

AGENDA ITEM III
CONSIDERATION OF MINUTES

for the

Board of Trustees
June 12, 2009, Meeting

**Southern State Community College
Board of Trustees**

May 13, 2009, Meeting

The regular monthly meeting of the Southern State Community College Board of Trustees was held in the Appalachian Gateway Center on the South Campus of Southern State Community College Wednesday, May 13, 2009.

Call to Order and Roll Call

At 6:00 p.m., Chairman Ward called the meeting to order. Roll Call was as follows:

Present:

Trustee Kay Ayres
Trustee Donald Gephart
Trustee Patricia Griffiths
Trustee Paul Hall
Trustee John B. Houser, J.D.
Trustee Rory Ryan
Trustee James Ward, Chairman
Trustee Vicki Wilson, Ph.D.

Absent:

Trustee Ralph Shell, Vice Chairman

Consideration of Agenda

Trustee Ayres moved and Trustee Hall seconded that the Agenda before the Board be approved. All were in favor.

09.15

Consideration of Minutes

Trustee Hall moved and Trustee Ayres seconded that the Minutes of the March 11, 2009, Meeting be adopted. Roll Call Vote was as follows:

March 11, 2009, Meeting

Yes:

Trustee Gephart
Trustee Griffiths
Trustee Hall
Trustee Houser

Abstain:

Trustee Ayres
Trustee Ryan
Trustee Ward

09.16

Trustee Wilson moved and Trustee Ryan seconded that the Minutes of the April 8, 2009, Meeting be adopted. Roll Call Vote was as follows:

April 8, 2009, Meeting

Yes:

Trustee Ayres
Trustee Gephart
Trustee Hall
Trustee Ryan
Trustee Ward

Abstain:

Trustee Griffiths
Trustee Houser
Trustee Wilson

09.17

Monitoring Confirmation

President's Report

The President added the following items to her May 2009 written report to the Board of Trustees.

- Invitations for the May 30 PTK Induction were distributed.
- Trustees were asked to review the 2009 and 2010 Board Meeting schedule.
- SSCC's ABLE Program received an overall superior rating from the Ohio Board of Regents for FY 08.
- The Board received a copy of the Assessment Progress Report, which was prepared for the Higher Learning Commission of the North Central Association of Colleges and Schools. Appreciation was expressed to Nicole Roades, Executive Director of Planning, and Bill Worpenberg, Assistant Professor of General Studies and Mathematics, for their work on this report.
- Informational open house events have been held for individuals interested in obtaining a bachelor's degree from OU-Chillicothe at SSCC's Fayette Campus. Beginning Fall Quarter, three majors will be offered: a Bachelor of Technical and Applied Studies, a Bachelor of Specialized Studies and a Bachelor of Criminal Justice.
- The Board received Ohio two-year college enrollment information prepared by the Ohio Association of Community Colleges.
- Trustees received a commencement information sheet for their reference.

Report of Vice President of Business and Finance Report

In addition to the written April 2009 Financial Reports, the Vice President of Business and Finance explained there is a change order for the Fayette Campus renovation project for painting the exterior and repairing the brick of the existing building at an estimated cost of \$68,000 and recommended the general contractor take care of this. It was pointed out the prevailing wage must be paid on this. Concern was expressed about the cost of this change order and that the need for the brick repair was not seen earlier. A discussion was held about rebidding the change order versus having the contractor handle it. The Vice President of Business and Finance will speak to the architect to express the concerns mentioned and see if the cost can be reduced. He will keep the Board informed on this issue.

A brief discussion followed about the profit in Corporate and Community Services.

Trustee Ryan moved and Trustee Wilson seconded that the President's Report and the Vice President of Business and Finance Report be accepted. Roll Call Vote was as follows:

YES, President's and Vice President of Business and Finance Reports:

Trustee Ayres
Trustee Gephart
Trustee Griffiths
Trustee Hall
Trustee Houser
Trustee Ryan
Trustee Ward
Trustee Wilson

09.18

Personnel Committee

It was reported the Personnel Committee met earlier regarding the Employee Policy and Information Manual and the Board Policy Handbook. Mindy Markey, Director of Human Resources, is working with Mia Meucci, the College's current representative in the Attorney General's Office, to update both documents.

Consideration of Tax Deferred 403(b) Plan

Trustee Ayres moved and Trustee Wilson seconded that the attached Tax Deferred 403(b) Plan Resolution be approved. Roll Call Vote was as follows:

YES, Tax Deferred Resolution:

Trustee Ayres
Trustee Gephart
Trustee Griffiths
Trustee Hall
Trustee Houser
Trustee Ryan
Trustee Ward
Trustee Wilson

09.19

Next Meeting

The next Regular meeting of the Board of Trustees will be held on the Central Campus, at 4:30 p.m., June 12, 2009. The Personnel Committee will meet June 12, 2009, at 4 p.m.

Other

Skip Werline, Assistant Professor of Fine Arts, spoke to the Board of Trustees about the art currently on display and future plans. The Board praised Professor Werline for his fine art work and expressed appreciation that Southern State Community College receives recognition through his work. It was suggested that part of the art exhibit currently on display at South Campus be displayed at the Fayette Campus open house in September.

Chairman Ward thanked South Campus Director Chalker and her staff for hosting the May Board Meeting.

Trustee Ayres encouraged attendance at the June 5, 6 and 7 production of "Pride & Prejudice."

The Board congratulated Nicole Roades on being named Employee of the Year.

Adjournment

At 7:09 p.m., Trustee Hall moved and Trustee Wilson seconded that the meeting be adjourned. All were in favor.

09.20

NOTE: Copies and/or originals of all documents referenced throughout the Minutes are on file (BOARD OF TRUSTEES•May 13, 2009•meeting) in the President's Office unless otherwise noted. The meeting was audio taped as well.

Respectfully submitted



Stevetta Grooms

Attachment: Tax Deferred 403(b) Plan

RESOLUTION NO. 09.19

A RESOLUTION TO RESCIND THE 2008 BOARD OF TRUSTEE RESOLUTIONS TO ADOPT THE SOUTHERN STATE COMMUNITY COLLEGE 403(b) PLAN AND TO AUTHORIZE THE VICE PRESIDENT OF BUSINESS AND FINANCE AND/OR THE DIRECTOR OF HUMAN RESOURCES TO ADOPT THE PLAN IN 2009 AND TO EFFECTUATE FULL COMPLIANCE THEREOF

May 13, 2009

SYNOPSIS:

Southern State Community College (the "College") currently offers employees an opportunity to voluntarily contribute to a tax deferred 403(b) plan.

The Internal Revenue Service ("IRS") issued final regulations under Internal Revenue Code Section 403(b) on July 26, 2007 (the "Final Regulations"). Under the Final Regulations, the College was required to adopt a 403(b) plan document (the "403(b) Plan") by December 31, 2008.

Accordingly, on November 12, 2008, the Board of Trustees of Southern State Community College delegated authority to the College's Vice President of Business and Finance and/or the Director of Human Resources to adopt a 403(b) Plan document.

Whereas, the November 12, 2008 Resolution (the "2008 Resolution") indicated that the written 403(b) Plan document must be adopted on or before January 1, 2009 in order to comply with the Final Regulations.

The IRS did not complete its 403(b) plan guidance on the Final Regulations by year end 2008 and extended the deadline for adoption of a final 403(b) Plan document until December 31, 2009.

Therefore, the College did not comply with the terms of the 2008 Resolution which required adoption of a 403(b) Plan document on or before January 1, 2009.

The 2008 Resolution is rescinded and this Resolution re-authorizes the Vice President of Business and Finance and/or the Director of Human Resources to adopt the 403(b) Plan document in compliance with the Final Regulations, and to sign the 403(b) Plan document on behalf of the Board on or before December 31, 2009.

Adoption of 403(b) Plan Document

BOARD RESOLUTION

Now, therefore, it is resolved by the Board of Trustees of Southern State Community College that:

- (A) The 2008 Resolution to adopt a 403(b) Plan document is rescinded in its entirety.
- (B) The College's Vice President of Business and Finance and/or the Director of Human Resources is authorized and empowered by the Board to adopt the 403(b) Plan document and is further empowered to make such administrative changes to the 403(b) Plan document as are required to effect compliance with the Final Regulations.
- (C) The College's Vice President of Business and Finance and/or the Director of Human Resources has the authority to sign the final 403(b) Plan document on behalf of this Board at any time on or before December 31, 2009, such 403(b) Plan document to be retroactively effective to January 1, 2009, with the corresponding full weight and effect.
- (D) All formal actions of this Board of Trustees relating to the enactment of this Resolution were taken and adopted in open meetings, and all deliberations of this Board or any of its committees which resulted in such formal actions, were in full compliance with the law.