

# Meeting Minutes of the **BOARD OF TRUSTEES**



**SOUTHERN STATE**  
COMMUNITY COLLEGE

OCTOBER 17, 2018 MEETING

The Southern State Community College Board of Trustees met on Wednesday, October 17, 2018 in the Community Room at the Brown County Campus, located at 351 Brooks-Malott Rd., in Mt. Orab.

At 12:10 p.m., Chair De Bruin called the meeting to order. Roll Call was as follows:

**Present:**

Trustee Doug Boedeker  
Trustee Rachel Cummings  
Trustee Mike Pell  
Trustee Lynn Stevens  
Trustee Kristy Wilkin  
Trustee Brian De Bruin, Chair

**Absent:**

Trustee Tracy O'Hara  
Trustee Brian Prickett, Vice Chair  
Trustee Kyle Rudduck

18.76

## Consideration of Agenda

Trustee Stevens moved and Trustee Boedeker seconded that the October 17, 2018 agenda be approved, with addition of a Finance Committee meeting immediately following. Roll Call Vote was as follows:

**Yes, acceptance of October 17, 2018 agenda:**

Trustee Rachel Cummings  
Trustee Mike Pell  
Trustee Lynn Stevens  
Trustee Kristy Wilkin  
Trustee Doug Boedeker  
Trustee Brian De Bruin, Chair

18.77

## Motion to go into Executive Session

At 12:12 p.m., Trustee Wilkin moved and Trustee Cummings seconded that the Board go into

executive session for the purpose of discussing matters pertaining to collective bargaining. Roll Call Vote was as follows:

**Yes, acceptance of entering into Executive Session:**

Trustee Mike Pell  
Trustee Lynn Stevens  
Trustee Kristy Wilkin  
Trustee Doug Boedeker  
Trustee Rachel Cummings  
Trustee Brian De Bruin, Chair

18.78

At 1:05 p.m., the Board came out of executive session and reconvened the regular meeting, with no follow-up action taken.

18.79

**Consideration of Minutes**

Trustee Boedeker moved and Trustee Stevens seconded that the September 19, 2018 minutes be adopted as presented. Roll Call Vote was as follows:

**Yes, acceptance of September 19, 2018 minutes:**

Trustee Lynn Stevens  
Trustee Kristy Wilkin  
Trustee Doug Boedeker  
Trustee Rachel Cummings  
Trustee Mike Pell  
Trustee Brian De Bruin, Chair

18.80

**Monitoring Confirmation**

**President's Report**

In addition to his written report, Dr. Boys highlighted the work of the Strategic Planning Team and explained the work Dr. Roades has done regarding program vitality and the upcoming Program Review Committee meeting with faculty on Friday. Dr. Roades provided a report on a project being implemented to incentivize succeeding part-time students to take additional credits through the use of bookstore rewards.

### Financial Reports

In his Finance Report, Mr. Jim Buck informed the Board that he anticipates a budget deficit in excess of \$300,000 in FY 19, but will have a clearer projection once spring enrollment is determined. He reported that fall credit hour enrollment was down 8% overall, 12% among traditional students.

Trustee Cummings moved and Trustee Stevens seconded to approve the October 2018 President's Report and the September Financial Reports. Roll Call Vote was as follows:

**Yes, approval of Reports:**

Trustee Kristy Wilkin

Trustee Doug Boedeker

Trustee Rachel Cummings

Trustee Mike Pell

Trustee Lynn Stevens

Trustee Brian De Bruin, Chair

### Consideration of Credit Card Policy Resolution

Mr. Jim Buck explained the details required by House Bill 312 for a credit card policy, which included very little change to SSCC's existing policy and practices. The resolution verbiage is below:

**SSCC Board of Trustees Resolution re:  
The Use of College Credit Cards  
October 17, 2018**

Whereas House Bill 312 of the 132<sup>nd</sup> General Assembly requires the adoption of specific policies regulating the use of College credit card;

Be it resolved that the Southern State Community College Board of Trustees approves the addition of the presented College Credit Card Policy to Section 4 of the College Policy and Information Manual.

#### 4.61 CREDIT CARD POLICY

Normal operating expenditures require the use of the College's standard purchase order process. The College will not accept responsibility for purchases made without a purchase order and unauthorized purchases may become the personal obligation of the individual placing such an order.

For travel related expenditures and key purchases from pre-approved vendors which do not accept purchase orders, a College credit card may be used.

Any SSCC officer or employee is eligible to be a cardholder. Cardholders must be pre-approved in writing by their supervisor and the College Business Manager. The Business Manager has the sole authority to open credit card accounts, distribute cards and reissue cards to cardholders.

All cards shall be in the name of the College and monthly statements shall come directly to the Accounts Payable office.

Prior to any payment on monthly statements, cardholders shall submit a purchase requisition for the related charges through the colleges purchasing system. Appropriate receipts must accompany each requisition. Requisitions must charge an appropriate budget line item with a balance equal to or exceeding the respective charge. This process shall be completed prior to the end of the card billing cycle.

Normal credits limits should be in the range of \$2,500 to \$5,000. In no case shall a credit limit exceed \$10,000.

Cardholders must immediately report any lost or stolen cards to the Business Manager.

Cardholders not following these procedures may have their cards cancelled and may be subject to discipline, up to and including termination. Further, failure to follow this policy may constitute misuse of a credit card account in violation of Ohio Revised Code 2913.21 and may be reported to the appropriate law enforcement authorities.

The Accounts Payable staff will monitor compliance with this policy and submit a quarterly report to the Compliance Officer and the Board. This report will include a list of cardholders, respective expiration dates and credit limits. The Accounts Payable staff will also submit an annual report to the President and the Board regarding any known rewards derived from the use of College credit cards.

Trustee Pell motioned and Trustee Stevens seconded that the resolution be accepted. Roll Call Vote was as follows:

**Yes, approval of the proposed credit card policy resolution:**

Trustee Doug Boedeker

Trustee Rachel Cummings

Trustee Mike Pell

Trustee Lynn Stevens  
Trustee Kristy Wilkin  
Trustee Brian De Bruin, Chair

18.84

### Consideration of App Architecture Resolution

Mr. Jim Buck shared details of the proposed resolution for a professional services contract with App Architecture for the Health Science Center project, which was funded through an appropriation for that purpose in the 2018 Capital Bill. The resolution verbiage is below:

**SSCC Board of Trustees Resolution re:  
Professional Design Services for the Health Science Center Project  
October 17, 2018**

Whereas the College received eight responses to a request for qualifications related to design services for the Health Science Center Project;

And Whereas from a shortlist of three interviewed firms App Architecture was selected;

Be it resolved that the Southern State Community College Board of Trustees approves a professional service contract with App Architecture in the amount of \$134,885 which includes basic services of \$102,000, additional services of \$23,385 including inspections and testing, and reimbursable expenses not to exceed \$9,500.

Trustee Stevens motioned and Trustee Cummings seconded that the resolution be accepted. Roll Call Vote was as follows:

**Yes, approval of the proposed App Architecture resolution:**

Trustee Rachel Cummings  
Trustee Mike Pell  
Trustee Lynn Stevens  
Trustee Kristy Wilkin  
Trustee Doug Boedeker  
Trustee Brian De Bruin, Chair

18.85

### Brown County Campus Update

Dr. Nicole Roades gave a brief update of happenings at the Brown County Campus, commending Amy McClellan, Lisa Hord, Amanda Lewis, Angie Devilbliss, Becca Griffith,

library staff, Kim Ellison and faculty for running a “well-oiled machine”, in absence of an official Campus Director. Some of the recent events held at that campus include Adult Opportunity Center orientations, in addition to weekly classes, Master Gardeners monthly meeting, Ohio Connections Academy’s state testing, tables for HealthSource of Ohio and voter registration, meetings for Success by Six Together and Positive Behavior Intervention and Supports, and ACT testing.

18.86

### Adjournment

At 1:22 p.m., Wednesday, October 17, 2018, Trustee Pell moved and Trustee Wilkin seconded that the meeting be adjourned. All were in favor.

NOTE: Copies and/or originals of all documents referenced throughout the minutes are on file (BOARD OF TRUSTEES \ October 17, 2018 \ meeting) in the President’s office unless otherwise noted.

### Finance Committee Meeting

After the meeting was adjourned, the Finance Committee met to review data provided by Mr. Buck on HLC’s CFI drivers, annual costs attributed to campuses, course section revenue and costs by location, current campus headcount, and outstanding bonds.



President



Chairman



Secretary