

AGENDA ITEM III  
CONSIDERATION OF MINUTES

for the

Board of Trustees  
December 10, 2008, Meeting

**SOUTHERN STATE COMMUNITY COLLEGE  
MINUTES OF THE MEETING  
OF THE BOARD OF TRUSTEES  
November 12, 2008**

The regular monthly meeting of the Southern State Community College Board of Trustees was held in the Lecture Room on Central Campus of Southern State Community College on Wednesday, November 12, 2008.

**Call to Order and Roll Call**

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

**Present:**

Mr. Donald Gephart  
Ms. Patricia Griffiths  
Mr. John B. Houser  
Mr. Rory Ryan  
Mr. Ralph Shell, Vice Chairman  
Mr. James Ward, Chairman  
Dr. Vicki Wilson

**Absent:**

Ms. Kay Ayres  
Mr. Paul Hall

**Consideration of Agenda**

Trustee Wilson moved and Trustee Ryan seconded that Executive Session be moved to Item III. Roll Call Vote was as follows:

**YES, Agenda as Stated Above:**

Mr. Gephart  
Ms. Griffiths  
Mr. Houser  
Mr. Ryan  
Mr. Shell  
Mr. Ward  
Dr. Wilson

08.60

**Executive Session**

At 6:05 p.m., Trustee Houser moved and Trustee Griffiths seconded that the Board go into Executive Session for the purpose of collective bargaining. Roll Call Vote was as follows:

**YES, Executive Session:**

Mr. Gephart  
Ms. Griffiths  
Mr. Houser

Mr. Ryan  
Mr. Shell  
Mr. Ward  
Dr. Wilson

08.61

## Regular Session

At 7:22 p.m., Trustee Houser moved and Trustee Ryan seconded that the Board return to Regular Session. Roll Call Vote was as follows:

### YES, Regular Session:

Mr. Gephart  
Ms. Griffiths  
Mr. Houser

Mr. Ryan  
Mr. Shell  
Mr. Ward  
Dr. Wilson

08.62

## Recognition of Requests to Address the Board

The Board of Trustees opened the floor to individuals who wanted to address the Board. A period of 30 minutes was provided. Several individuals took advantage of this opportunity to express their thoughts concerning the College. Chairman Ward and President Stout thanked the individuals for sharing their comments.

## Consideration of Minutes

Vice Chairman Shell moved and Trustee Wilson seconded that the Minutes of the October 8, 2008, Meeting be adopted. Roll Call Vote was as follows:

### YES, Minutes:

Mr. Gephart  
Ms. Griffiths  
Mr. Houser

Mr. Ryan  
Mr. Shell  
Mr. Ward  
Dr. Wilson

08.63

## Monitoring Confirmation

### *President's Report*

The President added the following information to her November 2008 written report to the Board.

*Video Conference.* Dr. Stout reminded the Board of the December 9 Trustees' video conference hosted by the Ohio Board of Regents. The OBOR is requesting feedback on the Condition of Higher Education in Ohio report during the video conference or in writing by December 31.

*Enrollment.* The President reported PSEO enrollment is up 20 percent for this year; in Adams County it's up 55 percent. Our annual credit hours are up 62 percent over the last ten years. Our online instruction has increased 124 percent over ten years. Male enrollment is up 5 percent.

*Personnel Committee.* Dr. Stout reminded the Board of the need for the Personnel Committee to meet about the Board Policy Manual and that Christa Metzger has offered to assist in any way needed.

*Hiring Update.* A good number of applications have been submitted for the positions currently open at the College. Interviews for the Director of Human Resources will begin next week.

*Articulations.* Dr. Stout has signed a contract with Ohio University to do the expansion at the Fayette Campus. She is exploring a Memorandum of Understanding with Shawnee University.

*Vice President of Business and Finance Report*

Mr. Buck added the following items to his written report.

*Fayette Campus and Central Campus Renovation Projects.* Mr. Buck distributed a picture and a schedule of the construction of the Fayette Campus project. He indicated the project is both on schedule and budget. He also gave an update on the Central Campus parking lot lighting project.

*Funding.* Mr. Buck stated absent any adjustment in our state funding, the budget looks very strong for this year. He will be at the Board of Regents on Friday and hopes to get more information about any possible cuts.

Trustee Ryan moved and Trustee Houser 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:**

Mr. Gephart

Ms. Griffiths

Mr. Houser

Mr. Ryan

Mr. Shell

Mr. Ward

Dr. Wilson

08.64

**Discussion: Accountability Report**

Chairman Ward noted since the Accountability Report has already been approved, a discussion will not be held unless anyone would like to address this item.

**Energy Efficiency and Conservation Plan**

Vice Chairman Shell moved and Trustee Wilson seconded that the following Energy Efficiency and Conservation Plan be approved.

In accordance with the requirements of House Bill 251 the goal of this plan is to provide rules and guidelines to reduce on- and off-campus building energy consumption by at least 20 percent by the end of fiscal year 2014 compared to fiscal year 2004 as the benchmark year.

These goals will recognize the diverse nature and different energy demands and uses of such buildings and measures already taken to increase building energy efficiency and conservation. The comparison measure for benchmarking will be mmBTU per gross square foot, as defined within the Higher Education Information (HEI) system, and this calculation will be done each year to be compared to benchmarks developed by the Board of Regents. Factored in will be heating and cooling degree days as well as conditioned and non-conditioned space.

The following goals are set forth for capital improvement projects with anticipated construction costs in excess of \$100,000:

1. For projects with programming / design work commencing after July 1, 2008: Exceed ASHRAE 90.1.2004 by 10% for new construction projects and 7.5% for renovation and other projects.

2. For projects with programming / design work commencing after July 1, 2010: Exceed ASHRAE 90.1.2004 by 20% for new construction projects and 15% for renovation and other projects.

These goals will also be applied to leased off-campus space to the extent they do not impact or impede a desirable and financially sound business arrangement.

The evaluation and consideration of best practices related to energy efficiency and conservation will be completed each biennium concurrent with the capital bill, commencing July 1, 2010. A prospective view, in narrative format, will be provided addressing accomplishments, future plans, and challenges. Furthermore, the above stated goals will be considered best practices and serve to set the metrics for performance relative to energy efficiency and consumption. Historical information about actual energy consumption will be provided on a fiscal basis using a standard template to be developed by the Ohio Board of Regents. The data for fiscal years 2004 through 2008 will be provided with the first report.

This plan will give consideration to the fact that each institution of higher learning is different and must evaluate its own unique operating environment. Consideration will also be given to the level of capital budget funding, changes in personnel, changes in level and types of service, as well as innovative initiatives such as alternative or renewable energy and the alternative method for awarding performance contracts through ORC 3345:61-66, and others.

Roll Call Vote was as follows:

YES, Energy Efficiency and Conservation Plan:

Mr. Gephart  
Ms. Griffiths  
Mr. Houser

Mr. Ryan  
Mr. Shell  
Mr. Ward  
Dr. Wilson

08.65

### Tax Deferred Compensation Plan

Vice Chairman Shell moved and Trustee Gephart seconded that the following Tax Deferred compensation Plan be approved.

*A Resolution To Adopt The Southern State Community College Tax Deferred Compensation Plan 403(B) Retirement Plan And To Authorize The Vice President Of Business And Finance And/Or Director Of Human Resources To Effectuate Full Compliance Therefore.*

This is an action to adopt a written plan document for the Southern State Community College Tax Deferred Compensation Plan 403(b) Retirement Plan (the "Plan") and to give authority to the Vice President of Business and Finance and/or Director of Human Resources to make such changes as are necessary to effectuate compliance of the Plan with the requirements of Internal Revenue Code Section 403(b) and to sign the final Plan on behalf of this Board.

WHEREAS, the Southern State Community College (the "Institution") has sponsored a retirement plan arrangement under Internal Revenue Code Section 403(b); and

WHEREAS, the Internal Revenue Service has promulgated regulations under Code Section 403(b) that require the Institution adopt a written plan document; and

WHEREAS, the written plan document must be adopted on or before January 1, 2009.

NOW, THEREFORE, BE IT RESOLVED, that

1. the Institution's Vice President of Business and Finance officer, and/or Director of Human Resources officer, are each individually authorized and empowered by the Board to adopt the Plan and each such officer is further empowered to make such administrative changes to the Plan as are required to effect compliance with the Internal Revenue Service 403(b) regulations.

2. said officers each have the authority to sign the final Plan on behalf of this Board, with the corresponding full weight and effect.

3. this delegated authority shall continue until the authority is revoked.

4. 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.

YES, Tax Deferred Compensation Plan:

Mr. Gephart

Ms. Griffiths

Mr. Houser

Mr. Ryan

Mr. Shell

Mr. Ward

Dr. Wilson

08.66

#### Governing Board of the OACC (Amend Agreement)

Trustee Griffiths moved and Trustee Houser seconded that the following resolution to amend the Ohio Association of Community Colleges' Agreement to Create a Regional Council of Governments as endorsed by the OACC Governing Board be approved.

#### *Agreement to Create a Regional Council of Governments Consisting of Community, State Community, and Technical Colleges*

Whereas, Southern State Community College is a member college of the Ohio Association of Community Colleges and a party to the Ohio Association of Community Colleges' founding document – *Agreement to Create a Regional Council of Governments Consisting of Community, State Community, and Technical Colleges (AGREEMENT)*;

And, whereas, the AGREEMENT may be amended upon the written consent of three quarters of the member college boards of trustees;

And, whereas, the Governing Board of the Ohio Association of Community Colleges at its October 24, 2008 meeting reviewed and, based upon its determination that the proposed amendments to the AGREEMENT were in the best interest of the Association, voted to endorse such proposed amendments and to recommend that the boards of trustees of the member colleges formally approve the proposed amendments to the AGREEMENT by the Association's 2009 annual meeting scheduled for May 14 and 15, 2009;

And, whereas, the Board of Trustees of Southern State Community College has reviewed the proposed amendments to the AGREEMENT that were endorsed by the Governing Board of the Ohio Association of Community Colleges;

Now therefore be it resolved, that the Board of Trustees of Southern State Community College hereby consent to the proposed amendments to the Ohio Association of Community Colleges' *Agreement to Create a Regional Council of Governments* as endorsed by the Ohio Association of Community Colleges Governing Board.

YES, Amend OACC Agreement:

Mr. Gephart

Ms. Griffiths

Mr. Houser

Mr. Ryan

Mr. Shell

Mr. Ward

Dr. Wilson

08.67

#### Next Meeting

The next Regular meeting of the Board of Trustees will be held on December 10, 2008, in Hillsboro.

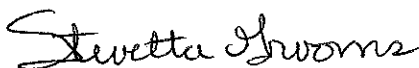
#### Adjournment

There being no further business, at 8:09 p.m., Trustee Houser moved and Vice Chairman Shell seconded that the meeting be adjourned. All were in favor.

08.68

NOTE: Copies and/or originals of all documents referenced throughout the Minutes are on file (BOARD OF TRUSTEES•November 12, 2008•meeting) in the President's Office unless otherwise noted. The meeting was audio taped as well.

Respectfully submitted



Stevetta Grooms