President's Report to the
BOARD OF TRUSTEES

SOUTHERN STATE COMMUNITY COLLEGE

JANUARY 2013 | DR. KEVIN BOYS, PRESIDENT

Strategic Bold Steps and Goals for 2013

At the Board's extended meeting, the Board will have the opportunity to consider a set of draft bold steps and goals for the new calendar year. This draft was shared at an all-college meeting on Jan. 11 with the understanding that the board would further discuss them at the upcoming meeting. The draft is included with this report.

Higher Learning Commission Accreditation Process

Also at the recent all-college meeting, Dr. Ryan McCall, Vice President of Academic Affairs, and a team of faculty and staff involved in the newly formed accreditation committee, provided an overview of the Higher Learning Commission's new criteria for accreditation and the Open Pathway model of accreditation. An important aspect of this accreditation model is the college's involvement and work on a "Quality Initiative." You will note in the draft 2013 goals that our initial thought is to propose a quality initiative related to student success. The alignment of this important initiative to an anticipated state requirement of a "completion plan," and a new state funding formula rewarding completion will allow the institution to concentrate significant collective effort toward helping our students meet their educational goals.

Annual Ethics Financial Disclosure Statement

College trustees are annually required to submit a financial disclosure statement to the Ohio Ethics Commission. The enclosed form may be filed directly with the Ohio Ethics Commission before April 15, 2013. The college will remit the required fee.

Upcoming Events

Board members are invited and encouraged to attend any of the following upcoming events:

JANUARY

01.31.13 **Women's Basketball Home Game** (vs. Clark State Community College)
5:30 p.m., Central Campus Patriot Center

01.31.13 **Men's Basketball Home Game** (vs. Clark State Community College)
7:30 p.m., Central Campus Patriot Center

FEBRUARY

02.02.13 **Women's Basketball Home Game** (vs. WSU Lake)
1 p.m., Central Campus Patriot Center

02.02.13 **Men's Basketball Home Game** (vs. WSU Lake)
3 p.m., Central Campus Patriot Center

02.07.13 **Women's Basketball Home Game** (vs. Valor Christian College)
5:30 p.m., Central Campus Patriot Center

02.07.13 **Men's Basketball Home Game** (vs. Valor Christian College)
7:30 p.m., Central Campus Patriot Center

02.11.13 **Women's Basketball Home Game** (vs. MU Middletown)
5:30 p.m., Central Campus Patriot Center

02.11.13 **Men's Basketball Home Game** (vs. MU Middletown)
7:30 p.m., Central Campus Patriot Center

02.21.13 **Master Gardeners: Miniature Gardens**
7-9 p.m., South Campus LRC, Sardinia

MARCH

03.13.13 **Women's Tea**
2 p.m., South Campus Appalachian Gateway Center, Sardinia

03.21.13 **Master Gardeners: Native Plants**
6 p.m., South Campus LRC, Sardinia

03.29.13 **SSCC Theatre presents "Lend Me a Tenor"**
7:30 p.m., Central Campus Auditorium, Hillsboro

03.30.13 **SSCC Theatre presents "Lend Me a Tenor"**
7:30 p.m., Central Campus Auditorium, Hillsboro

03.31.13 **SSCC Theatre presents "Lend Me a Tenor"**
3:30 p.m., Central Campus Auditorium, Hillsboro

President's Activities and Involvement

Since my last report, I have been involved in the following meetings and events:

- Regional Advisory Council Meeting
- Highland County Chamber of Commerce After Hours Event
- Midwestern Higher Education Compact 8th Annual Policy Summit
- Higher Education Funding Commission Meetings
- Hillsboro Rotary Club Meetings
- Higher Education Funding Models Meeting with Gov. Kasich
- Paraprofessional Grant Meeting
- Brown County Chamber Holiday Celebration
- Adjunct Faculty Orientation
- Meeting with Limestone YMCA
- Adams County Planning Meeting
- Highland County Chamber of Commerce Board and Executive Committee Meetings
- Franklin University Partnership Signing for BS Criminal Justice Administration Program
- Highland County Chamber of Commerce Coffee and Commerce Event
- Paraprofessional Advisory Committee Meeting
- SOCHE Executive Committee Meeting
- Great Oaks District Council Meeting
- LiftEd Regional Meeting of the Ohio Board of Regents

- Deer Park Community City Schools Dual Credit Meeting
- Respiratory Care Graduation Ceremony
- WSRW Radio Education Spotlight Sessions
- OACC Governing Board and Presidents' Meetings
- ADN Pinning Ceremony
- Brown County Replacement Campus Meetings
- SOCHE Board Meeting
- OACC Funding Commission Meetings
- College-Wide Meeting
- Southern Ohio Compact Planning Meeting
- Hillsboro City Schools Business Advisory Committee Meeting
- Highland County Chamber of Commerce Ag Event
- Entrepreneurship in Highland County Meeting
- SSCC opportunities in Adams County Meetings
- Ohio State President Gee 's Reception for Chancellor Petro

Academic Affairs

Instructional Operations

Ohio Means Internships & Co-ops Grant Received ☑

Southern State was awarded a new grant, Ohio Means Partnerships & Co-ops, in partnership with several other partners, including career centers and higher education institutions (see attached letter). The purpose of the grant is to increase the opportunity for internships and co-ops for students in our region. The total amount of the grant is $236,450. Karen Davis, Interim Dean of Technical Studies, was the lead person for Southern State in this process.

Faculty Announcements

Faculty Member Presents at AMS Conference ☑

Jon Davidson, Assistant Professor and Division Coordinator of Physical Science, recently presented at the American Mathematical Society (AMS) national conference. The conference is attended by 6,000 to 7,000 mathematicians. Mr. Davidson presented his research—"Hidden Treasures in 2x2 Linear Systems/Applications of Non-Orthonormal Coordinate Systems"—in a session titled, "Innovative and Effective Ideas in Teaching Linear Algebra." A hearty congratulations goes to Mr. Davidson for being selected to present at this national conference.

SOCHE Faculty Excellence in Teaching Awards

The Southwestern Ohio Council for Higher Education (SOCHE) hosted its annual banquet honoring excellence in teaching. SOCHE member institutions are requested to

submit names of faculty members who demonstrate excellence in teaching throughout the past academic year. This year, Southern State is proud to have three faculty members receive the Faculty Excellence in Teaching Awards. Those individuals are: Chyane Collins, Assistant Professor and Director of Respiratory Care; Ken Holliday, Assistant Professor and Division Coordinator of Arts and Humanities; and Dr. David Garippa, Instructor.

Workforce Development and Community Services

Truck Driving Academy ☑

November's enrollment was down slightly compared to last year; however, the December enrollment of 15 is a notable increase over the six and four of the previous two Decembers. New partnerships continue to be sought to boost enrollment. John Joy, Dean of Workforce Development and Community Services, attended a regional LiftEd meeting at Miami Valley Career Center where Barbara Wagner, Director of Adult Education, requested a meeting to discuss a CDL training partnership in Greene County. It was to be scheduled for early January.

The customized training for Warren County Career Center to offer straight truck training for its Lineman Technician program continues. The second group of students completed their training in November and the partnership has been well received by the students and staff at WCCC. The additional revenue has met expectations, and has proven to be of value in the department's improved financial performance in recent months. Discussions are under way with both Pickaway Ross Career and Technology Center and Scioto County Career and Technical Center to offer similar customized training to them in the fall of 2013.

The information session at the Strategic Training Center in South Point on Nov. 8 was a big success, with about 20 potential students attending. Eight students started CDL training at South Point on Dec. 10. An information session, open to the public Dec. 11 at the Delaware Career Center, was not as well attended, but there was enough interest to indicate the first class for Delaware County will be Jan. 22 or Feb. 4.

John Joy and Training Manager Eddie Mullins met with Jane Dunigan, Business Manager of Cincinnati State Workforce Development Center, at CS's new Middletown branch campus on Dec. 18 to discuss offering CDL training at that location to serve residents of Butler County.

Workforce Development ☑

The proposal submitted to PAS Technologies in Hillsboro last October resulted in a plant tour on Nov. 14. Tommy Collingsworth, Adjunct Faculty at SSCC's Fayette Campus, accompanied John Joy on the tour. The discussion that followed indicated that PAS will begin supervisory skills training in January.

Continuing Education & Departmental Notes

The Dental Assistant program, offered in partnership with Boston Reed College, continues. The information session held Dec. 12 for Boston Reed classes—which were planned to start in January 2013—was a huge success. More than 30 people attended, with 19 completing forms indicating their interest in one of the Boston Reed classes. The turnout indicates the interest and demand for short-term, low-cost training that will provide individuals with basic skills and a clear path to entry-level employment in particular fields.

Eighteen participants completed free Connect Ohio computer classes in November, and two completed the classes in December. In recognition of contributions to the Connect Ohio effort over the past two years, six Lexmark printers were given to Southern State at the regional meeting held Nov. 16 in Dayton. The printers will be used as door prizes to incentivize Connect Ohio course completion in January.

Institutional Advancement

Office of Communications
Marketing | Public Relations | Web

Direct Mail Projects ☑

Affordability – With emphasis on the cost of education and the value students experience by choosing Southern State, a direct mail flyer will be sent to nearly 4500 seniors in our surrounding area. Leveraging the previous awareness mailing that was sent to the same target audience in the fall, highlights of this affordability piece include personalized variable data, charts depicting the tuition gap between Southern State and our four-year competition, as well as links to available scholarships. This mailing is expected to reach households in late January.

Parent Mailing – Following the student's receipt of the affordability mailing (mid/late February), the parents of those seniors will also receive a direct mail piece emphasizing many of the same features but from the perspective of being a parent. As depicted in the image, the intent is to acknowledge the challenges parents sometimes experience when coaching their teenager to make decisions about college. As part of the parent and the student mailings, the call to action is to attend one of several Open House opportunities

where families can learn more about Southern State and get started on the application process. Open House programming is being coordinated as a collaborative effort between Student Services and Academics. The schedule for these activities is March 2 (South 9-11 a.m./Central 1-3 p.m.) and March 9 (Fayette 9-11 a.m./North 1-3 p.m.)

New Online Biweekly Newsletter

Designed as a biweekly online newsletter, *The Connector* is brimming with photos, headlines, spot summaries, upcoming events and hyperlinks, and is delivered in a more interactive format. Every two weeks, a link to the newest edition of *The Connector* will be available to students, employees, and community partners. The inaugural edition was distributed Jan. 15 and will be archived along with future editions at http://www.sscc.edu/newsletter/index.shtml.

Transfer Process

In collaboration with Academics, the collateral used to market the transfer process is being re-envisioned. Using Southern State alumni as the focal point, the transfer brochure and on-campus kiosks are being overhauled to present transferability in a more streamlined fashion. Rather than hosting individual articulation and transfer agreements among various colleges and universities, we are consolidating the information into a single brochure and directing students to the web for more specific information. The image here represents the overall approach of positioning Southern State alumni to be transfer spokespeople.

Foundation

Dayton Power & Light Company Foundation Grant ☑

In late December 2012, the Southern State Foundation received notification that the DP&L Foundation was awarding a $5,000 grant to advance the work done within the college. In cooperation with the Southern State academic division, the financial aid department, and our colleagues within DP&L's Generation Center in Manchester, these funds will be used to recruit and retain students pursuing higher education through this unique partnership.

Consolidation of the Foundation Portfolio

Officers of the Foundation Board met via conference call Dec. 7 to discuss the process of consolidating the investment portfolio into a single investment entity. Currently the Foundation's nearly $1.9 million portfolio is split and managed by Fifth Third Bank Securities and the National Bank and Trust, Trust Division. The process, including the request for proposal and firm interviews will begin in the spring. Ideally, a firm would be

selected by the start of the new fiscal year. The Foundation has an established investment policy which will be an integral part of the interview process along with the Foundation Board's interest in quality reporting and the prospective firm's ability to employ diverse investment instruments.

Student Affairs/Enrollment Management

Tutoring Services ☑

Workshops

Computer Fundamentals workshops were held at the Fayette Campus on Dec. 17 and at Central Campus on Dec. 19. Packets containing information about Microsoft Office programs were provided to all new students attending. Sixteen new students and four tutors participated in this hands-on training to better prepare them in creating documents using Word, Excel, and Power Point programs.

Online Success (Blackboard 9) workshops were held at Central and Fayette campuses on Dec. 18 for any student enrolled in an online class. Thirty-two students enrolled in at least one online class and one tutor participated in a simulated online class to learn how to use the navigational tools for successful completion of assignments and tests. The Tutoring Center also addressed the challenges of online learning. Several students commented afterwards that such an orientation should be mandatory before signing up for online courses.

Tutor Training and Appreciation Luncheon

Nineteen tutors completed Level 1 training during three sessions conducted on Nov. 30, Dec. 5, and Dec. 6. Other training sessions will begin in January to bring new tutors on board or finish up current tutors who need to finish Level 1. Once a tutor has finished the training and has conducted 25 hours of actual tutoring, the Tutoring Center will award them Certified Tutor status. They will then have the opportunity to pursue two more levels of certification.

Adjunct Meeting

Timothy Crowder, Workshop Facilitator and Adjunct Instructor, and Susan Long, Coordinator of Tutoring Services, attended the adjunct orientation meeting on Dec. 1 and conducted a session for instructors who teach College Success (Psychology 1108). The new syllabus requires that instructors help students activate student accounts, emails, Blackboard, and teach Microsoft Word, Excel, and PowerPoint skills. The adjuncts were given an overview of the Tutoring Center's Web Tutorials and the Computer Fundamentals workshops. These staff members were invited to attend the Fayette workshop or work with Mr. Crowder to set up a training session to prepare them for teaching the new curriculum. Seven adjuncts teaching the College Success course attended the session.

First Week Activities

Tutoring staff manned tables at each campus on Jan. 7 and 8 to promote tutoring and to direct students to the tutoring labs for web tutorials. Twenty students received web tutorials and 73 tutor requests were received.

Susan Long, Kari Simpson (Mentor Tutor and Writing Lab Associate), Stephanie Bartley (Tutoring Data Specialist) and Adam Foster (Peer Tutor) visited nine classes—six College Success and three English—to promote tutoring and/or to assist students in activating their student accounts located on the My SSCC portal. These class visits resulted in 54 more students receiving the web tutorials and an additional 43 students receiving a Blackboard 9 orientation.

Career & Counseling Services ☑

Conference Presentation

Tom Payton, Coordinator of Career and Counseling Services, attended the Mid-West Glaser Institute Conference and presented on "Adapting Choice Theory and Reality Therapy for Career Counseling." The conference was held at the University of Detroit and was well received. It demonstrated how career choice could be viewed through the lens of William Glaser's Choice Theory, defining career satisfaction as the ratio of what one wants in a career versus what one is getting. The goal is to get the client to understand the five basic needs that motivate us—belonging, power, freedom, fun/enjoyment, and survival—and see how they might be expressed for a given client in terms of career. Simply put we are not concerned with what one wants to do but what one wants from a career.

Disability Services ☑

Remote Interpreting Services (RIS)

With the assistance of Dennis Griffith, Director of Information Technology, and Cathy Zile, System Administrator, the Disability Services office implemented Remote Interpreting Services (RIS). Jamie Darling, Staff Interpreter, will be utilizing Collaborate and Instant Messenger through the Blackboard platform to provide interpreting services remotely, instead of relying on an agency interpreter to cover the assignment. This will be first time the college has provided services remotely. The cost savings of agency interpreting services verses RIS is approximately $7,500 for the spring semester.

Mentor Agreement with Sinclair Community College

In the Fall Semester 2012, Jamie Darling added an agreement with Sinclair Community College's Interpreting Training Program to mentor their interpreting practicum students. Interpreting students, with approval of the SSCC instructors and deaf students, are paired with a working staff interpreter to "learn the ropes" of post-secondary interpreting. This invaluable experience helps promote and support the interpreting profession and at the same time creating a network between SSCC and other community colleges. Thus

far, Disability Services has supplied mentoring services for Ohio University Lancaster's Interpreter Training Program (ITP).

Advising & Retention Services ☑

AmeriCorps

The AmeriCorps state audit was conducted Dec. 18 with 100-percent compliance. The program at Southern State received rave reviews from the representative who commented on the extensiveness of the training and the amount of participation the College Completion Coaches have had with their community events (9/11 and Make a Difference Day). Southern State's AmeriCorp College Completion Coaches are also leading the state with the number of students who signed up to receive their services (150).

Nicole Elliott, College Completion Coach at South and Central campuses, was part of a student panel that spoke and answered questions at the OCAN Student Success Symposium on Dec. 14. She was one of five individuals selected to be a part of the panel.

Kylena France, College Completion Coach at North and Central campuses, graduated with her master's degree in education with an emphasis in mental health counseling from Lindsey Wilson College on Dec. 14.

Retention/Perkins

The Campus Performance Report was received from the state for FY12 with 100-percent compliance, meeting all objectives but two (however, still in the 90-percent range of meeting the goal).

Student Activities

Student Frequency Card

In order to encourage students to be more involved in campus life, Student Activities is introducing a Student Frequency Card (SFC) program for spring semester. Students use these cards to collect official stamps for attendance at designated events on each campus. Once a student has received five stamps on his or her card, that student may enter the card in a grand prize drawing to be held at the end of the semester. Four lucky students will win a Google Nexus 7 tablet. The designated activities are posted on the Southern State website, and include athletic events, LRC talks, and special reduced-price bowling nights for students and their families at Hillsboro's Highland Lanes. Since studies show that students who are more actively involved outside of the classroom have improved retention rates over those who simply attend class and go home, this new program supports Southern State's strategic goals.

Men's Soccer

Congratulations to Southern State men's soccer player Michael Theobold for being named

to the 2012 All-Ohio Junior College Men's Soccer Team.

Women's Basketball

Women's Basketball is currently 3-8 for the season. The Lady Patriots are represented in the USCAA individual statistical leaders with Megan Sword ranked 17th in points per game, and Mercedes Grisham ranked 16th in points per game, third in rebounds per game, and tied for 7th in steals per game.

Men's Basketball

Men's Basketball is currently 12-2 for the season, and ranked 16th in USCAA Division I Coaches Poll. The Patriots are represented in the USCAA individual statistical leaders with Kam Harris ranked 15th in points per game and 17th in rebounds per game; Diondrey Holt ranked 23rd in points per game; Isiah Walton ranked 25th in points per game, fourth in rebounds per game, 10th in steals per game, and 10th in blocks per game; Brandon Whitlock ranked 18th in rebounds per game and second in blocks per game; Ty Harris ranked first in assists per game and seventh in steals per game; and DreSan Mathis ranked 13th in blocks per game. Congratulations to Brandon Whitlock for being named USCAA's Men's Division I Basketball Player of the Week for Dec. 18.

Student Government Association

First Week Activities—SGA members manned a table in Central Campus's lobby during Tuesday and Wednesday of the first week of the spring term to meet and greet new students. A remote control car was used as an "attention getter" to draw students to SGA's table for conversations. "My SSCC Student Features" brochures were handed out to those students who were interested in knowing how to connect to basic services, including logging into their blackboard accounts, finding their ID numbers, and learning how to access student email. On Wednesday, hot dogs were given out free of charge to students, compliments of SGA.

Discount Card Sales—SGA Discount Cards, which fund the association's annual student scholarship, have been selling better this year. The first month has generated about 40 percent of the required sales to break even and cover the $500 scholarship. About 110 cards were sold during the first month; 250 is the goal. All campus bookstores are carrying the cards which helps students and employees access them.

SGA Student Growth—There are seven active SGA members. Their cumulative GPA is 3.67. Other noticeable achievements include one student informed me that during the last national Student Government Conference he decided he needed to lose weight. That was in July. He now reports having lost more than 30 pounds and is very motivated to continue. Another student, whose wife had graduated from SSCC a few years ago, and then passed away a few months later, informed SGA members that they are his second family. He has gone from a deep depression to one of service and self-worth. He is contemplating running for either Vice President or President this upcoming election.

He also thanked the advisor for giving him the courage to fly for the first time when he attended the conference last July in Orlando. In addition, four of the seven active members are due to graduate this year. Three of those four are looking into moving on to colleges housed here (such as Franklin University, Ohio Christian University, Lindsey Wilson College, etc.) so that they can continue in Student Government.

Human Resources

New Hire

Michelle Abreu has been hired as a full-time faculty member in Respiratory Care in the Academic Affairs division. Her first day teaching full time with Southern State was the beginning of Spring Semester. Ms. Abreu's experience includes working at other colleges as an adjunct instructor, as well as working as a Respiratory Therapist for more than 12 years in the healthcare industry. She has an associate's degree from Kettering College of Medical Arts and a bachelor's degree from Franklin University.

Insurance Committee ☑

As most are aware, insurance costs continue to rise and the Patient Protection and Affordable Care Act (PPACA) poses new challenges in understanding and compliance, which is all new territory for any employer. In order to tackle these issues head-on, the Insurance Committee engaged a third-party consultant, the Hylant Group, to evaluate the college's existing benefit program. Starting in November, the Hylant Group assessed the college's benefit programs considering plan design, claims experience, contribution strategies, vendor services, competitor services, and wellness initiatives. After the analysis, the Hylant Group presented the committee with several recommendations that included savings opportunities, funding options, renewal strategies, and an analysis of ancillary benefits. Being mindful that most of the opportunities would need to be negotiated under the terms of the existing Southern State Education Agreement (SSEA), the Insurance Committee forwarded their recommendations to the College and SSEA leadership for consideration.

Southern State Community College Strategic Visioning
Bold Steps for 2013

Bold Step 1: Formalize the design and continue to implement an institution-wide improvement plan that advances student success and college completion

Goal 1A:
Develop and submit for approval the Southern State College Completion Plan to the Ohio Board of Regents as specified in law

Goal 1B:
Develop and submit for approval a Quality Initiative related to student success and completion to the Higher Learning Commission

Goal 1C:
Participate in Reverse Transfer agreement initiative by the OBOR

Bold Step 2: Take a Quantum LEAP in Technology

Goal 2A:
Complete end-user training, data conversion and fully implement Jenzabar EX student information management software system (ERP) for fall semester 2013

Goal 2B:
Continue to infuse the use of digital resources and discipline specific relevant technology throughout the curriculum and classroom setting

Approved by the Board of Trustees January…

DRAFT

Goal 2C:
Expand across the institution efforts to digitize college records to promote efficiency, transparency, and sustainability

Bold Step 3: Vigorously Pursue Outside Funding (Your Best Investment)

Goal 3A:
Seek partner(s) to pursue grants for targeted projects

Goal 3B:
Articulate the rationale, purpose, program, and desired facilities for meeting the educational needs and demands of the population; enter into partnership agreement(s); and secure remaining funds required for construction of an Adams County campus

Bold Step 4: As we build a new campus, seize the opportunity to design not only a building, but a new brand/identity and orientation that demonstrates flexibility and a dynamic nature throughout the College

Goal 4A:
Finalize programs, services, and tentative schedules for Mt. Orab Campus that best utilizes facilities, serves the students, and meets local employer needs; begin marketing plan for successful opening in fall 2014

Goal 4B:
Utilize data to develop and implement additional recruiting and marketing strategies to increase the numbers of recently graduated high school students in our service area pursuing post-secondary education and training.

Bold Step 5: Enhance the Working Environment for Students and Employees

Goal 5A:
Prioritize and complete projects funded by the 2013 and 2014 biennium capital budget

DRAFT

Goal 5B:
Explore potential shared service opportunities with state and local law enforcement agencies

Goal 5C:
Provide training and implement the SSCC Professional Development and Strategic Involvement plans for administration and staff

Goal 5D:
Explore, evaluate and initiate a comprehensive health and wellness program for employees

Bold Step 6: Realize synergy through strategic partnerships

Goal 6:
Serve as a "convener" of a "Southern Ohio Education Compact" among interested school districts (and colleges) in order to improve college readiness, increase the numbers of college-bound students in the region, raise overall educational attainment, and provide a trained workforce in our region.

DRAFT

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

PURPOSE OF FINANCIAL DISCLOSURE AND REQUIREMENT FOR DISCLOSURE

Filing a financial disclosure statement is part of the responsibility of choosing to hold or run for public office or employment. The purpose of requiring public officials and employees to file financial disclosure statements is to increase confidence in government and openness by: (1) Assisting public servants in identifying potential conflicts of interest; and (2) Allowing citizens to become aware of the financial interests of the officials and employees who serve them.

Filing an annual financial disclosure statement is required by law and Commission rule. [For more information on positions required to file by Commission rule, click here.] Financial information must be completed for the entire preceding calendar year. A person who leaves a filing position must file for the last calendar year in which he or she held the position. No person is required to file more than one statement for any calendar year.

WHO IS REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT:

Anyone who is elected, appointed to, or a candidate for the following elective offices:

- State elective office
- County elective office
- City elective office
- State Board of Education
- School district board of education (in districts with a total student count of 12,000 or more)
- Educational service center (ESC) governing board in an ESC with a total student count of 12,000 or more

Candidates for office should note that this financial disclosure statement is NOT the same as a campaign finance report that is filed with the Secretary of State's Office or county board of elections. This statement must be filed regardless of whether the candidate raised or spent money for his or her campaign.

Anyone who is appointed to the following non-elective public positions:

- Member, state board or commission
- Appointed member, State Board of Education
- Trustee, state college or university
- Member, state retirement system board
- Appointed member, ESC governing board in an ESC with a total student count of 12,000 or more

Anyone who is employed in these public positions:

- State department director, assistant director, deputy director, or division chief
- Person in an equivalent rank to the above state department employees
- Chief executive officer of a state board, commission, or retirement system
- All state retirement system investment officers
- All professional employees of the Casino Control Commission
- All technical employees of the Casino Control Commission who perform an internal audit function
- Administrator, Director of Investments, and Chief Investment Officer, Bureau of Workers' Compensation
- State employees paid under Schedule "E-2" or "C"
- President, State college or university
- Superintendent, Treasurer, or Business Manager, school district or ESC

FILING DEADLINES:

The disclosure statement must be received by the Commission, or have a U.S. postmark or date from a commercial delivery service, by the applicable deadline. The filing deadline for disclosure statements is **WEDNESDAY, MAY 15, 2013**, unless you are filing for any of the following reasons:

Candidates: The disclosure statement is due for most candidates thirty days before the first primary, special or general election when their names will be on the ballot. For write-in candidates, the statement is due twenty days before the first primary, general, or special election when their names will be on the ballot. For example:

Candidate in the May 7, 2013, primary election	Monday, April 8, 2013
Write-in candidate in the May 7, 2013, primary election	Wednesday, April 17, 2013
Candidate in the November 5, 2013, general election (who has not already filed as an incumbent or primary candidate)	Monday, October 7, 2013
Write-in candidate in the November 5, 2013, general election (who has not already filed as an incumbent or primary candidate)	Wednesday, October 16, 2013

Person Appointed to Unexpired Term in Elected Office: Within 15 days after being sworn in to office.

Person Appointed or Promoted to, or Employed in, a Non-Elective Filing Position after February 15, 2013: Within 90 days of appointment, promotion, or employment.

FILING FEES:

Disclosure statements must be accompanied by a filing fee based on the position for which the person is filing.

State elected office holder or candidate	$ 95.00
State Board of Education member or candidate	$ 35.00
County elected office holder or candidate	$ 60.00
City elected office holder or candidate	$ 35.00
School district board of education member or candidate	$ 30.00
ESC governing board member	$ 30.00
School district or ESC superintendent, treasurer, or business manager	$ 30.00
All other filers	$ 60.00

Filing fees can be paid by check or money order made payable to the Ohio Ethics Commission.

LATE FEES:

Any person who files the disclosure statement after the appropriate deadline is required to pay a late fee of $10 a day for each day the statement is late. The maximum late fee is $250.

FAILURE TO FILE A DISCLOSURE STATEMENT OR FILING A FALSE DISCLOSURE STATEMENT:

Any person who fails to file a disclosure statement or who files a false statement may be subject to prosecution. R.C. 102.02(C) makes it a fourth-degree misdemeanor to knowingly fail to file a disclosure statement that is required by law. R.C. 102.02(D) and 2921.13(A)(7) make it a first-degree misdemeanor to knowingly file a false disclosure statement.

PUBLIC RECORDS:

Once filed, every disclosure statement is a public record. Most statements and their attachments are available for public inspection. For security purposes, filers should NOT list or attach any of the following to their disclosure statements: (a) social security numbers; (b) account numbers for bank, credit card, or investment accounts; or (c) IRS documents or filings.

For more information, check out the Frequently Asked Questions at www.ethics.ohio.gov

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

STEP-BY-STEP INSTRUCTIONS

SECTION A—PERSONAL CONTACT INFORMATION:

Fill in your name, preferred mailing address, county, phone number, and e-mail address. Your e-mail address will be used to provide you with updates and notices about financial disclosure filings.

SECTION B—STATUS:

Check all of the appropriate boxes indicating your status—the reason you are filing this statement. For example, if you are a county elected official who is running for a city elected office, you would check the box for "Candidate" and the box for "Elected to an office."

Check "Public official" if you are filing a disclosure statement because you have been appointed to a public board or commission (such as a state board, university board of trustees, or board of a sanitary district).

Check "Public employee" if you are filing a disclosure statement because you are an employee of a state or local public agency (such as a state department director, retirement system investment officer, or school district superintendent).

If you are a candidate, please list the date of the first primary, special, or general election in 2013 when your name will appear on the ballot. If you are a write-in candidate, list the date of the first election at which voters can write in your name on the ballot.

SECTION C—PUBLIC POSITION, OFFICE, OR JOB: Information about the public position for which you are filing a disclosure statement.

List your public position or title, such as council member, sheriff, board member, or department director.

List the public entity that you serve in 2013, served in 2012, or will serve if elected. For example, if you are a city council member, list the name of the city. If you are a county sheriff, list the name of the county. If you are a board member, list the name of the board. If you are a department director, list the name of the department.

If you are a candidate seeking the position, check the "Seeking" box. If you are currently serving, check the "Hold" box. If you served in 2012 or 2013, and are no longer serving, check the "Held" box.

Indicate whether the position you hold, held, or are seeking is uncompensated, or check the box next to the salary category paid for service in the position.

List the start date for the position you hold. If you are an elected official, list the start date for the current term. If you were appointed to an unexpired term in an elected office, your start date is the date you were sworn in to the office. List the end date for the position if there is an end date.

SECTION D—ADDITIONAL PUBLIC POSITION, OFFICE, OR JOB: If you are required to file a disclosure statement for more than one public position, provide information for the other public position here. If you are not required to file a disclosure statement for more than one public position, skip Section D.

For more information, check out the Frequently Asked Questions at www.ethics.ohio.gov or

call the Ethics Commission office at 614.466.7090.

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

QUESTION 1—SOURCES OF INCOME: For more information on income disclosure, check out FAQs No. 47 to 63.

"Income**"** includes:

1. "Gross income" as defined in the federal Internal Revenue Code (26 USC 61); and
2. Interest and dividends on all governmental securities, whether federal, state, or local.

Examples of "gross income" include compensation for services (such as salary), interest, rent, and pensions.

Most filers* must list every source of income, regardless of amount, that: (a) they received in 2012; or (b) any other person received in 2012 for their use or benefit. Following each source of income, briefly describe the services you provided in return for the income.

Another person has received income for your "use or benefit" if the source's purpose for giving compensation to that person is to provide it for your use or for your benefit. For example, if you are a beneficiary of a trust, the trust earns income for your use or benefit. You must list the trust as a source of income and all sources of income received by the trust. For more information about trust disclosure, see Advisory Opinion No. 2005-01.

If you are paid for your public service, include the public agency as a source of income.

You are **not required** to disclose:

A. Your spouse's income sources (although you may benefit from your spouse's income, he or she usually does not receive income for the purpose of providing it to you); or
B. The names of clients, patients, or customers of your business or practice (simply disclose the business or practice).

Amount of Income: You must also disclose the amount of income you received from any source, IF:

1. The source is doing or seeking to do business with the public agency you serve; or
2. You earned the income because you provided goods or services to a legislative agent (lobbyist). [See R.C. 101.70 or contact the Joint Legislative Ethics Committee for further information.]

EXAMPLES:

Source of Income	Service Provided	Amount
A Your Public Employer	Your position	
B Smith & Jones Co., L.P.A.	Private law practice	
C ABC Pension Fund	Retirement	
D XYZ Corporation	Stock dividends	
E Friendly National Bank	Interest on savings account	$45.00

*** NOTE:** These filers disclose only sources of income over $500 and are not required to disclose amounts of income:

- College or university trustees;
- Any official or employee of a city, school district, ESC, or sanitary district if his or her public position is paid less than $16,000; and
- Any candidate for an elective office of a city, school district, or ESC if the office is paid less than $16,000.

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

QUESTION 2—SOURCES OF GIFTS: For more information on gift disclosure, check out FAQs No. 64 to 71.

Most filers* list every source of a single gift valued at over $75 or multiple gifts with a total value of over $75 that:

A. You personally received in 2012; and
B. Any other person received for your use or benefit in 2012.

Another person has received a gift for your "use or benefit" if the giver's purpose for giving a gift to that person is to provide it for your use or for your benefit. For example, if your spouse has received a gift and the giver's purpose is to provide the gift to you, your spouse received the gift for your use or benefit.

Sources of gifts can include individuals, corporations, or groups of individuals or corporations, such as co-workers, not-for-profit organizations, and trade associations.

You are NOT required to disclose:

A. The nature of the gift;
B. Campaign contributions;
C. Gifts received by will or inheritance or by distribution from a trust established by a spouse or ancestor;
D. Gifts received from any of these family members: spouse, parents, grandparents, children, grandchildren, siblings, nephews, nieces, uncles, aunts, brother- or sisters-in-law, sons- or daughters-in-law, or parents-in-law; or
E. Gifts from any person to whom you stand in the place of a parent.

*** NOTE:** These filers disclose only sources of gifts valued at over $500:

- College or university trustees;
- Any official or employee of a city, school district, ESC, or sanitary district if his or her public position is paid less than $16,000; and
- Any candidate for an elective office of a city, school district, or ESC if the office is paid less than $16,000.

QUESTION 3—IMMEDIATE FAMILY MEMBER: For more information, check out FAQs No. 82 to 86.

List the names of your spouse (husband or wife) living in your household and any dependent children.

QUESTION 4—NAMES OF BUSINESSES:

List all names under which you, or any of the immediate family members you listed in response to Question 3, do business. For example, list the name of any business that you or your immediate family members own or operate.

EXAMPLES:

a. You are a partner in a law firm named Smith & Jones. You should list "Smith & Jones."
b. Your spouse who lives with you has an accounting firm called Ace Accounting. You should list "Ace Accounting."
c. Your dependent child mows lawns under a business called Carl's Lawn Service. You should list "Carl's Lawn Service."

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

QUESTION 5—LAND (REAL ESTATE):

For more information on real estate, check out FAQs No. 105 to 110.

List all of your leasehold and ownership interests in land and real estate located in Ohio.

NOTE: Because of an exception in the law, you are not required to disclose:

a. Your personal residence; or
b. Any property you use primarily for personal recreation.

QUESTION 6—CREDITORS:

For more information on creditors, check out FAQs No. 92 to 103.

List the name of any person or business residing or transacting business in Ohio to whom you owe, or owed, in 2012, more than $1000 in your own name or in the name of any other person.

For example, if you charged more than $1000 on a credit card during 2012, you must disclose the name of the credit card issuer even if you paid off the card during the grace period.

NOTE: Because of an exception in the law, you are NOT required to disclose a creditor if the debt:

A. Is secured on your personal residence (such as a mortgage or home equity loan);
B. Is secured on real estate used primarily for personal recreation (such as a home equity loan); or
C. Results from the ordinary conduct of your business or profession.

QUESTION 7—DEBTORS:

For more information on debtors, check out FAQ No. 104

List the name of anyone residing or transacting business in Ohio who owed you, or any other person for your use or benefit, more than $1000 during 2012.

NOTE: Because of an exception in the law, you are NOT required to disclose as a debtor:

A. A bank or other financial institution if the only money it owes to you is money you deposited with it;
B. Any person who owes you money as a result of the ordinary conduct of your business or profession; or
C. Clients or patients who owe you money if you are a lawyer, doctor, or psychologist.

QUESTION 8—INVESTMENTS:

For more information on this question,
check out FAQs No. 87 to 91 and
Advisory Opinion No. 2011-01

List the name of each corporation that is incorporated in, or holds a certificate of compliance to do business in, Ohio, and every trust, business trust, partnership, or association that transacts business in Ohio, in which during 2012:

A. You had an investment of over $1000 at any time during the year; and
B. Any other person had an investment of over $1000 for your use or benefit at any time during the year.

You should list any investment you held at any time in 2012, even if you sold or otherwise disposed of it during the year. Briefly describe the nature of each investment you disclose.

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

NOTE: You are NOT required to disclose:

A. Saving and checking accounts, certificates of deposit, and other deposits with financial institutions; or
B. Personal identifying information such as social security or investment account number.

EXAMPLES:

	Corporation, Trust, Business Trust, Partnership, or Association	Nature of Investment
A	ABC Growth Fund	Mutual Fund
B	XYZ Corporation	Common Stock
C	Smith Family Trust	Beneficiary
D	Planet Us Company	Stock in trust
E	All American Fund	Deferred Compensation Mutual Fund
F	Lifeplan 2030	Deferred Compensation Investment
G	123 Corporation	Stock in Investment Account
H	Popular Company	Stock in IRA
I	MegaGrowth Fund	Mutual Fund in 401(k) Account

QUESTION 9–OFFICES AND FIDUCIARY RELATIONSHIPS:

For more information on question 8, check out FAQs No. 87 to 91.

List the name of each corporation that is incorporated in, or holds a certificate of compliance to do business in, Ohio, and every trust, business trust, partnership, or association incorporated or authorized to do business in Ohio, or transacting business in Ohio:

A. In which you held an office in 2012; or
B. With which you had a fiduciary relationship in 2012.

A person has a "**fiduciary relationship**" with an entity if he or she has the authority to make decisions in the entity's interests.

EXAMPLES:

	Corporation, Trust, Business Trust, Partnership, or Association	Office or Nature of Relationship
A	Buckeye Friends Trust	Trustee
B	Smith & Jones Co., L.P.A.	Partner
C	Smith Cleaning Company	Member, Board of Directors

For more information, check out the Frequently Asked Questions at www.ethics.ohio.gov or call the Ethics Commission office at 614.466.7090.

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

SKIP QUESTIONS 10 and 11 if you are a:

- College or university trustee;
- City, school district, ESC, or sanitary district official or employee and serving in a position paid less than $16,000 a year; or
- Candidate for a city, school district, or ESC position paid less than $16,000 a year.

QUESTION 10—MEALS, FOOD, AND BEVERAGES:

For more information on questions 10 and 11, check out FAQs No. 72 to 81

List **any source** of payment for meals, food, or beverages valued at over $100 that was received in connection with your official duties by you or any other person for your use of benefit in 2012.

Include your public agency if it paid for more than $100 of meals, food, or beverages for you unless you have included the information within the travel expenses disclosure section in response to the next question.

NOTE: Because of an exception in the law, you are not required to disclose anyone who provided meals, food, or beverages to you:

A. At a meeting where you participated in a panel, seminar, or speaking engagement; or
B. At a meeting or convention of a national or state organization to which any state agency, legislative agency, state institution of higher education, political subdivision, or office or agency thereof, pays membership dues.

QUESTION 11—TRAVEL EXPENSES:

For more information on questions 10 and 11, check out FAQs No. 72 to 81

List **both** the source and the amount of each individual payment of travel expenses, received in 2012, that was:

A. Received by you in connection with your official duties; or
B. Paid to any other person for your use or benefit in connection with your official duties.

Include your public agency if it paid for or reimbursed travel expenses for you.

You must list each payment or reimbursement separately. Travel expenses include parking fees, lodging, airline tickets, and mileage reimbursements.

NOTE: Because of an exception in the law, you are NOT required to disclose anyone who provided travel expenses to a meeting or convention of a national or state organization to which any state agency, legislative agency, state institution of higher education, political subdivision, or office or agency thereof, pays membership dues.

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

SKIP QUESTION 12 <u>unless</u> you are a:

- State elected official;
- State employee; or
- State board or commission member (except college or university trustee).

<u>QUESTION 12—NON-DISPUTED INFORMATION:</u>

<u>ALL state employees, state officials and state board and commission members (except college and university trustees) are REQUIRED to answer Question 12.</u>

If you received a statement from a legislative agent, executive agency or retirement system lobbyist or the employer of such that identifies you as the recipient of expenditures made by that lobbyist or employer, and you do not dispute the information contained in the statement, attach a copy of the statement or list the non-disputed information below. If you dispute a legislative lobbying expenditure made in your name please contact the Office of the Legislative Inspector General at **614-728-5100**. To dispute an executive or retirement system expenditure made in your name, please contact the Ohio Ethics Commission.

<u>QUESTION 13—SIGNATURE</u>:

Please note that by signing your financial disclosure statement:

- You swear or affirm that this statement and any additional attachments have been prepared or carefully reviewed by you, and constitute your complete, truthful, and correct disclosure of all required information, and that the address listed in the PERSONAL CONTACT INFORMATION on page 1 is your correct mailing address;

- You acknowledge and understand that, among other potential violations and penalties, knowingly filing a false statement is a criminal misdemeanor of the first degree, in violation of Sections 102.02(D) and 2921.13(A)(7) of the Ohio Revised Code punishable by a fine of not more than $1,000, imprisonment of not more than six months, or both;

- You acknowledge and understand that filing a false statement may be grounds for removal from public office or dismissal from public employment, pursuant to Sections 3.04 and 124.34 of the Ohio Revised Code; and

- You acknowledge that you served in 2012, or are serving in or a candidate for in 2013, the position indicated in the STATUS section on page 1 of the statement.

<u>BEFORE SIGNING AND SENDING YOUR STATEMENT:</u>

Please carefully review your disclosure statement to make sure that you have answered ALL questions, either by disclosing the information required or checking the appropriate box indicating that you have no information to disclose. Incomplete statements will be returned for completion.

If you are required to pay your filing fee, check the box indicating that the fee is enclosed. Otherwise, check the box indicating that the agency you serve in required to pay your filing fee.

OHIO ETHICS COMMISSION FORM NO. OEC-2012
FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

Unless your agency is required to pay your filing fee, please also enclose a check or money order payable to "Ohio Ethics Commission." State departments, boards, commissions, colleges, and universities are required to pay the disclosure filing fees for officials and employees who are required to file disclosure statements for service with those state agencies.
(If you are unsure of whether your agency must pay your filing fee, please contact your agency or the Ethics Commission.)

Please do NOT staple your payment to the statement.

Please mail the completed and signed statement, along with the filing fee, to:

OHIO ETHICS COMMISSION
William Green Building
30 West Spring Street, L3
Columbus, Ohio 43215-2256

If you have any questions before signing this statement, please contact the Ohio Ethics Commission at (614) 466-7090 or visit the Commission's Web site: www.ethics.ohio.gov

CONFIDENTIAL

Form No. OEC-2012
OHIO ETHICS COMMISSION

FINANCIAL DISCLOSURE STATEMENT

This statement is to be filed in **2013**

Financial information for calendar year **2012**

Please type or print clearly. See instructions for assistance with this page.

SECTION A. PERSONAL CONTACT INFORMATION

Last Name | First Name | MI

Address | City | State | Zip

County | E-mail Address | Phone ( )

SECTION B. STATUS (Check all that apply)

- ☐ Candidate
- ☐ Write-in Candidate
- ☐ Elected to an office
- ☐ Appointed to an unexpired term in elective office
- ☐ Public Official
- ☐ Public Employee
- ☐ Voluntary Filer

CANDIDATES: Please list the date of the first election (primary, special, or general) when your name will appear on the ballot.

Month	Day	Year
		2013

SECTION C. PUBLIC POSITION, OFFICE, OR JOB

Position/Title (Example: council member, sheriff, board member, or job title)

- ☐ Seeking
- ☐ Hold
- ☐ Held

Public Entity you serve in 2013, served in 2012, or will serve if elected

Public Salary:

- ☐ Uncompensated
- ☐ Less than $16,000
- ☐ $16,000 or more

Start Date: Month | Day | Year

End Date: Month | Day | Year

SECTION D. ADDITIONAL PUBLIC POSITION, OFFICE, OR JOB

Position/Title (Example: council member, sheriff, board member, or job title)

- ☐ Seeking
- ☐ Hold
- ☐ Held

Public Entity in which you were/are an official, employee, candidate, or appointee

Public Salary:

- ☐ Uncompensated
- ☐ Less than $16,000
- ☐ $16,000 or more

Start Date: Month | Day | Year

End Date: Month | Day | Year

FOR OHIO ETHICS COMMISSION USE ONLY

- ☐ Walk-in
- ☐ Inter Office
- ☐ No Check

Rev'd by:

- ☐ Filer has answered every required question.
- ☐ Filer has not answered these questions:

Date incomplete form returned to filer: _____

Date completed form returned to OEC: _____

1. SOURCES OF INCOME - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 4)

☐ I have no sources of income that I am required to list.

Source of Income	Service Provided	Amount
A		
B		
C		
D		
E		
F		

2. SOURCES OF GIFTS - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 5)

☐ I have no sources of gifts that I am required to list.

Source of Gift	Source of Gift
A	**D**
B	**E**
C	**F**

3. NAMES OF SPOUSE RESIDING IN HOUSEHOLD AND ANY DEPENDENT CHILDREN - ALL FILERS MUST ANSWER THIS QUESTION:

☐ There are no immediate family members whose names I am required to list. (For help, see instructions page 5)

Husband/Wife Residing in Household
Dependent Children

Dependent Children

4. NAMES OF BUSINESSES - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 5)

If you or anyone you listed in Question 3 owns or operates a business, list the name of the business.

☐ There are no business names that I am required to list.

Business Name	Business Name
A	**C**
B	**D**

5. LAND (REAL ESTATE) IN OHIO - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 6)

☐ I have no real estate that I am required to list.

Land (Real Estate) in Ohio (List address or, if address is unavailable, plat number and county)
A
B
C
You are not required to disclose your personal residence or real property held primarily for personal recreation.

6. CREDITORS OVER $1,000 - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 6)

☐ I have no creditors that I am required to list.

Creditor	Creditor
A	**D**
B	**E**
C	**F**

7. DEBTORS OVER $1,000 - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 6)

☐ I have no debtors that I am required to list.

Debtor	Debtor
A	**C**
B	**D**

8. INVESTMENTS OVER $1,000 - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 6 and 7)

☐ I have no investments that I am required to list.

Corporation, Trust, Business Trust, Partnership, or Association	Nature of Investment
A	
B	
C	
D	
E	
F	
IF YOU NEED ADDITIONAL SPACE, PLEASE USE THIS ATTACHMENT PAGE.	

9. OFFICES/FIDUCIARY RELATIONSHIPS - ALL FILERS MUST ANSWER THIS QUESTION: (For help, see instructions page 7)

☐ I have no offices or fiduciary relationships that I am required to list.

Corporation, Trust, Business Trust, Partnership, or Association	Office or Nature of Relationship
A	
B	

SKIP QUESTIONS 10 AND 11 IF YOU ARE A:

- College or university trustee
- Candidate for a city, township, school district, or ESC position that is paid less than $16,000 a year
- City, township, school district, ESC, or sanitary district official or employee serving in a position that is paid less than $16,000 a year

10. FOOD OR BEVERAGES - SKIP THIS QUESTION IF LISTED IN BOX ABOVE: (For help, see instructions page 8)

☐ I have no sources of meals, food, or beverages that I am required to list.

Source of Food or Beverages	Source of Food or Beverages
A	**C**
B	**D**

11. TRAVEL EXPENSES - SKIP THIS QUESTION IF LISTED IN BOX ON PAGE 3: (For help, see instructions page 8)

☐ I have no sources of travel expenses that I am required to list.

Source of Travel Expenses	Amount
A	
B	
C	
D	
E	
F	

12. NON-DISPUTED INFORMATION - ALL state employees, state officials and state board and commission members (except college and university trustees) are REQUIRED to answer Question 12. All other filers should skip this question and go to question 13.

☐ I have no information that I am required to list. (For help, see instructions page 9)

Non-Disputed Information
A
B

13. SIGNATURE - ALL FILERS MUST SIGN THE STATEMENT: (For help, see instructions page 9 and 10)

By signing this statement:

- I swear or affirm that this statement and any additional attachments have been prepared or carefully reviewed by me, and constitute my complete, truthful, and correct disclosure of all required information, and that the address listed on page 1 is a correct mailing address.
- I acknowledge and understand that, among other potential violations and penalties, knowingly filing a false statement is a criminal misdemeanor of the first degree, in violation of Sections 102.02(D) and 2921.13(A)(7) of the Revised Code, punishable by a fine of not more than $1,000, imprisonment of not more than six months, or both.
- I acknowledge and understand that filing a false statement may be grounds for removal from public office or dismissal from public employment pursuant to Sections 3.04 and 124.34 of the Revised Code.
- I acknowledge that, in 2012, I served in, or in 2013, I am serving in or a candidate for, the position indicated on page 1 of this statement.

If you have any questions before signing this form, please contact the Ohio Ethics Commission at (614) 466-7090.

Before signing this statement, please review to make sure that you have answered each question you are required to answer. If you have nothing to list in response to any question, check the box indicating that you have nothing to list. If the response to any required question is omitted, the Commission will return the statement to you as incomplete. **Any person who fails to file a complete statement by the appropriate filing deadline will be assessed a late filing fee and may be subject to criminal penalty.**

My filing fee is: (For help, see instructions page 2)

☐ Enclosed (check or money order payable to "Ohio Ethics Commission")
☐ Submitted Online
☐ My public agency is required to pay my filing fee.

YOUR SIGNATURE IS REQUIRED HERE: _____ **Date:** _____

Rev'd 1.15.13

Ohio | University System of Ohio
Board of Regents

John R. Kasich, Governor
Jim Petro, Chancellor

December 6, 2012

Dr. Kevin Boys
President
Southern State Community College

Dear Dr. Boys,

Congratulations, I am pleased to announce that Southern State Community College was awarded for your Ohio Means Internships & Co-ops *Ohio South Consortium*. Your proposal will provide new opportunities for students to engage in hands-on-learning and deepen relationships with area employers. This award is part of Governor John Kasich's workforce development strategies to align Ohio's higher education curriculum with skills that are in demand by Ohio's businesses.

I'm pleased that we received significant interest in this initiative from across Ohio. Through the review process, your proposal was recommended to be funded at $236,450. All awards are contingent upon Controlling Board approval and this is slated to be reviewed in January 2013.

My hope is that you'll strive to serve students with these funds as soon as possible. Information on the process to receive your award will be forthcoming; staff from the Ohio Board of Regents will work with your program administrator(s) in the coming weeks to enable your program to serve students during the spring semester. If you need additional information or have any questions please contact Zach Waymer, Director of Experiential Learning and Outreach. He can be reached at (614) 728-8858 or zwaymer@regents.state.oh.us.

Thank you again for your proposal and commitment to expand work-based learning in Ohio.

Sincerely,

Jim Petro
Chancellor, Ohio Board of Regents