

# Southern State Community College

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

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*Dr. Kevin Boys, President*

### **Board Member Photos**

We would like to update the board members' photos on the College's web site. Please stop by Room 184 sometime between 4:30 and 6 p.m. prior to the board meeting to have your picture taken.

### **New Board Member Orientation**

I have a model to propose for new board member orientation that I will share at the meeting. We have a wonderful opportunity with a full board slate to move the college toward our vision to be "your first-choice college." An effective orientation program was a stated desire during last winter's board retreat.

### **SSCC Foundation Board Member Recommendation**

The Executive Committee of the Southern State Community College Foundation is recommending that Sheri Smith of Highland County be appointed to the Foundation's board. Your bylaws prescribe that Foundation board members are appointed by the Board of Trustees. Her resume is included for your consideration.

### **Successful Grant in Partnership with the University of Dayton**

We learned earlier this week that a grant application was approved for a joint project between several partners including Southern State Community College, University of Dayton, Southern Ohio Educational Service Center and the School Study Council of Ohio for a redesign of our program preparing associate degree level paraprofessionals for work in our area's public schools. The opportunity came about through a connection with a colleague in the field. Education Professor Becky Storer was instrumental in assisting with the development of this successful grant application. This grant will not only redesign the program that prepares our graduates to work with students with disabilities, but will also serve as a model for replication throughout the state of Ohio.

### **President's Activities and Involvement**

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

- Opening Week activities including the All College Meeting, College Picnic and "Revisiting the College Vision" with Faculty and Staff
- Performance Evaluation Project Team Meetings
- Great Oaks Advisory Council
- PAS Technology Meeting on training needs
- Property Planning Meetings

- Hillsboro City Schools Business Advisory Committee Meeting
- Rotary Club
- Inauguration of Cincinnati State's President
- Meeting with Representative from Sen. Brown's Office
- OVRDC Annual Full Commission Appreciation Banquet
- Brown County Fair
- Buckeye Association of School Administrators Conference
- National Association for Community College Entrepreneurship Conference
- Highland County WIA Board Meeting

## Academic Affairs

### Fayette Campus Hosts Event

Fayette Campus hosted the third annual Business Education Advisory Council (BEAC) Career Expo Sept. 2, for the eighth-grade students of Miami Trace Local Schools, Washington Court House City Schools and Fayette Christian School. Around 400 students participated in the event and attended sessions with local business professionals from the areas of communications, law enforcement, manufacturing engineering, healthcare, retail and finance. BEAC's mission follows: A partnership linking community to business and education in Fayette County, addressing the concerns for the quality of workforce by promoting awareness of employment opportunities, developing life skills and remaining action-oriented.

### IT Department Completes Upgrades

The time between the end of summer quarter and the beginning of fall quarter is an extremely busy time in the Information Technology department. The following items are only a small portion of all the work completed by the IT department in the last few months in preparation for the new academic year.

#### Microsoft Live@EDU Implementation

The student email service project is completed, and students are online with this service. This service provides students with access to email and Microsoft Office products anywhere with internet access, and allows them to save documents on a cloud server.

#### Blackboard 9.1

Blackboard 9.1, the learning management system for online, hybrid, and supplemental instruction, is also in service. The process of migrating class content from Blackboard CE8 onto the new server will continue over the next few months until all content is removed from CE8. Some classes are using Blackboard 9.1 for fall quarter classes. Completion is expected for the spring quarter 2012.

#### Windows 7 Deployment in All Labs and LRCs

All computer labs and Learning Resources Centers have been upgraded to Windows 7. Work is still ongoing to complete the upgrade of staff and faculty computers, but this should be complete by the end of the calendar year.

### **SSCC Wireless Network Upgrade**

Network upgrades are complete. The new SSCC Wireless network is operational and in use. Some minor tasks remain (such as performance adjustments), but the overall task is complete.

### **Blackboard 9.1 Training**

During summer Ben Filla, distance learning coordinator, conducted eight workshops to provide introduction and training on the new learning management system, Blackboard 9.1 (Bb 9.1). A total of 82 full-time and adjunct faculty completed the training. Beginning with fall semester 2012, all courses with an online component will be utilizing Bb 9.1.

### **SSCC and Lindsey Wilson College Students Succeed**

Six out of six Lindsey Wilson College (LWC) students have passed the National Counselor Examination given by the Ohio Counselor and Social Worker Board on the first attempt. These six students are part of the first graduating class from LWC's Professional Counselor Program. The 100-percent pass rate exceeds the 79-percent pass rate for all of Ohio counselor trainees who took the test. This program is approved by the national accrediting body, Council for Accreditation of Counseling and Related Educational Programs (CACREP).

SSCC partners with LWC to provide a B.A. and M.A. in Professional Counseling. Students who graduate from SSCC's Human and Social Services program can go into the LWC program and complete a B.A. in Human Services and Counseling in 18 months by taking face-to-face classes on weekends at the Central Campus in Hillsboro. They can finish an M.A. in Professional Counseling two years after finishing their B.A. at the same campus. This is a great opportunity for local working professionals who want to complete a degree but do not have time to travel to Cincinnati, Dayton or Columbus.

### **SSCC Education Department Hosts Event**

The SSCC Education Department hosted a very successful weeklong conference in August for local teachers. More than 100 educators from six counties attended the conference, "Building Bridges: Birth through Grade Three." All conference sessions were approved by the Ohio Department of Education for continuing education units. Anne Benninghoff was the featured speaker for the event. SSCC collaborates with the Ohio Region 14, formerly Hopewell Center, to sponsor the conference on an annual basis.

### **Higher Learning Commission Approves New Location**

The Higher Learning Commission has approved the use of Manchester High School as a new location for the college to offer courses. The new location request was part of the college's effort to redesign the electromechanical engineering program to train students for work in the power generation industry. This redevelopment and redesign were done in response to requests from the power generation industry. The power generation industry will experience a large turnover in personnel in the coming years as a large percentage of its workforce retires. However, the college lacked the equipment necessary to launch the redesigned program. Manchester High School received several pieces of equipment from neighboring power plants to use with the high school students. This very costly equipment replicates what employees in the power generation industry would utilize. Through the

collaboration with Manchester High School, the college was able to launch the program in a condensed time frame and will allow college students to utilize the industry-specific equipment housed at the high school.

## **Workforce Development and Community Services**

### **Truck Driving Academy**

Twenty-eight participants enrolled for CDL training during September. This compares to 32 for the same month in 2010, and 46 in 2009. Customized driver training for MAC Tool/Bush Leasing was provided on Sept. 27.

The quarterly TDA in-service training session for full- and part-time instructors was conducted on Sept. 16. Instructor assessments were conducted covering hazardous materials transportation laws including Ohio Administrative Code, Consolidated Safety Accounting and Federal Motor Carrier Safety Regulations. TDA Office Manager Ellen Turner reviewed record-keeping issues and announced the upcoming closing of the Middletown CDL testing site, which will be an inconvenience to our Warren, Clinton, Butler and Hamilton county students. Information regarding the B.A. degree in Logistics/Supply Chain Management offered with Ohio Christian University was provided to the instructors, and the training concluded with a review of the procedures regarding proper adjustment of manual air brake slack adjusters.

### **Workforce Development**

The monthly Resource Board meeting of the Highland County Enterprise Initiative (HCEI) was conducted Sept. 21. The client list was 85 in September. There have been 340 introductions of Sid Raisch, enterprise facilitator, to area people with an interest in small business. A client fair is being planned for 4:30-6:30 p.m., Tuesday, Oct. 25, at Alley 21 in Hillsboro. All are welcome to stop by and see what this innovative program is accomplishing to create and retain jobs in our area.

John Joy accompanied Chamber Director Katy Farber and me to a Sept. 14 meeting with PAS Technologies management at the Hillsboro plant. Great Oaks leadership was also in attendance, and training needs for the company were discussed. John made arrangements a couple days later for one of their engineers to use an online industrial training product on a trial basis to see if it will assist in meeting their training needs. The trial was provided at no cost to the company.

John Joy met Sept. 15 with Fortis Plastics officials in Wilmington to discuss customized safety training planned for the fall. A potential instructor has been secured and a proposal has been presented to the company. The training is scheduled for Nov. 5 at the company's facility in Wilmington.

Stephanie Marshall of Health Care Access Now surveyed John Joy Sept. 22 as part of area healthcare providers' required effort to obtain community input on healthcare and those issues affecting healthcare in a particular region.

### **Continuing Education & Departmental Notes**

Heather Delaney, who is now the SSCC state operations contact for Connect Ohio, visited the Central Campus in Hillsboro Sept. 28. Accompanying her was Stu Johnson, the new executive director for the

state of Ohio. John Joy introduced them to Kim Fitzpatrick, who was just hired as administrative assistant to the Workforce Development Department and coordinator of the Connect Ohio free computer training in the SSCC five-county region. The discussion that followed included a review of the various training sites, as well as resolving some record-keeping and invoicing issues.

## Student Affairs/Enrollment Management

### Tutoring

#### Tutor Promotional Campaign

During the first week of fall quarter, display tables were set up at each campus to sign students up for tutoring and to field questions about activating SSCC student accounts and switching to Microsoft live@edu. Ninety-four students signed up for tutoring.

#### Web Tutorial Campaign

Tutors also manned the tutoring labs at each campus during the first week of the quarter to conduct web tutorials. Tutors assisted 57 students in activating their web mail, student records, and Blackboard accounts. Cards were created to record the log-in information for each account.

#### Classroom Visits

The tutor coordinator visited 10 class sessions at all four campuses to distribute information to students about tutoring services and to assist students with web accounts.

#### Writing Lab Brochure

At the request of the dean of instructional operations, a brochure was created and distributed to all faculty members about the policies and procedures of the Tutoring Center's writing labs. The brochure included tips and expectations for students desiring to make the most of the help they will receive in a writing tutorial.

#### Tutor Appreciation Week

Oct. 3-7 was national Tutor Appreciation Week. The Tutoring Center recognized the efforts of all its tutors by issuing certificates of appreciation, and, in keeping with the spirit of Oktoberfest, a soft pretzel. The word pretzel is derived from the Italian word, *pretiola*, which means little rewards. A message accompanying the gift of the pretzel acknowledged that this was indeed just a small reward for the work that SSCC's tutors do in supporting the academic work of students.

#### Numbers:

As of Sept. 29:

- 104 students have submitted tutor request forms;
- 69 courses have available tutors;
- 47 different courses have been requested;
- An 18-page online directory of open labs and one-on-one tutors had been completed with contact information; and

- Math and writing open labs are in place at all four campuses with general open labs in place at North and Fayette campuses.

## Financial Aid

### Drop/Add Period

The Financial Aid office is beginning the task of disbursing aid to students' accounts based on their registered and attended credit hours.

### Department of Education Reporting

By the beginning of November, origination and disbursement records are sent to the Department of Education. This process substantiates the dollars disbursed so that the Business Office can pull down the federal funds to cover the disbursements. After the first large disbursement batch, aid is posted every week for students who have completed their files. The process takes place each quarter.

## Advising and Retention Services

### Advising

A computerized academic planning system, called Aviso, went active Aug. 26 with a pilot group consisting of faculty and professional advisors from the Advising Center. The pilot group will test the system before it goes live to the entire campus in mid-October. The software will allow advisors electronically to help students plan more effectively as the college gets closer to semester conversion. More effective planning will allow students and their advisors to work through possible roadblocks which will lead to better retention and higher completion rates.

Three members of Advising and Retention Services attended the 35<sup>th</sup> annual national conference of the National Academic Advising Association (NACADA) in Denver Oct. 2-5.

### Retention—New Attempts

Mail went out to students who were on academic warning/probation in the fall. The mailers were designed to encourage students to contact Amy McClellan, retention specialist, to address scheduling, their past work and also to give direction for the future to be successful at Southern State Community College.

To celebrate the success of our students coming off of academic warning or probation, our retention specialist sent out congratulatory postcards to celebrate the students' success and to encourage them to stay on track.

All students who were taking one or more online classes for the first time this quarter were sent a mailer that contained a quick tip and reference sheet as the students begin their first online class at Southern State. It has shown some good success as the Tutoring Center has received several phone calls to help in getting the online system up and going. Amy McClellan will continue to monitor this group's success to see if the letter might have contributed to a successful start to their online class(es).

### **Carl D. Perkins Grant**

The new concept of mini-grants was presented during opening week festivities. This is designed for faculty and staff to submit to the committee ideas and programs to improve student retention, servicing special populations and promoting students in non-traditional roles. Thirteen packets have been distributed, and the deadline for submitting the mini-grant is Oct. 11 with voting to follow soon after.

## **Athletics**

### **Women's Volleyball**

The SSCC women's volleyball team is currently 4-10 for the season and 1-4 in the OCAC, winning their first game since October 2009. Currently receiving votes in the USCAA Coaches Poll, the Lady Patriots are also represented in the team statistical leaders. As of Sept. 23, the team is sixth in blocks.

### **Men's Soccer**

The SSCC men's soccer team is currently 8-2-1 for the season and 2-0 in the OCAC. Ranking sixth in the USCAA Coaches Poll, the Patriots are also represented in the individual statistical leaders. As of Sept. 23, third-year forward Tyler Jimison is first in points, second in goals and assists, ninth in assists per game and tenth in points per game. Second-year utility player Tim Cook is fifth in assists and ninth in points. Third-year center midfielder Nathan Rollyson is fourth in assists. First-year goalkeeper Zach Hardyman is seventh in saves. Zach Hardyman was also awarded USCAA Goalkeeper of the Week for Sept. 11-18 for his efforts in recording three wins and two shutouts.

## **Enrollment**

As of Sept. 27, total credit hours enrolled for fall quarter was 37,979 (a 12-percent decrease). Total FTE was 2,531.93 (a 12-percent decrease). Total headcount was 3,464 (an 11-percent decrease).

# **Institutional Advancement**

## **Communications**

### **Marketing | Public Relations | Web**

#### **Reinvisioning the Southern State Identity**

In October, the Communications Team, in collaboration with a diversified group of college representatives, will begin the process of updating the college's public image. Often referred to as, "rebranding," this project will result in a new, fresh image for Southern State. While frequently thought of simply updating the logo, this effort will encompass the spirit of Southern State not only through the visual logo but through customized communication strategies that build awareness and strengthen our relevancy in the mind of our constituents.

The entire project is expected to take 10 months and coincides with the launch of the new semester calendar. The process has been strategically divided into four critical phases:

**Discover**—Research related to existing perceptions, market trends and analysis of current practice. Within the scope of this phase, students, board members, community members, and our internal faculty and staff will be invited to contribute through surveys, focus groups, and other direct communications.

**Define**—In this phase, the results of the discovery phase will be synthesized and analyzed in preparation for the development or creative phase. It is in this process that our core message will be revealed which will inform later decisions.

**Development**—This is where the brand/identity comes to life. Resting heavily on visual aspects of the brand, the logo will be created in this phase. In addition, the accompanying communication style will also take shape.

**Deployment**—This final phase is where the brand is woven into the fabric of the organization. The logo will begin appearing on all aspects of Southern State material both promotional and institutional.

Throughout the project, updates will be provided to the college community on a consistent basis and periodically to the Board of Trustees. Opportunities for contribution to the project will be widely available.

## Foundation

### Monthly Contribution Report

July 2010	<b>July 2011</b>		August 2010	<b>August 2011</b>		Sept. 2010	<b>Sept. 2011</b>
\$487.50	<b>\$3,766.50</b>		\$527.50	<b>\$1,167.66</b>		\$304.00	<b>\$3,592.50</b>

Special thanks goes to...

- The numerous SSCC faculty and staff members using payroll deduction as their commitment of support.
- Scioto County Ohio Horseman’s Council (in memory of Harmon Sizemore).
- Individuals contributing to the Bill Horne Memorial.

# Human Resources

## New Hires

### Kimberly Fitzpatrick

Kimberly has been hired as an administrative assistant in the Workforce Development and Community Services Department, a position that opened due to a recent departure. Kimberly’s responsibilities include providing executive, administrative and secretarial support for the Workforce Development and Community Services Department. Kimberly’s first day on Central Campus was Sept. 26.



### **Kari Jones**

Kari has been hired as Fayette Campus Learning Resources Center manager and One-Stop assistant in the Learning Resource Centers department, filling the opening that was created by Carissa Thatcher's recent move to the South Campus Learning Resources Center manager position. Kari's responsibilities include overseeing the day-to-day operations of the Learning Resources Center and Fayette County One Stop. Kari will also be responsible for assisting faculty, staff and students to conduct research and search databases, as well as assist the One-Stop manager with job development, training and career counseling. Kari's first day on Fayette Campus was Sept. 16.

### **Faculty and Staff Training**

Fire extinguisher and CPR certification trainings were held at Central Campus during fall quarter opening week. The Highland County Fire Department provided the fire extinguisher training to 18 faculty and staff participants. Another fire extinguisher training was held Sept. 30 at Fayette Campus.

The SSCC EMT Program provided CPR training and certification to 17 faculty and staff participants. The next opportunity has been tentatively scheduled in October at North Campus.

Lab Safety Training was also held during fall quarter opening week activities. The Laboratory Safety Institute conducted the one-day training at Central Campus and had 25 faculty participants. Lab safety training is mandatory for all faculty members who work in the campus labs.