

# Southern State Community College

## April 2011 President's Report to the Board of Trustees

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*Dr. Kevin Boys, President*

### Professor Emeritus

I am honored to bring forward and affirm the Faculty Senate's recommendation to posthumously bestow the rank of Professor Emeritus upon Professor Bill Horne. Prior to taking action on this recommendation is an amendment to the previously Board-adopted language used to define the rank.

The proposed revised definition: **"The honor of Faculty Emeritus may be granted to a faculty member who at the time of the designation is not employed by the college."**

### OACC Spring Conference

The 2011 OACC Annual Spring Conference is scheduled for Thursday, May 26, and Friday, May 27, and will take place at the Embassy Suites (2886 Airport Drive in Columbus). The OACC will be inviting Governor John Kasich and Senator Rob Portman to participate in the conference. You may view the agenda on the OACC web site at [www.ohiocommunitycolleges.org/](http://www.ohiocommunitycolleges.org/) (go to the *Upcoming Events* section). If you are available and would like to attend, please let Stevetta know and she will make the arrangements.

### Board Policy Manual

For your reference, a bound copy of the Board Policy Manual is included in your packet. You may also access a copy on the Board's web page at [www.sccc.edu/about/BOT-policy-manual.pdf](http://www.sccc.edu/about/BOT-policy-manual.pdf). The Attorney General's office is in the process of filing the Manual with the Legislative Service Commission.

### Vice President of Institutional Advancement

I am pleased to inform the Board that the effort to realign administrative functions among senior administration has allowed me to offer the position of Vice President of Institutional Advancement to Nicole Roades. This realignment will officially take place July 1, 2011, although there will certainly be some crossover in duties. Among the chief duties of this position will be to assume the function of executive director of the Southern State Community College Foundation. This position has been vacant since Dr. Dukes led the foundation on a part-time basis in 2008-09. I believe this position will enhance both the college's and foundation's efforts to vigorously pursue outside funding as outlined in the strategic vision.

## President's Activities and Involvement

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

- Leadership Adams Program
- Dr. Bob Headley's Retirement Event
- Chancellor Eric Fingerhut's Farewell Luncheon
- New Trustee Financial Orientation
- Hillsboro Rotary Club Meeting
- President's Council Biweekly Meetings
- Executive Leadership Evaluations
- Education Class/Local Teachers with Becky Storer
- Greater Cincinnati Tech Prep Consortium Local Governing Board Initial Meeting
- Visibly Green Initiative Meeting
- Coffee and Commerce with Highland County Chamber of Commerce
- OACC President's Meeting
- Practical Nursing Pinning
- Meeting with Local Attorney regarding Possible Paralegal Program
- Mt. Vernon Nazarene College Articulation Agreement Meeting
- Total Baking Solutions Meeting and Tour
- US Department of Education Regional Summit
- American Association of Community College Listening Session
- Southern Ohio Educational Service Center Meeting/Senate President Tom Niehaus
- Clinton and Highland County Red Cross Heroes Awards Breakfast 2011
- Hillsboro and Greenfield Rotary Telethon
- State Budget OACC Presidents' Conference Call
- Southern State Safety Committee Meeting
- Faculty Senate Meeting
- Ohio House Budget Hearing and OACC Testimony
- OACC By-Laws Committee Meeting
- Graduation 2011 Planning Meeting
- Introductory Meeting with Chancellor Petro at University of Cincinnati

# Academic Affairs Report

## Faculty Promotions

The following faculty have applied for and been granted promotions. The Promotion Committee reviews each applicant's material to ensure the faculty member is eligible and meets the qualifications for promotion. There are additional requests for promotion that are still waiting to be approved.

Melissa Gillespie	Associate Professor
Eric Patton	Associate Professor
Teresa Grooms	Assistant Professor

## Program Development

Southern State Community College has been approached by several businesses in recent months to assist them with preparing a qualified workforce. The academic division is currently developing programs in Food Technology and Processing and Industrial Electronics. These programs are being designed rapidly by faculty members with the expectation students can begin taking courses in both programs by fall quarter 2011.

## Higher Learning Commission Approval

Southern State Community College has received approval from the Higher Learning Commission to offer programs at the Scioto County Career Technical Center. The Scioto County Career Technical Center has a large adult workforce program which provides certification programs in various programs. Southern State will be providing associate degree programs which will allow adults completing Scioto Tech programs to earn articulated credit to accelerate student completion of degrees. The official start date for offering of programs will be fall quarter 2011.

## Mary Ayres Nominated

Mary Ayres has been nominated for the Southwest Ohio and Neighboring (SWON) Libraries' Support Staff Person of the Year Award. She received the following communication:

*Congratulations! It is my pleasure to inform you that you have been nominated for SWON Libraries' SUPPORT STAFF PERSON OF THE YEAR AWARD! Your dedication and commitment to libraries has been noted by your peers as exceptional! SWON has developed these recognition awards as a means of acknowledging and honoring the fantastic work of libraries and library staff in the Southwest Ohio and Northern Kentucky region.*

Mary is to be commended for her work and support of student learning through her work in the South Campus LRC.

## Workforce Development and Community Services

**Note:** The word "Corporate" has been dropped from the department title and replaced with "Workforce Development." This change better reflects the broader focus of departmental activity.

### Truck Driving Academy

March was an excellent month, with 49 participants enrolled. In addition to starting one weekend and one night class in March, there were weekday program starts March 7 and March 28. Of these 49 students, two came from Mills Pride (or MASCO, the cabinet maker in Waverly that shut down) and six from Union Educational Trust (UET). Nine students from UET have enrolled so far for April. UET supplies training funds to state workers. With the state of Ohio news regarding budget cuts and prison closings, the office has fielded a lot of UET calls from mostly prison guards who want an alternative career if they lose their jobs. The UET surge is expected to end by this summer.

There will be only one weekday TDA start in April, which will occur April 18. Due to the reduction in force and for efficiency reasons, classes for the weekday program have been started once every three weeks. Beginning with the class start on April 18, the TDA is going to an eight-hour day, five-day/four-

week-long program. Although some increased capacity is gained by changing to eight-hour days and four weeks, the primary reason is the people. Students and instructors both tire after 10 hours. With the reduction to staff and “bunching” starts every three weeks, instructors are often needed at sites distant from their home. For example, due to heavy enrollment at Wilmington recently, two Piketon area instructors were needed to work at Wilmington. Adding the travel time, this made for 14-hour days. That is much too long, especially week after week. Additionally, it is anticipated student success will be better among the marginal students if the training is spread out over a little longer period of time.

### Workforce Development

The monthly Resource Board meeting of the Highland County Enterprise Initiative (HCEI) was conducted March 16. The Resource Board works closely with Enterprise Facilitator Sid Raisch to provide free, confidential assistance to new and existing entrepreneurs. There are currently 41 clients on Sid’s March report, compared to 36 the month before.

Faye Williamson, Assistant Director of Fayette County Job and Family Services, monitored the fiscal portion of its contracts with us to operate the One-Stop at the Fayette Campus. Ms. Williamson’s financial review summary indicated the computations, payments, and coding were correct and accurate, “accurate, based on assigned codes and allocation process,” and timely. She also noted the 259 new customers was an increase over the previous year, and that the duplicated count served was 3,407. She closed her letter by saying, “It is my hope that WIA and TANF funding will continue to allow us to contract for these services listed above. Our agency appreciates the partnership that we have with Southern State Community College.”

### Continuing Education & Departmental Notes

Connect Ohio classes were completed by 25 participants in Adams, Fayette, and Highland counties. There is sufficient enrollment already to offer classes in all three counties in April, plus the addition of Brown County. These are free computer classes funded through Connect Ohio that are designed to give non-users the basics about computer operations and accessing the internet, as well as the benefits of broadband connectivity. Conversations continue about obtaining suitable online vendors who provide continuing education training that would be of value to current and new business and industry in our area.

### Enterprise Center

#### Consulting

There was one business consultation:

- March 15 – Trucking company, existing

#### Collaboration

Coordinator Russ Brewer participated in the following collaborative events:

- March 1 – Business Assistance Network meeting, Winchester
- March 8 – Leadership Adams Board of Directors meeting, Winchester
- March 8 – Ohio Energy Workforce Consortium meeting, Winchester
- March 9 – Every Citizen Online meeting, Central Campus, Hillsboro
- March 22 – Business Assistance Network meeting, Winchester
- March 31 – Adams County Land Use Commission meeting, West Union

## Networking

Coordinator Brewer participated in the following networking events:

- March 8 – Ohio Appalachian Country Western Regional meeting, Winchester
- March 23, 24 – Ohio Continuing Higher Education Association Annual Conference, Columbus

## Presentations

Coordinator Brewer presented at the following:

- March 21 – Adams-Brown Micro-Enterprise Program, Georgetown

# Communications/Planning/Assessment

## Communications

### Marketing

#### Grad Tab Ads

Coming soon, many of our local newspapers will print a special section featuring the graduating seniors of our area high schools. Southern State has strategically secured prominent positioning in these sections throughout the region including full-page color ads in most publications. This year's advertisement addresses the affordability of SSCC in comparison to four-year institutions. The text is written in a spunky, yet informative tone and incorporates relevant information about financial aid within an affordability context. A copy of the ad will be available at the meeting.

#### Digital Signs

The Communications Team is pleased to unveil new digital signage across the institution. A technology that has been around for years yet sparsely adopted in some areas of our region, digital signage offers a cutting-edge approach to messaging on campus. This new communication medium enables the college to customize messages based on location while also sharing institution-wide information about events and activities impacting students and campus guests. The initial phase of the system includes two digital signs per campus and one sign in the Patriot Center. Installation is complete at all campus locations.

## Web

### New Site Launch

Behind the scenes, the entire Communications Team, with leadership from Webmaster Katy Markey, has developed a new, fresh web presence for SSCC which is ready for a soft launch (internal audiences only). Grounded in extensive research, the [new site](#) reflects a cutting-edge approach to web development. The soft launch period, which is expected to last for several weeks, will provide the opportunity to resolve any glitches and enhance user familiarity prior to a public launch scheduled for later this spring.

### Public Relations

For complete information regarding special events, news releases, and special interest stories around campus, visit the online newsletter "[This Week at SSCC.](#)" Specific highlights include the following:

- Cabin Fever Arts Festival, March 19
- The Final Farewell (2011 Graduation Speaker Nominations), open through April 8
- Ohio Watercolor Society Exhibition at South, April 4-27

## Assessment

### Institutional Assessment

The college has concluded implementation of the Community College Survey of Student Engagement. Students representing more than 55 different course sections were surveyed about their level of engagement with faculty and staff as well as their involvement in various activities in and outside of the classroom. As mentioned in a previous report, this is the second time the college has participated in this survey. The results, which arrive in late July, should provide data from which the college can compare previous results as well as benchmark with other institutions across the nation.

# Human Resources

## Staff Hiring

### Amy Perkins-McClellan

Amy has been hired through the Perkins Grant as a Retention Specialist in Advising and Retention Services. Amy's responsibilities include the day-to-day activities of the Perkins Grant, coordination of the campus-wide early warning system and the presentation of success workshops geared for students who are on academic warning and probation. She also will be assisting with academic advising during new student orientation. Amy's office is located in the Advising and Retention Services area which is behind the student lounge at the Central Campus. Amy's first day at Southern State was Feb. 28.

### Liz Brennfleck

Liz recently transferred from the North Campus to the Central Campus to the position of Office Associate in Human Resources. Liz's responsibilities include providing general administrative and clerical support for the Human Resource department. Liz's office is located in the Business Office area at the Central Campus. Liz's first day on Central Campus was March 21.

### Melissa Priest

Melissa has been hired as a Financial Aid Needs Analyst in the Financial Aid office, a position that opened due to Judith Sydenstricker's retirement. Melissa's responsibilities include assisting students with financial aid procedures, processing new files, and corresponding with all financial aid students as needed. Melissa's office is located in the Student Services area at the Central Campus. Melissa's first day at Southern State was April 1.

### Regina Crowe

Regina has been hired as the Office Associate to the North Campus Director filling the opening that was created by a recent transfer. Regina's responsibilities include providing general administrative support to the North Campus Director and assisting staff and faculty as appropriate with planning and

preparation of department/function-specific processes. Regina's office is located in the director's office area at the North Campus. Regina's first day at Southern State was April 4.

### **Alternative Retirement Plan and 403(b) Plan**

The Ohio Attorney General's office has contracted with outside legal counsel to provide compliance, advice and assistance to Ohio higher education institutions regarding the Alternative Retirement Plan (ARP) and the 403(b) Plan.

As such, the Administration seeks the Board of Trustees' authorization to amend both the Southern State Community College Chapter 3305 Alternative Retirement Plan (the "ARP") document and the Southern State Community College 403(b) Plan (the "403(b) Plan") document in order to bring the Plan into compliance with the Pension Protection Act ("PPA"); the Heroes Earnings Assistance and Relief Tax Act ("HEART"); and the Worker, Retiree, and Employer Recovery Act ("WRERA").

These amendments are technical in nature and resulted in minor changes to the ARP and 403(b) Plan documents. These amendments are required by the IRS to be included in the ARP and 403(b) Plan documents to comply with PPA, HEART and WRERA. The Plan options on vesting, eligibility, loans, and distributions remain unchanged.

### **Leadership Training Series**

One of our strategic vision goals included the desire to be the **best place to work**. A bold step toward this is to enhance the working environment. A well-trained and equipped management team is essential to a fully functioning organization and brings us one step closer to being a **First-Choice College**.

In collaboration with a reputable consulting firm, we have designed a training series for personnel with leadership and management responsibilities. Among the modules are general management skills and competency improvement building, policy administration and implementation, and safety among others. The series began in March and was well received. The series will continue on a monthly basis through February 2012.

### **Cross Campus Safety Committee**

The first meeting of the Cross Campus Safety Committee (CCSC), was held at the Central Campus April 1, 2011. At the first meeting, I outlined the committee's mission, membership and goals, and the committee identified the top safety issues across all campuses. The committee's mission is as follows: "The primary role of the Safety Committee as it relates to the governance process is to provide constituent input regarding the promotion of a safe environment for all faculty, staff, students, and visitors to the college. The committee has the responsibility to consult with employees and other constituent groups to identify health and safety concerns, as well as to develop recommended suggestions to proactively address and remediate occupational health and safety concerns." At its next meeting the committee will prioritize and begin working on its recommendation to resolve the safety issues. Director of Human Resources, Mindy Markey-Grabill, and faculty member Robin Roche are co-chairing the committee.

# Student Affairs/Enrollment Management

## Financial Aid

### Dispersals

The Financial Aid Office has been busy getting ready to disburse financial aid for the spring quarter. With the addition of a second Scheduled Pell Grant in a single award year, spring will be the first quarter that this new regulation will come into play, causing an all-manual evaluation of each student who is Pell eligible for the current academic year.

### Regulations

There are several new Federal Program Integrity regulations that were passed Oct. 29, 2010, that are effective July 1, 2011. Therefore, policies and implementation procedures are being written for many different areas. Financial Aid is making sure students receive notice of the changes, and that the changes are placed in publications and on the SSCC web site in a timely manner.

### Change in Satisfactory Academic Progress Definition:

One of the requirements for eligible students to maintain while receiving federal financial aid is Satisfactory Academic Progress. The institution must measure the qualitative or cumulative grade point average and pace or the percentage of completion. Both of these items must be monitored by the institution each quarter. The current federal guidelines required is that a student have at least a 2.0 GPA during their sophomore year and complete at least 67 percent of their attempted courses each quarter.

Our current requirement has exceeded the federal requirements and allowed for a progressive grade point average beginning in the student's freshman year. We have required a 1.5 GPA for freshman and a 2.0 GPA for sophomores. In looking at the data and experiences of our students, we have found students to have great difficulty bringing a grade point average from a 1.5 to a 2.0 in such a short amount of time. Therefore, changing the minimum GPA for freshman to a 1.75 GPA will prompt intervention and require more from the students so that they can remain successful and have a better chance of meeting the sophomore requirement on time.

Secondly, even though the federal regulations only required a completion of 67 percent, we wrote our requirement years ago to be a completion rate of 75 percent. This was determined during the time that most of the courses were equal to three credit hours. If a student dropped or withdrew from one class, he or she would still meet the 75-percent requirement. Over the years many of our courses have changed to a four-credit-hour status and therefore, if a student drops or withdraws from one course, he or she is likely unable to meet the 75-percent requirement. As a result, many of our students are losing their federal financial aid eligibility and this is hurting student completion, graduation and retention rates. The emphasis on student success in the strategic vision prompted this change in our requirements. As our current practice exceeds the federal mandate, we would remain in compliance after the change.



## FAFSA's

Financial Aid has received close to 2,000 financial aid applications for the coming 2011-12 academic year. Processing student eligibility cannot take place until Congress passes the federal budget, currently slated for April 8.

## Scholarships

The application deadline for the 2011-12 Trustee and Foundation Scholarship applications was March 15. Financial Aid is busily reviewing all scholarship applications to make selections. This process will be done in time to notify high schools of their recipients for graduation and awards banquets.

## Trainings

Financial Aid staff has attended multiple federal training sessions over the last month to help with the implementation of all new regulations, making the office effective in the implementation of new rules.

## Disability Services

### Accommodations

Currently, the Office of Disabilities Services is providing accommodations for 33 students for spring quarter. In addition, eight student files are in process due to lack of necessary documentation.

### Office Hours for Spring Quarter:

Monday	1–3 p.m.	Fayette Campus	Room 103
Tuesday	9–11 a.m.	Central Campus	Office 406
Wednesday	12 noon–2 p.m.	South Campus	Director's Office B
Friday	11 a.m.–1 p.m.	North Campus	Room 316A

### Brown County Transition Fair

On Wednesday, March 16, Lisa Copas, Director of Recruitment, along with Molly Jordan, Disabilities Coordinator, attended the Brown County Transition Fair at the Brown County fairgrounds. Many potential students and families received information regarding admission, possible accommodations for those with disabilities, and the process to determine eligibility.

## Advising and Retention Services

### Numbers

Advising and Retention Services had 507 contacts with students through the months of January and February 2011. This is a 57-percent increase from the first two months of 2010.

### Faculty/Advisor Committee

A joint Faculty/Advisor Committee formed to look at important topics in relation to advising and retention. The first meeting met during finals week of winter quarter. This committee will look at topics dealing with advising and semester conversion, assigning students to individual advisors, and establishing a campus-wide advising model.

## Tutoring

### Numbers

As of March 15, 2011:

- 194 Southern State students had requested a tutor for winter quarter
- 368 lab sessions were conducted
- 184 one-on-one sessions were conducted
- 32 tutors served students

### Open Labs

Open labs and a directory for all other available tutors at all campuses have been finalized for the spring quarter and will be continually updated to meet student needs.

### Online Tutoring Platform

The Tutoring Center continues to work with the IT department on building an online tutoring platform via *Wimba Classroom*.

### Advertisement to Students

During the first week of spring quarter, the Tutoring Center promoted the free tutoring services by setting up a display in the lobby of each campus. To impress students that tutoring is not about failure but success, each display board featured a poster of the Academy-Award winning movie, *The King's Speech*, with a reminder that "It took a tutor to save the King!" Students were able to learn about tutoring services and sign up for a tutor at the table.

### SSCC Web Tutorials

The Tutoring Center conducted *SSCC Web Tutorials* during the first week of spring quarter. The objective of the tutorials was to provide personal, one-on-one assistance to Southern State students who desired to activate their student accounts on the **My SSCC** portal and to navigate through the **Current Students** link for available student services, as well as the **Library** link for LRC services. Twenty SSCC tutors made themselves available in the tutoring labs from Monday through Thursday at each campus to assist students in setting up their accounts and in identifying these services in an attempt to improve their academic and campus experiences at Southern State Community College. The tutors were provided a syllabus, an orientation, and materials by the tutoring coordinator and tutoring specialist to ensure that the sessions were beneficial to the students.

## Career Services

### Ohio Benefits Bank

Career Services recently completed the final training for the Ohio Benefits Bank and just received the promotional materials. These materials were prepared and distributed to all campuses during the week of March 28.

## Workshops

Workshops entitled “*Stand Out from the Herd – Resume and Cover Letter Writing*” were held at Central, Fayette, and North campuses the week of March 7, with South Campus sessions being held on Feb. 28. Participants included students and community members from the Fayette County One-Stop. Slides are available on the Career Services website.

## Counseling

The Career Services Coordinator, a licensed mental health counselor, now has four students he has seen for counseling. April is Counseling Awareness Month. He and Charles Gorman are planning some activities to increase awareness during April but a display will be up during Spring Fling. The goal is to promote the College’s mental health services and increase awareness of the importance of counseling.

## Appointments

Lead time for appointments in Career Services is running one and one-half to two weeks out.

## Recruitment

### Post Secondary

SSCC presented PSEOP information at 16 high schools; approximately 430 families attended the sessions.

### New Student Orientations

New Student Orientations for spring quarter have concluded. Eight sessions were held with 146 students attending. Last year, in comparison, nine sessions were held and 200 students attended.

## Athletics

### Women’s Softball

Southern State’s Women’s Softball team started practice the first week of March. Their first game was held March 27. Athletic banners of second-year softball players will be on display at the softball field soon.

### Men’s Baseball

Southern State’s Men’s Baseball team started practice the first week of March. Their first game will be April 10.

## Patriot Center

- The Patriot Center is in the process of establishing a fitness room. It will contain one elliptical, one treadmill, two fitness bicycles and one weight bench. It will be opening to the campus soon.
- A trophy case is now on display in the lobby.
- Open gym hours are:

Monday	9 a.m.–4 p.m.
Tuesday	9 a.m.–12 noon
Wednesday	Closed or by appointment
Thursday	9 a.m.–4 p.m.
Friday	Closed or by appointment

## Enrollment

Spring 2011 registration is currently underway. As of March 31, 2011, the total credit hours enrolled is 36,726 (a four-percent decrease). Total Full-Time Equivalency is 2,448.4 (a four-percent decrease). Total headcount is 3,530 (holding flat). Comparisons are made against the spring 2010 enrollment report for the corresponding point in time.

## Patri-Tots Learning Centers

Fiscal Year-to-Date Tuition Discount Totals:

\$ 900.98	Sibling discounts
\$ 1,806.15	Student discounts
<u>\$15,936.00</u>	Employee discounts
\$18,643.13	

Enclosure(s): Board Policy Manual