

**SOUTHERN STATE COMMUNITY COLLEGE**

**AGENDA ITEM III  
May 2007, MINUTES**

for the

**Board of Trustees  
June 15, 2007, Meeting**

**SOUTHERN STATE COMMUNITY COLLEGE  
MINUTES OF THE MEETING  
OF THE BOARD OF TRUSTEES  
May 9, 2007**

The Southern State Community College Board of Trustees' meeting was held in the Appalachian Gateway Center on the South Campus of Southern State Community College on Wednesday, May 9, 2007.

**Call to Order and Roll Call**

At 6:00 p.m., Chairman Hall called the meeting to order. Roll Call was as follows:

**Present:**

Ms. Patricia Griffiths  
Mr. Paul Hall, Chair  
Mr. Willis Herdman  
Mr. Ernest McFarland  
Mr. Dan Mongold  
Mr. Rory Ryan  
Mr. Ralph Shell  
Mr. James Ward, Vice Chair

**Absent:**

Ms. Kay Ayres

**Approval of Agenda**

Mr. Herdman moved and Mr. Mongold seconded that an Executive Session be added to the Agenda for the purpose of discussing negotiations. All were in favor.

07.25

**Approval of Minutes**

Mr. McFarland moved and Ms. Griffiths seconded that the Minutes of the April 11, 2007, Meeting be approved as presented.

**Minutes**

**YES:**

Ms. Griffiths  
Mr. Herdman  
Mr. McFarland  
Mr. Mongold  
Mr. Ryan  
Mr. Ward

**ABSTAIN:**

Mr. Hall  
Mr. Shell

07.26

## Monitoring Confirmation

*President's Report.* In addition to her attached written report (Attachment A), President Stout:

- Updated the Board on Jeff Ladrach on her health condition.
- As a result of our move in Adams County, informed the Board of calls she has received from interested individuals about possible sites.
- Reported that Mr. Buck has been appointed on the Governor's Task Force on Campus Security and is now in charge of safety on the campus.
- Thanked Trustee Griffiths for attending the OBOR Trustees' Conference and the All Ohio Academic Team Recognition Program.
- Announced OACC has hired a consultant, Neal Clark, to represent the organization to the Senate.
- Asked the Board their preference on the June Board Meeting. After a discussion, the Board decided to meet before graduation on June 15 at 4 p.m., dinner with the graduation speaker at 5:30 and graduation at 7 p.m.
- After consultation with the Board, selected June 18 for a social event with the trustees, faculty and staff at Ralph Shell's house.
- Reported dates for the PN and RN Pinning Ceremonies.
- Distributed to the Board a list of the President's Activities for April and May.
- Referenced the AOC section in her written report and added that Corporate and Community Services is the service provider for the Youth Build program.

*Report from the Vice President of Business and Finance.* In response to questions, Mr. Buck gave an explanation for *Scholarship Expenditures* on Exhibit 1 and for *Corporate and Community Services Discounts, License and Certificates and Equipment Greater Than \$50* on Exhibit 4 of the Financial Report (Attachment B). Lastly, the College's policy for returning books was discussed.

Mr. Herdman moved and Mr. Ward seconded that the President's Report and the Report from the Vice President of Business and Finance be accepted as presented. Roll Call Vote was as follows:

**YES, President's and VP of Business and Finance Reports:**

Ms. Griffiths  
Mr. Hall  
Mr. Herdman  
Mr. McFarland  
Mr. Mongold  
Mr. Ryan  
Mr. Shell  
Mr. Ward

07.27

## County Rotation of Trustees

The Board decided not to change the current system of county rotation of trustees. The following points were brought up.

- In May of 2008, terms end for Mr. McFarland, Mr. Herdman and Mr. Mongold
- With the current system, Adams County should have two representatives, Brown County should have one, Clinton County should have two, Fayette and Highland should have two each.
- In 2010, terms end for Ms. Griffiths, Mr. Ward and Mr. Shell. Fayette County will have two new representatives at the same time and the original intent was to have one senior trustee and then that member could help the new member.
- In 2010, Highland County would go to Brown County in the event there are no resignations.
- For various reasons, resignations occur and the system of rotating alphabetically will not work. John Schlichter, Doug Lynn, and others left in the middle of their terms and so the Board rotated alphabetically by county from Adams to Brown, etc. It sounds good in theory but it does not work.
- At the formation of Southern State Community College and for several years Adams County had only one trustee while the other four counties had two. Nothing was found as to why Adams County had only one. The Board then decided to rotate alphabetically, which worked until too many people resigned.
- In less than 12 months three terms will end. If we do absolutely nothing Adams County will appoint one and Clinton County will appoint two.
- It will always be set in motion that the county with one board member would get the next appointment. Maybe between now and next May we might have vacancies on the board and that would go to Clinton County. Two will be coming on from Clinton at the same time and in two years two from Washington Court House.
- Even if the system is fixed with Clinton and Fayette, if someone resigns for some unforeseen reason such as health, death, etc, the system is out of whack.
- Because of the law, a ten-member board is not an option.

## Finance Committee Report

The Finance Committee met prior to the meeting. Due to uncertainties with the state budget at this time, the budget for FY 2008, Item VI.B, and Non Teaching Staff Percentage Increase, Item VI.B, will be presented at the June 2007 meeting. The Higher Education Compact, Item VI.A is no longer under consideration throughout the state.

## Presentation

Dr. Ryan McCall gave an update about the South Campus. He invited the Board to tour the campus after the Meeting and spoke about:

- the newly installed digital signing, which was purchased with UD money,
- the kitchen remodeling project, which is scheduled for completion by May 25,
- the area artists exhibit currently on display and
- the number of individuals who visited the campus last month with various groups totaled approximately 230.

## Board County Updates

Members of the Board of Trustees gave updates on the activities of their counties. President Stout expressed appreciation for the updates and said they add a new dimension to our meetings and said we can determine if we want to give updates at every meeting or once per quarter. The audience agreed that it was helpful to hear the county updates.

## Executive Session - Negotiations

At 7:06 p.m., Mr. McFarland moved and Mr. Shell seconded that the Board go into Executive Session to discuss negotiations. Roll Call Vote was as follows:

YES:

Ms. Griffiths  
Mr. Hall  
Mr. Herdman  
Mr. McFarland  
Mr. Mongold  
Mr. Ryan  
Mr. Shell  
Mr. Ward

07.28

## Regular Session

At 7:40 p.m., Mr. Ward moved and Mr. Shell seconded that the Board come out of Executive Session. Roll Call Vote was as follows:

YES:

Ms. Griffiths  
Mr. Hall  
Mr. Herdman  
Mr. McFarland  
Mr. Mongold  
Mr. Ryan  
Mr. Shell  
Mr. Ward

07.29

## Other

Chairman Hall, on behalf of the entire Board, congratulated President Stout for being named Brown County Business Woman of the Year and for the College's receiving the Adams County Community Service Award.

## Adjournment

At 7:41 p.m., Mr. Shell moved and Mr. Herdman seconded that the meeting be adjourned. All were in favor.

07.30

NOTE: Copies and/or originals of all documents referenced throughout the Minutes are on file (BOARD OF TRUSTEES•May 9, 2007•meeting) in the President's Office unless otherwise noted. The meeting was audio taped as well.

Respectfully submitted

Stevetta Grooms

### Attachments:

- A. President's Report
- B. Vice President of Business and Finance Report

SOUTHERN STATE COMMUNITY COLLEGE

AGENDA ITEM IV.A  
PRESIDENT'S REPORT  
May 2007

for the

Board of Trustees  
May 9, 2007, Meeting



## *Memorandum*

To: SSCC Board of Trustees  
From: Sherry A. Stout, President  
Date: May 4, 2007  
Subject: President's Report for the May 9, 2007, Board Meeting

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### SSCC Graduation

Graduation will be held on June 15 at 7 p.m. in the Patriot Center. Jared Isaac will be the graduation speaker. Jared received an associate of science degree from Southern State Community College in 2003. He was a PSEO student and graduated from East Clinton High School that year also. Jared received a bachelor of science degree in Biochemistry from Lee University in Tennessee. Currently, Jared is working on a master's degree and this fall will begin a Ph.D. program in Biomedical Research at the University of Cincinnati School of Medicine. As we have done in the past, we will have dinner with the speaker prior to graduation. More details will follow.

### Vice President of Academic Affairs

Dr. Ryan McCall has been selected as the new Vice President of Academic Affairs. Prior to his appointment, Ryan served as the Dean of Student Services/South Campus Director. You will recall that Ryan worked at Shawnee University before coming to SSCC. His experience with the university system will be instrumental as we seek to strengthen our transfer alliances. As South Campus Director, Ryan has been working with faculty and on academic issues. One major task is the Transfer Assurance Guidelines (TAGs) submission process. Since the beginning of March, 51 classes have been submitted to the Ohio Board of Regents for approval in the TAGs.

### GEAR Up Grant

The Board of Regents awarded the College \$12,000 to be used for campus visits, student mentoring, PSEO advising, and other activities that further the aspiration of students to attend college. The funds are part of the state match for the federal GEAR Up grant.

### Respiratory Care Program

The first class for Respiratory Care began in April of 2006 with 15 students. Throughout the past year, we have received an additional 74 applicants. The program begins with a new group of qualified students every spring. A new class with 16 students started this spring. The first class will be completing their final classes this fall.



## Miami Trace Program

Rep. John Schlichter has earmarked \$75,000 to continue the Miami Trace PSEO program for the third year. This is a \$15,000 increase over the previous awards. Currently, we have 18 students taking English and speech Spring Quarter. The grant is used to cover tuition, books, administrative costs, and supplies.

## Shawnee University

I spoke with Dr. Rita Morris, president of Shawnee University about investigating ways that our institutions can collaborate. As a result, Jim Buck met with Steve Donohoo, Shawnee's vice president for Finance and Administration, to share ideas. Dr. Morris and I are in the process of scheduling a meeting to further the discussion.

## Corporate and Community Services

The Adams County Chamber of Commerce recognized Southern State Community College's Corporate and Community Services at their annual awards dinner that was held on April 19 with the Community Service Award. Russ Brewer, Enterprise Center Coordinator, also received the Chamber Service Award. A picture that was taken at the event is included in the attached report from the Center for Business and Industry for April, which includes the Dean's Report as well (attachment pages 1-2).

Also attached is an invitation to an Open House for the Enterprise Center in Winchester. The Open House will be held on May 9 from 3 p.m. until 6 p.m. with a ribbon cutting ceremony scheduled at 3:15 (attachment page 3).

The Center for Business and Industry provided a grant to the Highland County Chamber of Commerce for technology training. Julia Basham, who teaches full time at SSCC's in Computer Science, provided the training. Attached is a thank you letter we received from the Chamber (attachment page 4).

## Governor's Task Force on Campus Security

Jim Buck has been appointed to the Governor's Task Force on Campus Security. The work of the Task Force will evolve according to need but discussions will begin with the following topics:

1. Managing responses to violent events, including how to ensure a robust internal communications infrastructure together with effective liaison to state and local law enforcement.
2. The role of campus administrators, including public safety officers, in responding to reports of implied or implicit as well as explicit threats of violence.

## Peace Officers Training Program Recognition

Sixteen students graduated from the Peace Officers Training Program on April 26. We hope many of the students will consider the Associate Degree program in Law Enforcement.

### Faculty Spotlight

Jon Davidson, Bob Headley, and Bob's wife, Susan, are singing in the chorus for the Springfield Symphony at their May 5<sup>th</sup> concert. They are singing in Beethoven's Ninth Symphony and are singing the in the original German.

Don Storer has been speaking with an archaeologist at Mount Vernon and will have access to soil samples from George Washington's garden. This is part of ongoing work in which soil analysis supplements the archaeological excavations and provides additional support for their conclusions. It also ties in to the work Don is doing with the University of South Florida and could be a research module for the REEL Project at The Ohio State University.

### Area Artists Exhibit

Area artisans' work will be exhibited in the Appalachian Gateway Center from April 25 through May 25 from 12 noon until 4 p.m. daily. The Board will have an opportunity to view the exhibit at the Board Meeting.

### Junior High and High School Students Visit Campuses

On April 23, 125 eighth grade students from East Clinton High School visited the North Campus, and on April 26 and 27 eighth grade students from Hillsboro High School visited Central Campus with 110 students each day. On April 13, seven juniors and seniors from the Alternative School and their mentors from NCB Bank visited the Central Campus. Each group received information about SSCC, various career and financial aid information and campus tours. Lisa Copas, Enrollment Coordinator, planned the visits.

### Adult Opportunity Center

SSCC's ABLE program received a Superior Rating based on the FY 2006 data from the Ohio Department of Education. Congratulations to Karyn Evans and her staff for their excellent work.

I wanted to share the attached article (attachment page 5) from the *Record Herald* with the Board about one of our Adult Opportunity Center students at Fayette Campus, Chad Scott, who is enrolled in the YouthBuild Program. The program is funded by a federal grant that combines GED preparation and building skills training. The AOC has been involved in this collaborative effort with the Fayette County Community Action for three nine-month terms.

### Enrollment Update

Enrollment for this Spring Quarter in headcount is up 1.6% over Spring Quarter 2006, and FTE is up 4.8% over last Spring Quarter. Overall, for the year, we had a 4.3% increase in FTE over last year.

## ACCT 2007 Governance Institute

The President of ACCT asked us to share the attached information (attachment pages 6 – 8) with the Board Members on the ACCT 2007 Governance Institute that will take place July 13-15 in Reno, Nevada. Let me know if anyone is interested in attending the governance institute.

sg

Attachments

*Highlights from the June 25-27, 2006 Governance Leadership Institute in Washington, DC*

**CHAIRING THE BOARD**

**The Crucial Leadership Role of the Chair and the Executive Committee**



ACCT's vice president for Board Leadership Services, Narcisa Polonio, facilitated the two-day Institute and shared her expertise with participants. Some of the topics covered included: The Importance of the Third Voice, The Power of Three and the Eight Principles of Attitude Inventory that boards can use to assess the strength of their internal relationships. Polonio also led discussions focusing on presidents' relationships with their boards and colleges, specifically on matters of CEO compensation and evaluation.

Participants	
80 participants and their geographic distribution:	
RURAL COLLEGES	15
SUBURBAN COLLEGES	15
RURAL/SUBURBAN COLLEGES	1
URBAN COLLEGES	9
URBAN/SUBURBAN COLLEGES	3
STATE SYSTEM OF 4-YR COLLEGES	1

Session Highlights
Institute participants identified problems and solutions, keeping in mind that it is the institution, the community and ultimately the students who benefit from the board's contribution.
Participants discussed six case studies and learned practical tips, policies and the importance of procedures regarding confidentiality, agenda issues, the media and the role of the chair.
Attendees learned how to deal with 'reckless trustees' or those who try to ambush your meetings.
Through case studies learned about ethics and the dangers of the appearance of shading your opinions. The board's integrity must come first.
The hallmarks of an effective board.
Presidential evaluation and the contract: Almost all institute participants noted that they do evaluations, but few were satisfied with the process.
Robert's Rules of Order: Details and process of parliamentary procedure are crucial to effective meetings.

Two-Day Leadership Institute for Trustees and CEOs

# GOVERNANCE LEADERSHIP INSTITUTE 2007

The Crucial Leadership Role of the Chair and the Executive Committee  
of the Board — Public Speaking and Handling the Media

July 13–15, 2007

## AGENDA

### Friday, July 13

3–5:00 p.m. Registration

5–6:00 p.m. Welcome and Program Overview

### Saturday, July 14

7–8 a.m. Continental breakfast

8–9 a.m. Introduction and Preparation

9 a.m.–Noon

Key Indicators of an Effective Board

- Assess your board's health

Leadership and Group/Team Dynamics

- Fostering goodwill and commitment

- Handling conflict and the "self interested trustee"

- Instituting discipline and common purpose

The Role of the Leadership Team of the Board

- Understanding your fiduciary responsibilities

- Job description for the chair & committee chairs

Board/CEO Relationships

Noon–1:30 p.m. Working Lunch

1:30–4:00 p.m.

- Running effective meetings

- Handling difficult and controversial issues

- Avoiding common traps

4–5:00 p.m. Review and Future Priorities

### Sunday, July 15

8–9:00 a.m. Continental breakfast

9–Noon

Track 1:

Public Speaking and Handling the Media

- a. Public speaking techniques that have stood the test of time

- b. Handling the media during a crisis

- c. Board protocols for handling the media

Track 2:

Team Building & Planning

- a. Elements of a Leadership Plan

- b. Board self-assessment as a leadership tool

- c. Presidential assessment

Noon–1:30 p.m. Working Lunch

1:30–2:30 p.m. Putting it all together and next steps

2:30–5:00 p.m. Facilitators will be available for consultation

ACCT is pleased to announce a cutting-edge Governance Leadership Institute specifically geared toward supporting the unique role of the chair and the executive committee of the board. Learn best practices and the 8 Principles of Effective Board Leadership.

1. The chair as an effective leader: Chair's roles and responsibilities
2. The right chemistry and being productive: The Chair/CEO relationship
3. Leading by Example: How to organize and run an effective meeting
4. Building trust and demonstrating integrity: Code of ethics
5. Being consistent and following parliamentary procedure: By-laws, annual calendar and leadership succession planning
6. Big picture focus: Board self-assessment and presidential evaluation
7. The importance of debates: Handling difficult and controversial issues
8. Team building: Understanding the important role of the executive committee and the chairs of the board's committees.

## WHO SHOULD ATTEND?

A must-attend for current chairs, vice chairs and trustees in line to become chairs of the board, officers of the board, members of the executive committee of the board, and presidents.

Call ACCT for more info at 866-895-ACCT (2228). Visit [www.acct.org](http://www.acct.org) or see the registration form to register.

To be held at John Ascuaga's Nugget Resort, Reno, Nevada



1233 20th STREET, NW, SUITE 301, WASHINGTON, DC 20036  
866.895.ACCT (2228) 202.775.4657 FAX: 202.223.1297  
[www.acct.org](http://www.acct.org)

## MEMORANDUM

Date: April 26, 2007

To: ACCT Member Trustees

From: J. Noah Brown, President and CEO, and Narcisa A. Polonio, Vice President,  
Board Leadership Services

Subject: ACCT Governance Leadership Institute, July 13 – 15, 2007, in Reno, Nevada

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We encourage you to attend the 4<sup>th</sup> ACCT Governance Leadership Institute scheduled for July 13–15, 2007. The Institute for Trustees and CEOs will be held at the John Ascuaga's Nugget Casino Resort, in Reno, Nevada. This highly acclaimed, interactive program is specifically geared to meet the needs of chairs, officers of the board and the CEO. It promotes strong Board/CEO and trustee-to-trustee relationships. The Governance Leadership Institute, **Chairing the Board: The Crucial Leadership Role of the Chair and the Executive Committee of the Board**, will be an opportunity to take advantage of ACCT's knowledge-base of services to hundreds of Boards throughout the country, learn from the experience of other boards, and fine tune techniques.

To facilitate registration of your leadership team, attached to this memo is a brief description of the 2007 Governance Leadership Institute, including a detailed agenda, registration and housing forms, and highlights from previous Governance Institutes. You can also register online by visiting the ACCT web site at [www.acct.org](http://www.acct.org).

If you have any content questions, suggestions or comments, please contact Narcisa Polonio at 202.276.1983 or [narcisa.polonio@acct.org](mailto:narcisa.polonio@acct.org). If you need additional registration or program details, please call Adonia Calhoun Coates at 1.866.895.ACCT (2228).

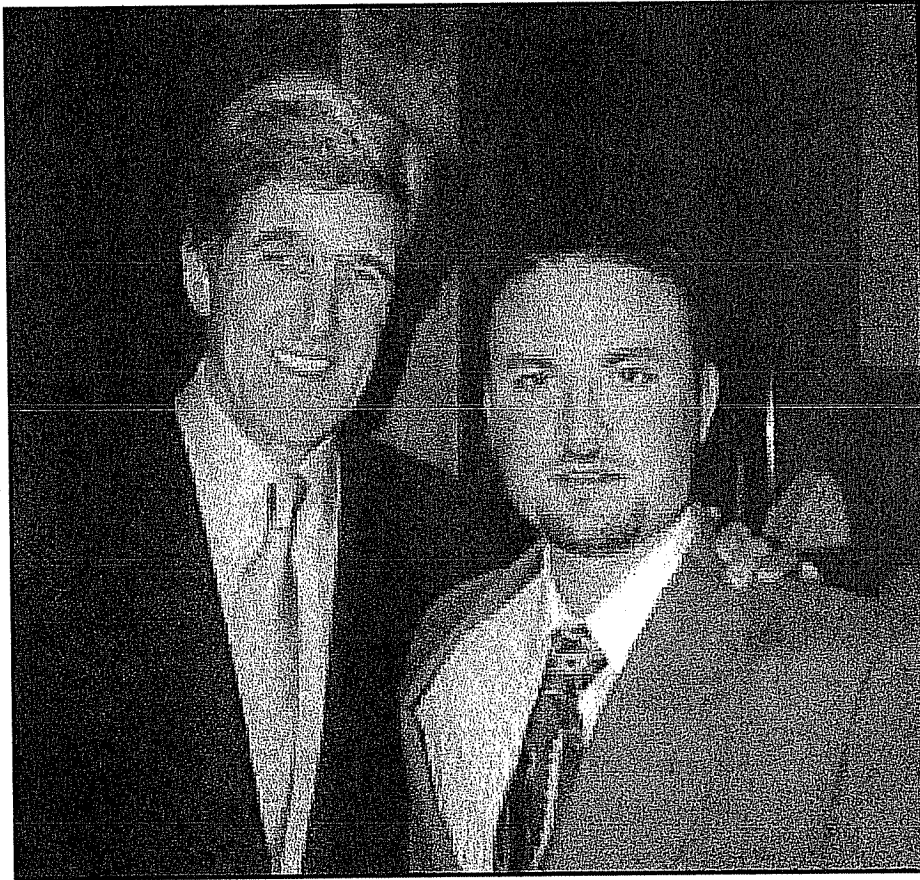
**Please Note: To take advantage of the entire Institute, plan to arrive in Reno, NV on July 13 between 3:00–5:00 p.m. and to depart on Sunday, July 15 after 5:00 p.m.**

We look forward to seeing you in July!

Monday, April 9, 2007

# Record Herald

## Leadership rewarded



*Submitted photo*

## Scott represents Youthbuild

For his outstanding leadership abilities, Chad Scott was selected to represent Fayette County's Community Action Youthbuild program at the National Youth Conference in Washington, D.C., March 3-6.

During this time, Scott spent a day on Capital Hill and met U.S. Sen. John Kerry (D-Mass.). He and two other students met with other congressmen to promote Youthbuild. He ended his visit with a final tour of the city.

**HIGHLAND COUNTY**  
**CHAMBER OF COMMERCE**

President's Report for May 2007  
Attachment Page 5

"The Leading Force in Promoting Growth, Prosperity, and Quality of Life"

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March 30, 2007

Bob Brown, Director  
Center for Business and Industry  
Southern State Community College  
100 Hobart Drive  
Hillsboro, OH 45133

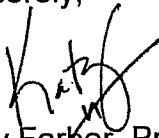
Dear Bob,

On behalf of the Highland County Chamber of Commerce, I want to thank you and Southern State Community College for being so generous in helping us with our technology training.

Julia Basham was a wonderful teacher and helped Connie and Lynn navigate their way through new techniques that will improve the Chamber's operations on a daily basis. Your support with the grant enabled us to have the additional training while staying within our tight budget.

On a personal note, I want you to know how very much I appreciate all of the continuing support the Chamber receives from the entire Southern State "community." Your partnership is helping us grow and better serve the entire Highland County business community.

Sincerely,



Katy Farber, President  
Highland County Chamber of Commerce

KF/ln

cc: Sherry Stout  
John Joy





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**SOUTHERN STATE COMMUNITY COLLEGE  
CORPORATE AND COMMUNITY SERVICES  
ENTERPRISE CENTER**

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**OPEN HOUSE CELEBRATION**

**PLEASE JOIN US TO CELEBRATE THE OPENING OF THE**

**ENTERPRISE CENTER ON MAY 9, 2007**

**3:00 P.M. UNTIL 6:00 P.M.**

**RIBBON CUTTING CEREMONY 3:15 P.M.**

***HORS D'OEUVRES AND REFRESHMENTS SERVED***

**LOCATION**

**ENTERPRISE CENTER  
TRI-COUNTY BUSINESS DEVELOPMENT CENTER  
2035 TRI-COUNTY ROAD  
WINCHESTER, OHIO  
937.695.9002  
[rbrewer@sscc.edu](mailto:rbrewer@sscc.edu)  
[www.sscc.edu](http://www.sscc.edu)**

### Dean's Report

Adams County-Our newly named "Enterprise Center" is up and running in Winchester. Located at the Tri-County Business Development Center at 2035 Tri-County Road, Coordinator Russ Brewer has completed the move and is offering training and small business consultative services. An Open House is planned for May 9 from 3 pm until 6 pm. We are pleased to report \$7,960 has been provided to the Enterprise Center by Adams County/Ohio Valley School District to provide an entrepreneurial training program in the county schools.

Fayette County conducted an audit visit in April to review our contracts for One-Stop and Child Care provider training programs, and we are pleased that Fayette County found us in compliance with the contracts. They expressed pride in the partnership with Southern State Community College, and expressed in writing the desire that it continue. Since July of 2004, Fayette County Job and Family Services and its partner agencies have spent \$403,000 for credit and non-credit training with Southern State.

Continuing attention is being paid to the Truck Driving Academy in efforts to control the effects of high fuel prices on the bottom line. Control measures introduced to offset increased costs include teaching shifting techniques to improve mileage and reducing extra training provided to participants.

### Center for Business and Industry- April 2007

**Workforce Services Unlimited-** CBI completed 72 hours of computer training for dislocated workers which was begun in February and held at the North Campus Computer Lab. Training consisted of Introduction to email and the Internet, Introduction to Personal Computers 1 & 2, Keyboarding, Microsoft Word 1 & 2, and Microsoft Excel 1 & 2.

Corporate and Community Services was presented with the Community Service Award at the Adams County Chamber of Commerce Dinner held at the home of Daniel and Mary Miller, and Russ Brewer was selected for the Chamber Service Award. Representing the College and pictured below along with Roger Crusier are: Sherry MacDowell, Jeff Foster, Ryan McCall, Sherry Stout, Russ Brewer, and Bob Brown.



**EnterpriseOhio Spring Advantage Forum-** The EON hosted a round table forum at Shawnee State University on April 20, 2007. Bob Brown attended with 21 other campus representatives from across the state. Topics discussed were:

- Performance measures developed by the Network to ensure high performance and growth
- Career Advancement Accounts- Pilot sponsored the State Workforce Development Agency to enable dislocated workers to receive a short term credential or certificate to return to work quickly and the opportunity of Community Colleges to respond to the need
- FY 2008-9 Budget- Discussion led by Michael Taggart of the Ohio Board of Regents on thoughts of consolidating training dollars (Targeted Industry, OITP, etc) to fund a New Worker Guarantee program and the upside and pitfalls of the initiative and its effect on non-credit training. Design is intended to attract new business to Ohio by guaranteeing a skilled, well-trained workforce.

SOUTHERN STATE COMMUNITY COLLEGE

AGENDA ITEM IV.B  
REPORT FROM VICE PRESIDENT  
BUSINESS AND FINANCE  
April 2007 Financial Reports

for the

Board of Trustees  
May 9, 2007, Meeting



May 2, 2007

MEMORANDUM TO: Sherry Stout, President  
The Board of Trustees

FROM: James Buck, Vice President Business and Finance

SUBJECT: April 30, 2007 Financial Reports

Please review the accompanying Financial Reports. We have received some general information on the House of Representatives budget proposal for FY 08 and FY 09. There are clear differences between this proposal and that of the Governor, however, the method of implementation of any budget at the Ohio Board of Regents level could significantly impact individual institutions. The period during the state budget process has always been a time of uncertainty where patience was important. The added tuition constraints that have been introduced make this even more necessary. Information will be shared as it is received.

Our first meeting with Steed Hammond Paul is scheduled for Friday, May 11, 2007, 2:00 p.m., at the Fayette Campus. We plan to have a committee with six to seven members with representatives from faculty, staff, and administration. This project provides the College an excellent opportunity to improve our services to our students. We look forward to getting started.

If you have any questions or concerns, please call me at (937) 393-1971.

Thank you.

SOUTHERN STATE COMMUNITY COLLEGE  
MONTHLY FINANCIAL STATEMENTS - EXHIBIT 1 OF 6  
COMPARATIVE BUDGET REPORT  
TEN MONTHS ENDED APRIL 30, 2007 (unaudited)

	FISCAL 07		FISCAL 06			
	ANNUAL BUDGET	04/30/07 Y-T-D	% OF BUDGET	04/30/06 Y-T-D	ANNUAL CHANGE	ANNUAL % CHG
<b>REVENUE</b>						
STATE SUBSIDY	4,797,209	3,998,780	83.4%	3,834,396	164,384	4.3%
STUDENT FEES	6,810,914	6,786,976	99.6%	6,251,408	535,568	8.6%
GRANTS & CONTRACTS	808,116	606,317	75.0%	606,774	(457)	-0.1%
OTHER INCOME	235,000	226,732	96.5%	167,782	58,950	35.1%
<b>TOTAL REVENUE</b>	<b>12,651,239</b>	<b>11,618,805</b>	<b>91.8%</b>	<b>10,860,360</b>	<b>758,445</b>	<b>7.0%</b>
<b>EXPENDITURES</b>						
INSTRUCTIONAL RESEARCH	6,210,276	5,200,362	83.7%	4,884,313	316,049	6.5%
COMMUNITY SERVICE	2,600	220	8.5%	377	(157)	-41.6%
ACADEMIC SUPPORT	38,959	33,596	86.2%	18,698	14,898	79.7%
STUDENT SERVICES	1,742,164	1,369,074	78.6%	1,317,469	51,605	3.9%
INSTITUTIONAL SUPPORT	1,551,131	1,197,193	77.2%	1,174,955	22,238	1.9%
PLANT OPERATIONS	1,465,512	1,273,341	86.9%	1,104,998	168,343	15.2%
SCHOLARSHIPS	1,450,597	1,218,972	84.0%	1,088,463	130,509	12.0%
	290,000	349,100	120.4%	351,002	(1,902)	-0.5%
<b>TOTAL EXPENDITURES</b>	<b>12,751,239</b>	<b>10,641,858</b>	<b>83.5%</b>	<b>9,940,275</b>	<b>701,583</b>	<b>7.1%</b>
<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>(100,000)</b>	<b>976,947</b>		<b>920,085</b>	<b>56,862</b>	<b>6.2%</b>
AUXILIARY TRANSFER	100,000	-		-	-	
<b>SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>976,947</b>		<b>920,085</b>	<b>56,862</b>	<b>6.2%</b>

SOUTHERN STATE COMMUNITY COLLEGE  
MONTHLY FINANCIAL STATEMENTS - EXHIBIT 2 OF 6  
CONSOLIDATED FUND BALANCE SHEETS  
AS OF APRIL 30, 2007 (unaudited)

ASSETS	GENERAL FUND	AUXILIARY FUND	RESTRICTED FUND	LOAN FUND	ENDOWMENT FUND	PLANT FUND	AGENCY FUND	TOTAL FUNDS
CASH AND INVESTMENTS	1,951,818	758,290	1,655,438	11,474		16,279	62,532	4,455,831
ACCTS. RECEIVABLE-STUDENTS(NET)	1,050,948							1,050,948
ACCTS. RECEIVABLE - OTHER	376,696	61,920	42,560					481,176
NOTES RECEIVABLE				6,222				6,222
INVENTORIES	10,106	236,678						246,784
DUE FROM OTHER FUNDS								0
PREPAID EXPENSES	23,766	2,449				704,922		26,215
EQUIPMENT						16,996,217		704,922
BUILDINGS AND IMPROVEMENTS								16,996,217
OTHER ASSETS					12,318			12,318
<b>TOTAL ASSETS</b>	<b>3,413,334</b>	<b>1,059,337</b>	<b>1,697,998</b>	<b>17,696</b>	<b>12,318</b>	<b>17,717,418</b>	<b>62,532</b>	<b>23,980,633</b>
<b>LIABILITIES AND FUND BALANCES</b>								
ACCOUNTS PAYABLE	54,700							54,700
SALES TAX PAYABLE		12,045						12,045
REFUNDS PAYABLE								0
PAYROLL TAXES AND WITHHOLDINGS	(10,000)							(10,000)
ACCRUED PAYROLL	340,051							340,051
ACCRUED EXPENSES								0
DEFERRED REVENUE			(193,332)					(193,332)
OTHER LIABILITIES						2,690,295		2,690,295
DEFERRED COMPENSATION	503,223							503,223
NET INVESTMENT IN PLANT						15,027,123		15,027,123
FUND BALANCE/HELD IN CUSTODY	2,525,360	1,047,292	1,891,330	17,696	12,318		62,532	5,556,528
<b>TOTAL LIAB. AND FUND BALANCES</b>	<b>3,413,334</b>	<b>1,059,337</b>	<b>1,697,998</b>	<b>17,696</b>	<b>12,318</b>	<b>17,717,418</b>	<b>62,532</b>	<b>23,980,633</b>

SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 3 OF 6  
 STATEMENT OF CURRENT FUNDS, REVENUES, EXPENDITURES, AND OTHER CHANGES  
 FOR THE PERIOD ENDED APRIL 30, 2007 (unaudited)

	UNRESTRICTED		EDUCATIONAL AND GENERAL		RESTRICTED		TOTAL CURRENT FUNDS
	EDUCATIONAL AND GENERAL	AUXILIARY ENTERPRISES	UNRESTRICTED TOTAL	EDUCATIONAL AND GENERAL	TOTAL RESTRICTED		
REVENUES							
TUITION, FEES, STUDENT CHARGES	6,786,976		6,786,976		0	0	6,786,976
STATE APPROPRIATION	3,998,780		3,998,780		0	0	3,998,780
FEDERAL GRANTS AND CONTRACTS			0	7,206,762	7,206,762		7,206,762
STATE GRANTS AND CONTRACTS	606,317		606,317	2,031,152	2,031,152		2,637,469
LOCAL GRANTS AND CONTRACTS			0	289,123	289,123		289,123
PRIVATE GIFTS, GRANTS & CONTRACTS			0	572,154	572,154		572,154
SALES AND SERVICES	226,732	3,167,406	3,167,406		0	0	3,167,406
OTHER SOURCES			226,732		0	0	226,732
<b>TOTAL EDUCA./GEN. REVENUE</b>	<b>11,618,805</b>	<b>3,167,406</b>	<b>14,786,211</b>	<b>10,099,191</b>	<b>10,099,191</b>		<b>24,885,402</b>
EXPENDITURES AND MANDATORY TRANSFERS							
EDUCATIONAL AND GENERAL INSTRUCTIONAL	5,121,866		5,121,866	142,163	142,163		5,264,029
SEPARATELY BUDGETED RESEARCH	220		220		0		220
PUBLIC SERVICE	33,596		33,596	1,601,219	1,601,219		1,634,815
ACADEMIC SUPPORT	1,369,074		1,369,074	64,513	64,513		1,433,587
STUDENT SERVICES	804,713		804,713	163,000	163,000		967,713
INSTITUTIONAL SUPPORT	1,273,341		1,273,341	0	0		1,273,341
OPERATION/MAINTENANCE OF PLANT	1,218,972		1,218,972		0		1,218,972
SCHOLARSHIPS AND FELLOWSHIPS	349,100		349,100	8,361,231	8,361,231		8,710,331
<b>TOTAL EDUCA./GEN. EXPENDITURES</b>	<b>10,170,882</b>	<b>0</b>	<b>10,170,882</b>	<b>10,332,126</b>	<b>10,332,126</b>		<b>20,503,008</b>
AUXILIARY ENTERPRISES		2,839,094	2,839,094		0		2,839,094
TRANSFERS	470,976	0	470,976	(470,976)	(470,976)		0
<b>TOTAL EXPENDITURES/TRANSFERS</b>	<b>10,641,858</b>	<b>2,839,094</b>	<b>13,480,952</b>	<b>9,861,150</b>	<b>9,861,150</b>		<b>23,342,102</b>
<b>NET INCREASE IN FUND BALANCES</b>	<b>976,947</b>	<b>328,312</b>	<b>1,305,259</b>	<b>238,041</b>	<b>238,041</b>		<b>1,543,300</b>



SOUTHERN STATE COMMUNITY COLLEGE  
MONTHLY FINANCIAL STATEMENTS - EXHIBIT 4 OF 6  
AUXILIARY OPERATIONS  
FOR TEN MONTHS ENDED APRIL 30, 2007 (unaudited)

	BOOKSTORE	DAYCARE	CCS	CONT. ED	TOTAL
REVENUE	1,480,591	287,194	1,391,834	22,924	3,182,543
DISCOUNTS	355		(15,492)		(15,137)
COST OF SALES	1,098,402				1,098,402
GROSS MARGIN	382,544	287,194	1,376,342	22,924	2,069,004
ADMINISTRATIVE & GENERAL EXPENSES					
FACULTY FULL-TIME			272,150		272,150
FACULTY PART-TIME			202,309	5,589	207,898
ADMINISTRATIVE SALARIES	24,219	33,598	67,961	3,472	129,250
PART-TIME ADMINISTRATIVE SALARIES			10,333		10,333
SUPPORT STAFF SALARIES	32,602				32,602
PART-TIME SUPPORT STAFF SALARIES	4,073	130,192			134,265
FRINGE BENEFITS ALLOCATED	29,883	35,270	167,567	1,329	234,049
OFFICE SUPPLIES	1,036	1,770	13,005	52	15,863
PROGRAM SUPPLIES		22,116	8,244	1,270	31,630
FUEL			110,523		110,523
PRINTING SUP./PHOTOCOPIING	25	1,533	3,577	379	5,514
TRAVEL-CONFERENCE REIMBURSEMENT			7,207		7,207
TRAVEL-MILEAGE REIMBURSEMENT	411	797	1,790		2,998
STUDENT TEST AND TRAVEL			86,419		86,419
SPECIAL EVENTS					0
ADVERTISING		673	79,247		79,920
TELEPHONE	4,345	4,163	20,730		29,238
DUES & SUBSCRIPTIONS					0
POSTAGE	22,048	403	889	362	23,702
COMPUTER SERVICES					0
FACILITY RENTAL			37,274		37,274
STAFF DEVELOPMENT		666			666
UTILITIES			6,293		6,293
LICENSE AND CERTIFICATES			20,962		20,962
OTHER PROFESSIONAL FEES			93,530		93,530
EQUIPMENT GREATER THAN \$50	2,912		165,494		168,406
TOTAL ADMIN. AND GENERAL EXPENSES	121,554	231,181	1,375,504	12,453	1,740,692
SURPLUS/(DEFICIT)	260,990	56,013	838	10,471	328,312

SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 5 OF 6  
 BID ITEMS AND EXPENDITURES OVER \$5,000  
 APRIL 2007

CHECK DATE	VENDOR	CHECK NO.	CHECK AMOUNT	DESCRIPTION
APR 2	AMERICAN ELECTRIC POWER	138970	\$9,792.58	UTILITIES
APR 2	PEARSON EDUCATION	138993	\$18,963.94	INVENTORY
APR 2	PEARSON EDUCATION	138994	\$33,525.34	INVENTORY
APR 2	PIKE NATURAL GAS	138996	\$5,818.95	INVENTORY
APR 2	THOMSON LEARNING	139006	\$37,156.77	INVENTORY
APR 2	VON HOLTZBRINCK PUBLISHING	139007	\$17,600.00	INVENTORY
APR 4	ATI	139117	\$7,299.00	SUPPLIES
APR 4	EXCEL PARTNERSHIP INC	139131	\$5,590.27	PROFESSIONAL FEES
APR 9	ELSEVIER SCIENCE USA	139216	\$10,926.42	INVENTORY
APR 9	MCGRAW-HILL	139227	\$10,607.57	INVENTORY
APR 9	MID-AMERICAN CLEANING CONTRACTORS INC	139228	\$19,082.48	PROFESSIONAL FEES
APR 9	THOMSON LEARNING	139241	\$12,295.51	INVENTORY
APR 9	TIME WARNER CABLE AD SALES	139243	\$6,026.89	ADVERTISING
APR 9	VON HOLTZBRINCK PUBLISHING	139247	\$10,149.50	INVENTORY
APR 11	AMERICAN ELECTRIC POWER	139253	\$10,290.62	UTILITIES
APR 11	MODERN LEASING	139277	\$6,130.22	RENTAL
APR 11	RESERVE ACCOUNT	139284	\$10,000.00	POSTAGE
APR 17	GLOCKNER OIL COMPANY	139360	\$6,650.14	GAS
APR 17	J.A. MAJORS	139362	\$10,489.18	INVENTORY
APR 17	MCGRAW HILL INC	139371	\$6,418.02	INVENTORY
APR 17	THOMSON LEARNING	139396	\$7,132.76	INVENTORY
APR 19	PEARSON EDUCATION	139445	\$7,089.65	INVENTORY
APR 24	ALPHA CARD SYSTEMS	139462	\$12,505.00	EQUIPMENT
APR 24	CLARA I BROWN INTERIORS INC	139469	\$13,775.19	EQUIPMENT

TOTAL

\$295,315.40

SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 6 OF 6  
 DONATIONS APRIL 2007

RECEIPT DATE	DONOR	CHECK AMOUNT	DESCRIPTION
APR 4	COLLEGE ADVANTAGE	\$1,145.00	SCHOLARSHIP
APR 9	HIGHLAND AUTO SERVICE	\$25.00	ABLE DONATION
APR 9	HIGHLAND DISTRICT HOSPITAL	\$50.00	ABLE DONATION
APR 16	LEESBURG FEDERAL	\$50.00	ABLE DONATION
APR 16	WEASTECH	\$100.00	ABLE DONATION
APR 17	TREASURER OF STATE	\$21,129.00	SCHOLARSHIP
APR 19	FRS COUNSELING	\$50.00	ABLE DONATION
APR 19	C&J AUTO SERVICE	\$25.00	ABLE DONATION
APR 19	MOON TRACTOR	\$50.00	ABLE DONATION
APR 19	LUCAS & CLARK DENTISTRY	\$50.00	ABLE DONATION
APR 19	THOMAS GAS SERVICE	\$50.00	ABLE DONATION
APR 19	KORN-ONEIL	\$20.00	ABLE DONATION
APR 19	SHERWOOD CAMPER SALES	\$50.00	ABLE DONATION
APR 19	MILDA HAUGHABOO	\$25.00	ABLE DONATION
APR 19	LINDA CEBULA	\$20.00	ABLE DONATION
APR 19	MELINDA HARRIS	\$15.00	ABLE DONATION
APR 19	CLARENCE WILKERSON	\$50.00	ABLE DONATION
APR 19	ALTRUSSA INTERNATIONAL	\$500.00	ABLE DONATION
APR 24	TREASURER OF STATE	\$2,581.00	SCHOLARSHIP
APR 24	COLLEGE ADVANTAGE	\$1,256.06	SCHOLARSHIP
APR 26	BOB MALCOM	\$50.00	ABLE DONATION
TOTAL			\$27,291.06

SOUTHERN STATE COMMUNITY COLLEGE FOUNDATION  
 BALANCE SHEET  
 AS OF APRIL 30, 2007 (unaudited)

ASSETS

Cash in Bank	1,690,222
Investments	
Cost Basis	663,757
Unrealized Gain	139,823
Market Value of Investments	803,580
Pledges Receivable	34,118
Other Assets	1,855
Total Assets	<u>2,529,775</u>

LIABILITIES AND NET ASSETS

LIABILITIES

Other Liabilities	-
Total Liabilities	<u>-</u>

NET ASSETS

Unrestricted	87,648
Temporarily Restricted	91,646
Permanently Restricted	2,350,481
Total Net Assets	<u>2,529,775</u>

Total Liabilities and Net Assets

Total Liabilities and Net Assets	<u>2,529,775</u>
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SOUTHERN STATE COMMUNITY COLLEGE FOUNDATION  
 FINANCIAL REPORT  
 PERIOD ENDING APRIL 30, 2007 (unaudited)

FUNDS	CONTRIBUTIONS	INVESTMENT RETURN	TRANSFER TO SSCC	BEGINNING FUND BALANCE	CURRENT FUND BALANCE
<b>PERMANENTLY RESTRICTED:</b>					
Col.Pommet Scholarship Fund	1,000	1,975	(500)	18,261	20,736
Fifth Third Bank Fund		3,527	(481)	29,148	32,194
Hodson Fund	3,089	4,837	(1,000)	44,841	51,767
Igo Fund	120	1,591	(500)	10,924	12,135
Jacobson Fund	-	1,397	(1,000)	10,715	11,112
Ladrach Fund	-	1,395	(500)	9,446	10,341
General Contribution Fund	-	32,695	(11,000)	185,056	216,751
Beck Fund	-	321	-	6,198	6,519
Hottle Nursing Scholarship Fund	-	237	(500)	10,108	9,845
Barthel Art Scholarship Fund	-	1,535	-	11,653	13,188
Daniels Fund	-	1,804	(500)	12,818	14,122
Stephen Bennet Scholarship Fund	-	1,500	(500)	13,388	14,388
Stephen Bennet Scholarship Fund	-	3,242	(1,000)	26,650	28,892
Gene Worthington BCRW Fund	5,442	1,837	(1,517)	33,142	38,904
Douglas & Susan Seipelt Fund	-	13,437	(3,334)	160,898	171,001
Highland County Fund	-	466	(400)	6,185	6,261
Bagshaw Enterprises KFC Fund	-	2,928	(500)	23,086	25,515
Paul Neff Memorial Fund	5,000	1,863	(634)	20,310	26,339
Fender Scholarship Fund	-	0	(48,023)	1,320,936	1,272,913
Elmer & Helen Reed Fund	-	-	(500)	13,754	14,104
Joyce Fender Family Scholarship Fund	850	-	(2,500)	144,501	145,933
Pence Patron Arts	375	3,557	(7,500)	96,210	94,369
YouCan Fund	5,659	-	(667)	22,566	21,899
Elks Club Scholarship Fund	-	-	-	13,423	13,423
Dylan Philip Wilson Memorial Fund	-	-	1,100	5,025	6,125
Storer Endowment	-	-	(1,000)	2,284	1,284
Brett Wightman Memorial Scholarship Fund	-	-	10,000	-	70,421
Lawrence & Gale Dukes Fund	60,421	-	-	-	-
<b>SUBTOTAL</b>	<b>81,956</b>	<b>80,145</b>	<b>(73,156)</b>	<b>2,261,536</b>	<b>2,350,461</b>
<b>TEMPORARILY RESTRICTED:</b>					
Appalachian Gateway Fund	-	-	-	3,229	3,229
Fayette Co. Schol. Fund	1,000	-	(5,372)	30,510	26,138
Performing Arts Fund	-	-	-	133	133
Weaslec Fund	5,000	-	(3,169)	8,267	10,098
Hillsboro Ford Warner Fund	6,500	-	(3,831)	8,896	11,565
Cassner Foundation Fund	18,000	-	(20,000)	24,918	22,918
Patriot Center Capital Improvement	1,900	-	(4,370)	7,007	4,537
Dare WCH Schol	1,000	-	(750)	1,733	1,983
Leadership Highland Schol. Fund	-	-	-	4,745	4,745
Betty Chandler Hospice of Hope	-	-	(2,700)	9,000	6,300
<b>SUBTOTAL</b>	<b>33,400</b>	<b>-</b>	<b>(40,192)</b>	<b>98,438</b>	<b>91,646</b>
<b>UNRESTRICTED</b>					
General Contribution Fund	30,319	71,256	(43,251)	29,324	87,648
<b>SUBTOTAL</b>	<b>30,319</b>	<b>71,256</b>	<b>(43,251)</b>	<b>29,324</b>	<b>87,648</b>
<b>GRAND TOTAL</b>	<b>145,675</b>	<b>151,401</b>	<b>(156,599)</b>	<b>2,389,298</b>	<b>2,529,775</b>