

President's Report to the **BOARD OF TRUSTEES**



SOUTHERN STATE
COMMUNITY COLLEGE

SEPTEMBER 2013 | DR. KEVIN BOYS, PRESIDENT

Audit Committee Pre-Audit Meeting

The Audit Committee will meet at 5:00 prior to the regular Board meeting in room 107. This will be a pre-audit meeting with our auditors.

Executive Assistant to the President, Board of Trustees and Foundation

I am pleased to welcome Robin Lashley to the position of Executive Assistant to the President, Board of Trustees and Foundation. Robin earned her Bachelors of Business Administration from Harding University. For the past eight years, Ms. Lashley has worked at Merchantile Capital Corporation in Orlando, Florida. Prior to relocating back to Lynchburg and telecommuting for the corporation, Ms. Lashley directly reported to the CEO carrying out responsibilities closely aligned to those things required in the president's office including coordinating meetings and calendars, maintaining public relations and excellent customer service, coordinating large events, and occasionally interfacing with offices of legislators on Capitol Hill.

Complete College America Annual Convening

Ohio is a member of Complete College America's alliance of states. Each year, Complete College America (CCA) holds an annual convening of states and asks member states to bring a team of up to 10 individuals for an update on completion initiatives. This year's convening will be in Salt Lake City Utah on October 28th and 29th. State team membership includes leadership from the Ohio Board of Regents, the Inter-University Council, the Ohio Association of Community Colleges, and two college or university presidents. I was honored to be invited to attend this year's convening. CCA covers the cost of attendance (travel, hotel and food) and also takes care of the travel arrangements. This is aligned with our student success agenda and our upcoming initiative bringing local high schools and higher education institutions together.



Upcoming Events

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

SEPTEMBER

09.26.13 **Meet the Artist: Elaine Balsley**
6-8 pm | Learning Resources Center on South Campus

OCTOBER

10.15.13 **Informational Session for Home Inspection Course**
5:30-6:30 pm | Room 303 on North Campus

NOVEMBER

11.15.13 **Opening Night for SSCC Theatre's "Our Town"**
7:30 pm | Edward K. Daniels Auditorium on Central Campus
Production also plays 11.16.13 at 7:30 pm and 11.17.13 at 3:30 pm

President's Activities and Involvement

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

- Guest speaker at Blanchester Church of Christ's Teacher Appreciation Sunday
- All College Meeting
- Wilmington Succeeds Meetings at Wilmington College with Jim Reynolds
- Hillsboro Rotary Club
- Adams County Campus Capital Funding Case Development Meeting
- Highland County Women's Hall of Fame Recognition Dinner
- OACC Search Committee Conference Calls
- Highland County Chamber of Commerce Board Meeting
- Back to School Barbecue
- OACC Executive Committee Conference Calls
- Leadership Clinton Program Committee
- Meeting with Great Oaks Leadership Team
- Meeting with Dr. Greg Sojka, Dean, University of Cincinnati Batavia/East
- Chancellor Carey's visit to Central Campus

- Great Oaks Council

ACADEMIC AFFAIRS

Academic Departments

Fayette Campus Partnership

Fayette Campus partnered this summer with Highco, Inc. in support of their 2013 Bridges to Transition program. This program provides their students with an opportunity to gain job skills. The students and job coaches provided a valuable service to the campus for six weeks during the summer to help prepare the facility for Fall Semester. Kraig Walker, Highco's Employment Services Manager, coordinated the collaboration.

Adjunct Faculty Orientation

On August 3, 2013, the Adjunct Faculty Committee held the Adjunct Faculty Orientation & Development at Central Campus. There were 55 adjunct faculty, one high school counselor, and 20 full-time faculty, administrators, and staff in attendance. Dr. Ryan McCall, SSCC Vice President of Academics, opened the program. Various sessions were offered, including: New Adjunct Information, On Course Training, Across Cultures, Library Resources, Classroom Management Methods, Enhancing Reflective Learning in the Classroom, and three PSEO sessions for the high school teachers in attendance. Three orientation/development workshops are offered annually to support adjunct faculty. The next Adjunct Faculty Orientation & Development session will be held Saturday, Dec. 7, 2013, at Central Campus, beginning at 8:30 a.m.

Respiratory Care Program

The Respiratory Care Program received high marks on the annual review by the Commission on Accreditation for Respiratory Care (CoARC):

The Commission on Accreditation for Respiratory Care (CoARC) reviews this information to determine ongoing compliance with accreditation standards and CoARC Accreditation Policies and Procedures. Based on the outcomes you reported, your program has met or exceeded all currently set “thresholds” for success on each of the required outcome measures. This is an accomplishment of which you, your staff, and institution should be proud. No further action is required on your part. Please continue your current program “Resource Assessment” and “Outcomes Assessment” activities in preparation for your next Annual Report due July 1, 2014.

Chyane Collins, SSCC Respiratory Care Program Director, and all faculty and staff in the Respiratory Program deserve congratulations for their hard work and dedication to the program and students.

Workforce Development & Community Services

Truck Driving Academy

Enrollment is 31 for the first two months of the fiscal year, compared to 33 one year ago. A Line Tech partner group was started in August, with billing (and the resulting revenue) to show in September.

Instructor shortage continues to hamper enrollment and delay start dates. Full-time employment has been offered to two part-time instructors and two past instructors to help meet demand. One of the full-time offers is to an individual in the Cambridge area. Having an instructor to serve students at our New Lexington, Belmont, and Steubenville locations is vital to continued success. The Steubenville location (with Eastern Gateway Community College) is expected to be a solid source of students due to the shale gas/oil work in the area. Interest in the program in that region has been strong.

Transportation partnership project with Cincinnati State is underway. Customized CDL training for Kenworth in Chillicothe is anticipated to begin in October.

Workforce Development

A recognition event was held August 13 for PAS Technologies associates who completed customized supervisory training. Kris Cross, SSCC Director of Public Relations, is assisting in preparing a joint media release.

Russ Brewer, SSCC Coordinator of the Enterprise Center, Kim Fitzpatrick, SSCC Administrative Assistant, and Elizabeth Burkard, SSCC Director of Marketing, coordinated marketing efforts for non-credit, EPA approved water/wastewater treatment plant operator training scheduled for Oct. 8 and 9. Another strong response is expected.

Continuing Education & Departmental Notes

An informational session for the Boston Reed Veterinary Assistant and Dental Assistant programs was held at Central Campus on August 28. Fourteen individuals attended, indicating a sufficient level of interest to begin both programs again in the coming weeks.

In partnership with the Clinton County One-Stop, six displaced RR Donelley workers completed online Lean Six Sigma training developed by Villanova University and offered in conjunction with the University Alliance. At least three of the six have been (re) employed already.

STUDENT SERVICES AND ENROLLMENT MANAGEMENT

Admissions & Student Activities

Admissions | Placement Tests

Between May 1 and August 16, 854 students were tested. Tests were offered on all four campuses, as well as Western Brown High School, Georgetown High School, East Clinton High School, Scioto County Career Technical Center, and Scarlet Oaks Career Campus.

Admissions | Transfer Student Information

A total of 583 college and military transcripts were received from August 15 to 29, which is within 1 percent of those received during the same period last year.

Admissions | Credit When It's Due Initiative

Twenty transcripts from Shawnee State University have been evaluated and forwarded to the advising staff for degree audits. This group will comprise the initial test group for the Ohio Board of Regents' report. An additional 39 transcripts from Ohio University, The Ohio State University, University of Cincinnati, and various other institutions will be evaluated and included in the next report group.

Student Activities | Welcome Week for Students

All four campuses participated in welcome week activities. Different promotions were offered each day, including sweatshirt, t-shirt, and Patriots poster giveaways. Free snacks and drinks were available throughout the week.

Student Activities | Connect Card

Next month, the Student Connect Card will return. Students will collect stamps by participating in monthly college-wide events. After collecting five stamps on the card, the students can enter to win a Nexus 7 tablet. This popular program was introduced Spring Semester 2013, and proved to be a great way to get students involved on their respective campuses.

Financial Aid

The Office of Financial Aid is preparing to close out the 2012-13 academic year with the Department of Education which ended with the close of summer semester. The total amount of Pell grants and student loans processed for the year was \$16,218,973. Pell grants totaled \$7,227,610. Student loans totaled \$8,991,363. This year reflects a higher rate of student loan borrowing and a decrease in Pell grants from the previous year. In the prior year of 2011-12, Pell grants received totaled \$9,146,348 and loans \$8,175,336, to total \$17,321,684 last year. This may be attributed to the Department of Education

changing the income threshold for Pell grant eligibility which reflected a decrease in Pell award amounts.

Patri-Tots Learning Center

Enrollment

The North Campus Patri-Tots Learning Center (Wilmington) currently has 31 families (32 children) enrolled at the center. The Pre-K classroom is full, but there are still spaces in the toddler and preschool rooms. Family/type breakdowns are as follows:

- 12 JFS (Jobs & Family Services), 19 self-pay
- Eight students, three SSCC employees, 20 community members
- 15 part-time, 16 full-time

The Central Campus Patri-Tots Learning Center (Hillsboro) currently has 35 families (43 children) enrolled at the center. The preschool classroom is full with a waiting list, and there are a few openings in the toddler and Pre-K rooms. Family/type breakdowns are as follows:

- Seven JFS (Jobs & Family Services), 28 self-pay
- Eight students, 13 SSCC employees, 14 community members
- 20 part-time (including school-age w/ bus service), 15 full-time

Security

On North Campus, the doorbell/monitoring system with remote lock release is working very well. Staff members are able to talk with unrecognized visitors prior to opening the door, which has elevated the level of security at the centers. The evening law enforcement officials are being introduced at the center on their first day and are being given a brief description of the schedule and scenarios.

On Central Campus, there are still a few issues with the doorbells/remote releases. Doors at the center will remain locked as these problems are worked through.

Rating

The Central Campus Patri-Tots Learning Center is pleased to announce a star rating with Ohio's Step Up To Quality (SUTQ) program. SUTQ is a voluntary rating system that recognizes quality early care and education programs that exceed benchmarks beyond licensing standards with the Ohio Department of Job and Family Services. Kathe Chaney, Patri-Tots Site Administrator for Central Campus, would like to commend her staff for their dedication and commitment to the Patri-Tots children and families. Her staff will continue efforts to be a learning center with a known reputation of excellence. Central Campus is very proud to join North Campus Patri-Tots in this achievement.

Records/Registrar

Military Friendly School

The Registrar's Office has been notified that there will be a press release from Victory Media in late September listing Southern State as a Military Friendly School. There are approximately 60 veterans using benefits at Southern State Fall Semester.

New Software

The end of Summer Semester and beginning of Fall Semester went as expected with the new software. There were challenges with implementing the changes in processing student records, but staff maintained a positive attitude and worked through issues. There will be a follow-up evaluation meeting prior to the start of registration for Spring Semester to address any remaining issues and implement any needed changes for the future.

Student Success Center

Student Success | Retreat

A retreat for training Student Success Center staff was held on July 1 and 2 at the Rocky Fork Lake event building. The staff met for two complete days for addressing concerns, training (which included such topics as SSCC policies, FERPA, communication and listening), use of the new advising worksheets, and other relevant topics. Linda Myers, SSCC Interim Director of Financial Aid, addressed the staff about financial aid matters; Karyn Evans, SSCC Dean of the Adult Opportunity Center, updated the staff about

college readiness courses; Lisa Copas, SSCC Director of Recruitment, spoke to the staff about the fall orientation format; and Molly Jordan, SSCC Coordinator of Disability Services, trained the staff on disabilities services. All advisors, office staff, and associate tutors attended the retreat.

Student Success | Workshops

Student Success Workshops have been implemented. Twelve workshops were held from July 19 to August 22. The workshops were attended by students on academic probation and guided students through identifying the factors that led to probation, as well as identifying those strategies that can help students succeed again. The students were led through several success strategies which included time management, using a GPA calculator to monitor progress, identifying campus resources, and setting goals. These activities led to the creation of the Academic Probation Plan. These Student Success workshops will be utilized in the fall to help students on warning and students who want to identify strategies for improving academic performance.

Student Success| Staff

Shannon Chain has been hired as the new Advising Center office associate.

The AmeriCorps College Completion Coaches and site supervisor attended the Ohio Association of Community Colleges orientation at Columbus State Community College on August 5-7.

Staff participated in new student orientations held August 12-15. Tom Payton, SSCC Coordinator of Career Services, and Susan Long, SSCC Director of Student Success Center, presented during the opening session, and the breakout sessions included tables for Tutoring, Retention, Advising, and Career Services.

Tutoring Center | Sessions

Since the last report, 73 lab sessions and 158 one-on-one sessions were conducted, for 231 total tutorials.

Tutoring Center | Workshops

Computer Fundamentals Workshops were held August 12-15 at all four campuses. Thirty-one students completed training in basic Microsoft Word, Excel, and PowerPoint skills. These workshops are designed for primarily first-time students needing basic skills to complete classroom assignments.

Online Success Workshops were held at each campus August 5 and 6. Students enrolled in online classes were able to receive hands-on experience with Blackboard 9, the college's Learning Management System used for online coursework.

Tutoring Tables and Web tutorials were held at each campus during opening week to promote tutoring. Eighty-seven students signed up for tutoring and 53 students were assisted in logging into their accounts using their new log-in information.

Facilitators for the workshops were Stephanie Bartley, SSCC Administrative Assistant to the Student Success Center, and Joe Gruber, SSCC Math Associate.

Tutoring Center | CRLA Certification

The Tutoring Center was officially certified by the College Reading and Learning Association's International Tutor Training Program Certification. As a certified department, the Tutoring Center is now in the process of issuing certificates to those tutors who have completed the CRLA-approved requirements for the following:

- Level 1 Certified Tutor: This award is presented to the tutors who complete a minimum of 10 hours of training and 25 hours of documented tutoring.
- Level II Advanced Certified Tutor: A tutor completes an additional 10 hours of Level II training and another 25 hours of documented tutoring.
- Level III Master Certified Tutor: A tutor completes an additional 10 hours of Level III training and another 25 hours of documented tutoring.

Work on the certification process and application began November 2011 and was submitted September 2012. The certification was awarded to Southern State on August 1 for a period of one year. Based on training and tutoring experience, the following tutors are receiving CRLA certificates.

- Tutors receiving a Certificate of Completion (Level 1 Training) are Michelle Herren, Barb Priest, Cynthia Roush, Sara Lucas, Terry Washburn, Karen Trout, and Lisa Tilton, Emily Bourne, Nicole Carey, Steve Hilgeman, Peggy Hill, Christine Kessinger, Daniel Lamb, Gregory Lawson, Bill Phillips, Holly Scheuerman, Don See, Sam Snyder, Ken Storer, and Rebecca Worley.

- Receiving Level 1 Certified Tutor awards are Heather Washburn, Jean Gardner, Beverly Ries, Jackie Potts, Fred Miller, and Russell Kincaid.
- Receiving Level I Certified and Level II Advanced Tutor awards are Jon Hike, Adam Foster, and Joe Gruber.

Retention | Academic Plans

In an effort to meet the goals of SSCC's Quality Initiative, the Student Success Center is working to help all new students design an academic plan to a timely degree completion. All new students will receive their IPAC (Individual Plan for Academic Completion) binders through the College Success classes. The IPAC is a resource containing information, resources, and activities designed to help students make educated decisions about careers and majors, examine predictors of success, identify campus resources, understand the transfer process, understand the implications of academic progress on funding, and provide students with a degree audit report for their selected programs of study.

Retention | AmeriCorps College Completion Coaches

Southern State is pleased to announce that Sarah Miller and Austin Young are the AmeriCorps College Completion Coaches for 2013-14. Ms. Miller holds an associate degree from Southern State and was awarded a bachelor's degree in 2012 from Wilmington College. Mr. Young is a recent graduate from Southern State and is pursuing a bachelor's degree from Lindsey Wilson College. The AmeriCorps College Completion Coaches will be embedded in College Success classes where they will distribute the IPAC's and work with new students on the creation of a completion plan. The coaches will also work with students on the development of skills necessary to be successful in their academic work.

Advising Center | New Advisors

The Student Success Center is pleased to introduce two new advisors:

- Robert "Bob" Hixson is advising at the Central Campus Advising Center. Mr. Hixson is retired from the Air Force where he served as an advisor to ROTC students at the University of Oklahoma.
- Sherri Spencer joins the advising staff and is located at the South Campus. Mrs. Spencer became interested in advising as she worked with her son on

his PSEO transfer coursework at the South Campus. She is pleased that her son, now a student at The Ohio State University, was able to enroll as a junior because of his coursework at Southern State.

Advising Center | Sessions

Advising Sessions from July 19 through August 29 includes:

- Over 1,037 walk-ins and appointments were conducted;
- Nine Student Success Workshops were conducted to identify challenges to academic progress and strategies, to inform students about the impact of probation on financial aid eligibility, and to create Academic Probation Plans. Fifty-one plans were submitted by students attending the Success Workshops.
- Arena-style advising sessions were held at the Central and North campuses for students who were on campus to take placement tests.

Career Services | Presentations & Meetings

Tom Payton, SSCC Coordinator of Career Services, has coordinated or participated in the following events:

- Selected to present his work on “Adapting Choice Theory to Career Counseling” at the Midwest Association of Colleges and Employers (ACE) Conference held in Chicago on July 29-31. Mr. Payton trained conference participants on how to help a client construct a Career Quality World and then match it with a “need-fulfilling career.”
- Presented two workshops to the Adams County Local School District bus drivers (Seaman and West Union). During the workshops, he covered how the bus drivers act as “Social Capital” (aiding students and touching lives); introduced the role of work and how we view work; shared some signs of abuse and neglect and how the bus drivers can help; and helped participants appreciate the work they are doing and how they already make a difference. Feedback from the school to Dr. Nicole Roades, SSCC Vice President of Institutional Advancement, was very positive.
- Worked on “student stressors” project. Research included pulling journal articles on the topic, leading to review for redesign of the instrument originally constructed to build hardiness in dislocated workers. The hardiness instrument was one Mr. Payton developed and used in his master’s project and at the Calmar’s plant closure. The goal is to give this instrument

to advisors for use in identifying students who are struggling, and referring those students to the Office of Career Services.

- Completed six weeks of Friday afternoon sessions for career and personal development presentations to teens at the Clermont County Juvenile Detention Center, promoting Southern State classes and services. Mr. Payton reported that the students were attentive and participated well.
- Attended the one-day Ohio Benefits Bank Conference in Columbus.
- Met with two employers this month:
 - Met with Total Quality Logistics (TQL) in Batavia, which has hired two of our graduates. TQL provided a representative and information table on campus August 28.
 - Along with John Joy, SSCC Dean of Workforce Development and Community Services, met with Fastenal, which recently opened a store in Wilmington. Fastenal is a large distributor of hardware, and supplies to individuals and the industry.

Evening appointments continue to be popular at Central Campus on Wednesdays and used by people of several campuses. On both Central Campus and Fayette Campus, lead times are at three weeks. Fridays are used for clients and students, rather than administrative duties. Referrals are increasing, mostly due to orientation, advising, and students going through community agencies, including Fayette Metropolitan Housing Authority.

Athletics

Women's Volleyball

Southern State Community College's Women's Volleyball team is currently 0-3 on the season and 0-1 in the Ohio Collegiate Athletic Conference.

Men's Soccer

Southern State Community College's Men's Soccer team is currently 0-2 on the season. The annual alumni game had a great turnout of alumni, and continues to be one of the premier athletic alumni events.

Athletic Department

The Athletic Department, with help from the Office of Communications has printed 2013-14 athletic posters and schedules to be placed in schools and businesses in the five-county service areas.

The Athletic Department has also partnered with the Office of Communications on increased promotional items for our fans. This will increase the awareness by the college community on when they can attend Southern State athletic events and connect with student athletes.