall be determined by the President.
- (C) Length of vacation for ~~administrators (other than those listed in paragraph (B)) and for~~ staff (other than those employed on a quarterly basis) shall be in accordance with the following schedule:
- (1) Employees from hire through five years of employment are eligible for ~~six and one-fourth hours of vacation per month~~ (10 days per year).
 - (2) Employees with six through ten years of employment are eligible for ~~nine and three-eighths hours of vacation per month~~ (15 days per year).
 - (3) Employees with eleven through twenty-four years of employment are eligible for ~~twelve and one-half hours of vacation per month~~ (20 days per year).
 - (4) Employees with twenty-five years of employment or more are eligible for ~~fifteen and six-tenths hours of vacation per month~~ (25 days per year).
- (D) Faculty members do not accrue vacation.
- (E) The adoption of this policy will not reduce the length of vacation or vacation time already accrued of persons employed by the college at the time of adoption of this policy.
- (F) Staff employed on a quarterly basis do not accrue vacation but receive a vacation pro-ration in their salary.
- (G) PURSUANT TO ORC 9:44, EMPLOYEES WHO WERE PREVIOUSLY EMPLOYED BY THE STATE OR ANY POLITICAL SUBDIVISION OF THE STATE,

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POLICY AND PROCEDURES MANUAL

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Effective

CURRENTLY EARNING VACATION CREDITS, ARE ENTITLED TO HAVE THEIR PRIOR SERVICE WITH ANY OF THESE EMPLOYERS COUNTED AS SERVICE WITH THE COLLEGE FOR THE PURPOSE OF COMPUTING THE EMPLOYEE'S VACATION ACCRUAL RATE.

- (G) (H) Full-time employees (as defined in Policy No. 3-01 and Procedure No. 3-01(F)) who work less than a 100 percent schedule will receive vacation on a prorated basis in accordance with their length of employment and percent of annual time worked. Part-time employees (as defined in Policy No. 3-01(C)) do not earn vacation.
- (H) (I) Employees may accrue unused vacation up to a maximum of sixty (60) days or the vacation hours accrued in the last three years, whichever is less.
- (I) (J) PAY IN LIEU OF VACATION: EMPLOYEES WHO HAVE COMPLETED THREE (3) YEARS OF SERVICE MAY REQUEST PAY IN LIEU OF VACATION. EMPLOYEES MUST FIRST TAKE TWO (2) WEEKS (EIGHTY HOURS) OF VACATION IN A CALENDAR YEAR PRIOR TO SUBMITTING SUCH A REQUEST. EMPLOYEES MAY RECEIVE PAYMENT ONCE PER CALENDAR YEAR FOR UP TO FORTY (40) HOURS OF THEIR ACCUMULATED BALANCES BY SUBMITTING A WRITTEN REQUEST FOR SUCH PAYMENT TO THEIR SUPERVISOR. SUCH PAYMENT SHALL BE ISSUED WITH THE NEXT REGULAR PAYROLL FOLLOWING SUBMISSION OF THE EMPLOYEE'S REQUEST.
- (J) (K) Unused accrued vacation will be paid to employees on separation of employment or retirement at their current rate of pay.
- (L) NO VACATION TIME CAN BE TAKEN ON THE EMPLOYEE'S LAST DAY OF EMPLOYMENT.
- (M) The President college will establish procedures for administering this policy.