

**AGENDA ITEM IV  
CONSIDERATION OF MINUTES**

for the

**Board of Trustees  
September 10, 2008, Meeting**

SOUTHERN STATE COMMUNITY COLLEGE  
MINUTES OF THE MEETING  
OF THE BOARD OF TRUSTEES  
July 9, 2008

The regular monthly meeting of the Southern State Community College Board of Trustees was held in Room 110 on the South Campus of Southern State Community College on Friday, July 9, 2008.

Call to Order and Roll Call

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

**Present:**

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

Consideration of Agenda

Vice Chairman Shell moved and Trustee Griffiths seconded that an Executive Session for the purpose of Personnel/Compensation for Public Employees be added to the Agenda after Item VII. Roll Call Vote was as follows:

**YES:**

Ms. Ayres  
Ms. Griffiths  
Mr. Hall  
Mr. Ryan  
Mr. Shell  
Mr. Ward

08.42

Presentation – Dr. Ronald Abrams, OACC Executive Director

Dr. Ronald Abrams, Executive Director of the Ohio Association of Community Colleges, spoke to the Board about the structure of higher education in Ohio, OACC's role and its response to the University System of Ohio's Strategic Plan for Higher Education.

### Consideration of Minutes

Trustee McFarland moved and Trustee Mongold seconded that the Minutes of the June 13, 2008, Meeting be approved. Roll Call Vote was as follows:

#### Minutes

**YES:**

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

**Abstain:**

Ms. Ayres  
Mr. Hall  
Mr. Ryan

08.43

### Monitoring Confirmation

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

- Announced the College did receive two \$10,000 P-16 Grants—one for Clinton County and one for Fayette County.
- Reported she is serving on the Wilmington Economic Task Force, which was organized to address the announcement from DHL to potentially partner with UPS. Dr. Stout explained the Task Force is still in the planning phase and committees are being formed to address the needs. She will keep the Board informed on this critical situation.
- Reminded the Board of several upcoming events:
  - July 15, 4 p.m. - Foundation Annual Meeting
  - August 14, 7 p.m. - Practical Nursing Pinning Ceremony
  - August 26 – Chancellor's Visit
- In response to a question about the status of the Bookstore, President Stout stated there have been two meetings. James Bland is chairing the committee, and currently they are exchanging ideas and looking at different options such as having an outside entity operate the Bookstore, looking at book pricing and extending hours of operation. She added nothing definitive has been determined because there is more to discuss.

*Vice President of Business and Finance Report.* In addition to his written report, (Attachment B), Mr. Buck stated the contractors for the Fayette Campus expansion project are very aggressive with the schedule. They hope to have the utilities in and the first course of asphalt on the new parking lot by the end of July.

Trustee Hall moved and Vice Chairman Shell seconded that the President's Report and the Vice President of Business and Finance Report be accepted. Roll Call Vote was as follows:

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

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

08.44

### Consideration of Bids for the Central Campus Parking Lot and Lighting Project

Trustee Hall moved and Trustee Ayres seconded that the low base bids and their alternates (Attachment C) be accepted for the Central Campus Parking Lot and Lighting project. Roll Call Vote was as follows:

#### YES, Central Campus Parking Lot and Lighting Project:

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

08.45

### Next Meeting

The next Regular meeting of the Board of Trustees will be held on September 10, 2008.

### Executive Session

At 6:58 p.m., Vice Chairman Shell moved and Trustee McFarland seconded that the Board go into Executive Session for the purpose of personnel, negotiations and legal matters. Roll Call Vote was as follows:

#### YES, Executive Session:

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

08.46

### Regular Session

At 7:30 p.m., Trustee Herdman moved and Trustee Griffiths seconded that the Board return to Regular Session. Roll Call Vote was as follows:

#### YES, Regular Session:

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

08.47

### Other

Chairman Ward thanked everyone who attended the event earlier to honor our three outgoing Board Members: Trustees Herdman, McFarland and Mongold. He added we will sadly miss them.

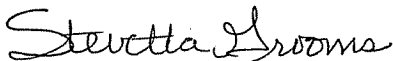
### Adjournment

At 7:33 p.m., Trustee Mongold moved and Trustees McFarland and Herdman seconded that the meeting be adjourned. All were in favor.

08.48

NOTE: Copies and/or originals of all documents referenced throughout the Minutes are on file (BOARD OF TRUSTEES•July 9, 2008•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
- C. Bid Tab for Central Campus parking Lot and Lighting Project

SOUTHERN STATE COMMUNITY COLLEGE

AGENDA ITEM V.A  
PRESIDENT'S REPORT  
June and July 2008

for the

Board of Trustees  
July 9, 2008, Meeting



## Memorandum

To: SSCC Board of Trustees  
From: Sherry Stout, President  
Date: June 10, 2008  
Subject: President's Report for the June 13, 2008, Board Meeting

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### PTK Induction

The Southern State PTK Induction Ceremony was held on Sunday, June 8. This year 280 students were invited to join the society. The 2008 officers were elected at the ceremony.

### Stratford Ontario Shakespeare Festival

Cathy LaParl, an English faculty member for the College, coordinated an upcoming opportunity for SSCC students and community members to participate in one of North America's leading theatre festivals. As part of this trip, guests will attend two Shakespearean plays, take a backstage tour of the Festival Theater, stroll the banks of the River Avon, and explore Stratford's unique shops, galleries, and bookstores. Cathy has arranged for everything from lodging and transportation to a variety of credit and non-credit options for diverse audiences. This is truly a "once in a lifetime" opportunity for many of our students and we thank Cathy for her efforts in providing this cultural opportunity to our students and community members. For more information about the trip, visit the website at [http://www.sccc.edu/Students/events/Stratford\\_Trip\\_2008/stratford\\_trip.htm](http://www.sccc.edu/Students/events/Stratford_Trip_2008/stratford_trip.htm)

### Highland County Graduates

According to the 2008 Graduation Insert in *The Times-Gazette*, 40 percent of Highland County high school graduates are planning to attend Southern State this fall.

### Capital Funding

Southern State received an additional \$100,000 from Capital Funds for the Fayette Campus construction project.

### Chancellor's Visit

Chancellor Fingerhut is tentatively scheduled to visit Southern State on Tuesday, August 26. The Chancellor is very interested in our multi-campus system and plans to spend the day travelling to various campuses to learn more about our success in this unique model.

### Math Hire

Abigail Watson Helbling has accepted the full-time Math position at the College. Abigail received her Master's of Science degree in applied mathematics from Ohio University. She resides in Georgetown, Ohio. We plan to do a more complete introduction once she begins employment later this summer.

### Early Childhood Conference

Southern state will be hosting a regional early childhood conference in collaboration with the Region 14 SERRC Center. The conference is scheduled for Friday, August 1 on the Central Campus. Becky Storer is coordinating the conference with will target teachers of young children from birth to age eight.

### Student Loans

Recent news articles have addressed the concern that banks have closed their doors to students at community colleges seeking student loans. Southern State has operated a direct student loan system for many years and is one of only four community college institutions in the state to do so. We have offered to host a statewide training sessions to assist other colleges with the process.

Our financial aid office deserves much credit for the extra work they put into this program to better serve our students. The program has been in place since 1992.

### Enrollment Update

Summer school enrollment is underway with classes beginning June 23. Enrollment seems to be flat compared to this time last year. Fall enrollment is also in progress but it is too early to do any comparisons with last year. The economy and high gas prices may be factors affecting enrollment growth.

### Foundation Update

While the weather was less than cooperative, the Fayette County groundbreaking/fundraising event was reasonably well attended and did succeed in raising significant funds for the college's foundation. A final count is not yet available as several donors indicated their checks would be sent soon.

The Foundation was also notified that the grant request submitted to US Bank was approved for \$1,000, which will help as we close out the fiscal year. The Foundation continues to play a significant role in providing scholarships, equipment and funds for the arts.

### Corporate and Community Services

Attached is the monthly report from Corporate and Community Services, which continues to show significant training opportunities throughout our district. Corporate and Community Services will have a large role to play in training opportunities for the ABX employees who could potentially lose their jobs.



## Response to ABX Cuts

I have been invited to serve on the Economic Task Force for the DHL Hub. The first meeting will be held on June 10.

I also attended the first meeting in Highland County to address the ABX issues along with other SSCC administration: Dr. Ryan McCall, John Joy, Bob Brown, Russ Brewer, and Rick Thompson. As a result of the meeting, Southern State submitted a capital proposal to the state for funding to support training programs and equipment purchase to address the need for accelerated training for ABX employees affected by the job cuts.

The Chancellor's Office also indicated that additional funding might be available to assist with the development of training programs.

Faculty and staff are working together in order to respond quickly to the situation.

## Personnel Updates

**Becky Storer** has agreed to serve on the Board of Regents' Early Childhood Education faculty panel which is charged with developing course outcomes for Early Childhood Education. Faculty committees will be based on the five NAEYC Professional Development Standards and build upon previous models of developing course equivalencies and approval. Congratulations to Becky on her appointment.

**Mary Ayres** will be presenting at the National Library Association of Ohio Conference in October. Her presentation topic is "National Library Week in the Academic Library."

**Dr. Ryan McCall** was selected to participate in the 2008-09 ACE institute for New Chief Academic Officers.

## Higher Education Act

Congress has been working on the reauthorization of the HEA which covers areas related to student financial aid and institutional aid. There are a number of reporting requirements that could be potentially taxing on our personnel resources. We will continue to monitor this situation and keep the Board posted as to specific requirements.

## Seniors to Sophomores Grant

Southern State in partnership with Shawnee State University and Scioto County Career Center received an \$89,000 grant to encourage high school students to participate in all college-level programs. College-level programs include Advanced Placement, International Baccalaureate, Tech Prep, Early College High School, and PSEO, as long as Seniors to Sophomores is one of the opportunities made available to the high school seniors. Grant funds will be released in July.

## Attachment

- Corporate and Community Services Report

## Center for Business and Industry May 2008

**Ohio Valley Career and Technical Center-** CBI, with the help of Russ Brewer, conducted forklift operator certification for 7 students at the Ohio Valley CTC in West Union on May 12<sup>th</sup>.

**NCB-** The Training Resource Center on Central campus hosted eight employees from NCB. Training was delivered on Advanced Microsoft Excel and completed the contracted 12 hours of instruction which was begun in March.

**WEASTEC-** Center for Business and Industry partnered with the Business and Industry division of Columbus State Community College to begin development of associate job competency profiles for five positions at various Weastec plants. Interviews with the managers of the targeted departments began this month and will conclude with associate interviews in June. Job competency models will be developed as a result of the information gathered which will assist the company in selection of candidates and in the updating of job descriptions. Training on *Essential Interviewing Skills* will be delivered in partnership to personnel involved in the selection process in late June at the Hillsboro plant.

**THE BENEFIT BANK-** The Training Resource Center provided The Benefit Bank with use of the computer lab for training on three occasions this month. Local service agency providers were trained on the use of a web-based system that simplifies and centralizes the process of applying for state and federal assistance for low and moderate income individuals and families.

**DOMTAR-** CBI will be partnering with Edison Community College to deliver Industrial Electrical training to employees the Washington Court House plant later in July. A planning meeting was held at the plant this month to start the process of developing the training plan.

**HOBART-** A meeting was held to develop a training plan for employees of the Deli group at the Hillsboro plant. Topics include communication and team building and training is expected to take place later this summer.

### Dean's Report-Corporate and Community Services May, 2008

#### Enterprise Center, Adams County

One of the year's highlights occurred May 15 when we hosted Iris Cooper, newly appointed Director of the Ohio Division of Entrepreneurship and Small Business. We had a nice turnout both here in Hillsboro at the TRC, and at the Enterprise Center in Winchester. We have received an excellent thank you letter from her office regarding the visit. It appears we are putting our small business support efforts on the map in Ohio!

Work on our ATIP grant and project is well underway. Russ and faculty member Peggy Roark are planning an early June visit to Johnson County Community College in Overland Park, Kansas, to examine their nationally acclaimed entrepreneurship program. The expenses are funded through the grant. Additionally, work on the e-ship camp program and the high school entrepreneurship course of study with the county schools is progressing well.

### **Truck Driving Academy**

Enrollments are tracking close to our three-year history, and we are pleased to report three consecutive months of the most positive financial performance (in terms of surplus) in recent history. Fuel costs continue to be of concern, both for impact on enrollment and cost of operations. We saw increased phone calls and TDA interest in May, due at least in part to the number of area employers announcing reductions. The lease for \$1.00 per month for the backing pad in Wilmington was completed with R and L investments.

### **Workforce Development**

May has been a challenging month, with some changes to CCS funding announced effective FY 09-10 that could have a negative impact to us. We have also gotten some communication that indicates our Targeted Industry Training Grant funding may be subject to more bureaucratic action, rather than less, which our customers prefer. CCS staff attended state and regional level meetings on Ohio Skills Bank, as well as the area Manufacturing Council. The second round caucus of the Ohio Valley Regional Development Commission was attended by John and Sherry, where our application to ARC for portable, advanced manufacturing training equipment and curriculum was reviewed. The second stage of the grant process involves producing a more detailed grant application, which is due the end of June.

Our TRC Computer lab was provided free of charge on several occasions for area agencies to conduct Benefit Bank training. Highland County has indicated their desire to renew their contract with us to manage and staff their One-Stop for another year, and the preliminary budget was approved. A final budget is being prepared for review and approval by Highland County. We were asked to continue to provide a job retention specialist for Clinton County's One-Stop, and that contract was sent to them this month for the Commissioner's to approve.

We also began to identify resources, including past and potential practices that we can provide as the news of the DHL/ABX employee displacements unfold. We have been well-represented at the beginning stages of the area meetings, and have contributed a number of suggestions.





## Memorandum

To: SSCC Board of Trustees  
From: Sherry Stout, President  
Date: July 3, 2008  
Subject: President's Report for the July 9, 2008, Board Meeting

### DHL/ABX Update

The announcement from DHL earlier this month to potentially partner with UPS has resulted in uncertainty, anxiety, and a flurry of activity. Southern State is joining state and local leaders to offer our assistance in every possible capacity. Outlined below are several of the areas in which we are contributing.

*Students and Potential Students.* While we have not fully grasped the magnitude that massive unemployment will have on our current students, we are working to identify specific needs of potential students. We have submitted a request to our legislators asking for funding consideration for the following:

1. Development of Accelerated Academic Programs
2. Non-Credit Training
3. Work/College Readiness Certificate
4. ABLE Expansion and GED Fast Track
5. Expansion of "High Employability" Jobs
6. Entrepreneurship Development

Attached is a copy of the letter sent to Governor Strickland from Representative Daniels and Senator John Carey supporting this funding request.

In addition to this targeted response, we are preparing specific personnel on each campus to serve as a central point of contact. Training for these individuals is forthcoming and the Directors are working closely with them until comprehensive training is completed.

Also, I have asked that a web effort be coordinated that would speak directly to the needs of displaced workers. We have a direct link from our SSCC home page and will expand the site as necessary.

*Administrative Response.* With the assistance of several administrators, Southern State is maintaining an active presence at the many local and regional task force meetings that have developed since early June. Obviously, Southern State has a physical presence in all of the counties that stand to be impacted most significantly and we are reaching out accordingly. In addition to the work we are doing in conjunction with the various task forces, I have also developed a response team within that is intricately involved with

many of the details surrounding the situation. Alongside me, they are working diligently within the community to offer resources, knowledge, and expertise as appropriate.

This situation has the potential to be the most significant job loss our state has ever experienced, and we do not take this lightly. Southern State has a strong presence within the many, many conversations and response plans that are transpiring. Lastly, you are the eyes and ears for the College—if you have suggestions, run into unexpected situations, or simply want to help out, please let me know.

### Choose Ohio First Scholarship

Southern State, in collaboration with several institutions in the Dayton Region, has been awarded \$3.941 million in the second round of the Choose Ohio First Scholarship initiative. The funding allocation for the College could be approximately \$150,000, which will be used to award scholarships to students enrolled in STEM programs.

### Dual Enrollment

Southern State will be expanding the dual enrollment opportunities next academic year to include approximately ten schools in our traditional service area. Courses being taught will include chemistry, math, and English. While not all schools will offer all courses, some schools will be offering all three. The College will be offering approximately 30 classes during the next academic year on high school campuses. Additionally, the college is working with Scioto County Career Technical Center to implement the Seniors to Sophomores Early Adopter grant. We received an \$89,000 grant from the Ohio Board of Regents to partner with Shawnee University and Scioto County Career Center to support this program. It is anticipated that approximately 25 students will participate in the program next academic year.

### Semester Conversion Task Force

The first meeting of the Semester Conversion Task Force was held on June 27, 2008. The role of this Task Force is to create a quarter to semester conversion plan for the College. The Task Force will meet again in July to continue with the planning process. I will keep you updated on this progress.

### Articulations

The College continues to expand and renew articulations with area career technical schools. Through this work, there have been over 20 new and renewed articulations. Additionally, contact has been made with Shawnee State in an effort to begin the process of reviewing our institutional articulations as Shawnee is now a semester school.

### Respiratory Care Accreditation Visit

The Respiratory Care Program is scheduled for an accreditation visit on October 27 and 28. A successful visit would enable the program to receive full accreditation. Chyane Collins is the Program Director/Instructor, and James Samoya is the Director of Clinical Education/Instructor for the program, which is located on the Fayette Campus. As

mentioned in the February and May Reports, we had 11 students graduate from the first class with a 100 percent pass rate on the Certified Respiratory Therapist examination.

### High School Teachers Attend SSCC Workshop

Dr. Don Storer conducted a two-day workshop at the College for ten chemistry teachers from nine area high schools. This program began last summer and was so successful it was expanded and offered again this year. A copy of the newspaper article and a portion of a thank you note from one of the high school teachers expressing the impacts of the program are attached.

### Chancellor's Visit to SSCC

Chancellor Fingerhut plans to visit Southern State on Tuesday, August 26. I am in the process of developing an itinerary for the day, which will include his meeting with the Board of Trustees. As soon as the itinerary is finalized, I will share it with the Board.

### Enrollment Update

Summer school began June 23, and at this point enrollment is slightly ahead. After the records are cleared for non-attendance and non-pay, it is anticipated that enrollment will be down for summer quarter.

### Franklin University

Three Southern State students recently graduated from Franklin University: Katherine Carroll, Human Resources Management/Accounting; Dewayne Greenwood, Management Information Sciences; and Jordan Hufford, Business Administration. These students participated in the Community College Alliance program, which has graduated 90 students from SSCC since the program began in 1998.

### Corporate and Community Services

Attached is the June 2008 report from Corporate and Community Services including a report from the Center for Business and Industry.

### Upcoming Events

- The **Annual Foundation Meeting** is scheduled for **Tuesday, July 15**, at 4 p.m., in room 115 of the Training Resource Center.
- **Chamber of Commerce Legislative Forum**, which is cosponsored by SSCC, is scheduled for **Friday, July 18**, from 9:30 a.m. until 2:30 p.m., in the Central Campus Atrium.

### Attachments

1. Letter from Rep. Daniels and Sen. Carey to Gov. Strickland
2. High School Workshop Article and Thank You Note
3. C&CS June Report



David T. Daniels  
 State Representative, 86th House District

June 10, 2008

The Honorable Governor Strickland  
 Vern Riffe Center, 30th Floor  
 77 South High Street  
 Columbus, OH 43215-6108

*Committees*

State Government and Elections  
 (Chair)

Financial Institutions, Real Estate,  
 and Securities

Insurance

Public Utilities

*Appointments*

*Ohio Broadband Council*

*Southern Ohio Agricultural and  
 Community Development Foundation  
 Board*

Dear Governor Strickland:

As you are aware, DHL has recently announced a decision to contract its domestic cargo flights out to UPS as opposed to ABX Air and Astar.

This announcement will displace nearly 8,000 jobs in Clinton, Highland, Fayette, Greene, Warren, Clermont and Brown Counties specifically, but the full effect will be realized throughout the southwestern region of the state. With this many lost jobs, displaced workers will have a substantial need for job retraining programs.

Southern State Community College is in a unique position to assist in this retraining effort, as they serve a large portion of the affected area. Please find enclosed a proposal drafted by Southern State outlining possible avenues of support and training that Southern State could provide to displaced workers. The budget guidelines are flexible in that they can be altered to fit the changing needs of the situation, however, if DHL makes a conclusive decision to leave Wilmington, Southern State will need to have their plans in order to respond immediately.

I am asking that you use any resources at your disposal to fund this initiative, and I stand ready to assist your efforts to help lessen the burden Ohio's families will feel if this job loss occurs.

Sincerely,

David T. Daniels  
 State Representative  
 Ohio's 86<sup>th</sup> House District

John Carey  
 State Senator  
 Ohio's 17<sup>th</sup> Senate District

Cc: Jon Husted, Speaker of the House  
 Sherry Stout, President, Southern State Community College  
 Clinton County Commissioners

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 Clinton, Highland and Pike Counties  
 440 North Street  
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 (937) 981-3016  
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## LOCAL



submitted photo

Area chemistry teachers that attended a recent two-day workshop at Southern State Community College included: (back row, standing, l-r) Gil Farr, Clinton-Massie High School; Beth Downs, West Union H.S.; Cathy Daugherty, Paint Valley H.S.; Tim Gossett, McClain H.S.; and Southern State professor Donald Storer; (middle row, l-r) Kim Smith, Hillsboro H.S. and LeAnn Frazer-Watkins, Hillsboro H.S.; (seated in front, l-r) Jeffrey Crask, Manchester H.S.; Glenna Rowe, Washington H.S.; Andrea Harpen, Blanchester H.S.; and Lara Hamilton, Lynchburg-Clay H.S.

# High school teachers attend SSCC workshop

On June 18 and 19, a total of 10 chemistry teachers from nine area high schools attended a two-day chemistry workshop held at Southern State Community College. Coordinated by Dr. Donald Storer, SSCC professor of chemistry, the event was held

to promote the dual-credit option program which provides an opportunity for high school students to earn both high school and college credit for the same courses without necessarily attending the college campus.

Courses are taught through

Southern State at the participating high school or conducted through distance learning.

The dual-credit program also creates an environment of cooperation and collaboration among colleges and high schools, which can increase college participa-

tion, college readiness and college awareness for high school students. The program is funded by a state grant through the Southern Ohio Educational Service Center which serves as the fiscal agent and administrator of the grant.

Don, First let me say - and this is way too late in coming - that the dual credit experience my students experienced with Southern State was wonderful. You are very gifted with making students feel comfortable and at ease. Several of them made comments along that line. My students were very excited about the trip and said afterwards that they learned a lot and felt that the experience was very meaningful. I overheard comments they made to their peers afterwards and with out an exception they said it was a great trip. I really feel that the program accomplished what it was targeted to accomplish, i.e students whose parents never attended college visited Southern State and realized that it was a very real possibility for themselves. They were very anxious prior to coming. They expressed fear that they would say or do something stupid or not know enough. Afterwards they felt comfortable with Southern State, saying things like, " Wow, that was great. I think I could do this."

**Dean's Report-Corporate and Community Services**  
**June, 2008**

**Enterprise Center, Adams County**

On June 12 through the 14<sup>th</sup>, Russ and faculty member Peggy Roark visited Johnson County Community College in Overland Park, Kansas, to examine their nationally acclaimed entrepreneurship program. Expenses were funded as part of the ATIP grant we were awarded to develop credit courses and degrees. The visit included a stop at the Kaufman Foundation, which is nationally recognized as leader in entrepreneurship research and funding. Russ, Peggy Roark, and Kristi Hall continue to meet regularly, with both of our faculty partners developing credit curriculum and other documentation needed to offer credit and degree programs. Dr. Peggy Chalker, the South Campus Director, has also been a valued member of the team, and I want to thank all four of them for their work to date on this project. Additionally, Russ is leading two teams as part of the ATIP grant. The first team is a group of talented and gifted program instructors who are developing three entrepreneurship camp programs for elementary, junior high, and high school students. The second team is made up of three career and technical instructors who are writing an entrepreneurship course of study that can be used by career and technical centers as a one year program.

Russ continues to provide free, individual consultation regarding small business concerns, and remains active in a number of Adams County activities, including the annual Chamber Golf outing, which was held June 7.

On June 3, John Joy, Russ Brewer, and John Tallieu visited Northern Kentucky University to review their Entrepreneurship program. Begun in 1999, they now have about 175 students enrolled, and offer major and minor concentrations in Entrepreneurship for undergraduate students, as well as a graduate program and an online certificate program.

**Truck Driving Academy**

We are pleased to report the TDA finished June with a financial surplus, the fourth consecutive month in row. I'd like to congratulate the entire TDA staff, as well as Melody Johnson, for finishing the year with a surplus. My understanding is that this has not been a common occurrence in the past. We continue to watch fuel usage closely, and have budgeted for a 25% increase in fuel costs the coming fiscal year. We have been approached by Hocking Technical College to partner with them to offer CDL training, their past partner, a privately owned truck driving school, left the state. We have not responded to their request. We will be reviewing plans early this fiscal year to obtain electrical service at our backing pad in Wilmington, so that the tractors can be plugged in for heat during the cold winter months. This past year, we paid out for over 30 cold start service calls, plus a couple pre-mature battery failures, as well as wear and tear on the engines.

## **Workforce Development**

A variety of workforce activities in June added to an already hectic and demanding schedule. CCS staff attended 12 meetings during the month, all which had ABX/DHL as the primary or secondary topic of discussion. CCS was well represented at both Highland County ABX Task Force meetings held during the month. I represented Southern State Community College by working the Clinton County Task Force booth at the Banana Split Festival June 14. The surveys that were collected from the public regarding the impact of ABX job loss were assembled and the results have been posted online. We continue to support community efforts to respond to the ABX situation, and are constantly providing information and resources to other organizations and public officials.

On June 9, I attended the Gateway graduation conducted by Great Oaks at UC Clermont, in which 3 students from the North Campus Gateway program received their high school diplomas.

Our pre-application to the Appalachian Regional Commission was completed and turned in by the deadline in June. This application, if funded, would provide us with funding to purchase advanced manufacturing training equipment and curriculum to address skills shortages identified by the manufacturers and warehouses in our service area. As we noted in the application, our area simply cannot afford to lose any more good paying jobs.

Diana Febo, our One-Stop manager at the Fayette Campus, is going to be a presenter in October at the Academic Library Association of Ohio Conference. Her topic will be on the "Academic Library's Role in Workplace Development".

Highland County has renewed their contract with us to manage and staff their One-Stop for another year, with the budget approved by Highland County Job and Family Services and the county Commissioners. Our Clinton County contract was also renewed. Our pre-employment training contract with Brown County, which supplies a part-time position, was also renewed for the coming fiscal year, although that contract was renewed at the same amount as last year, due to budget constraints in the county.

## **Center for Business and Industry- June 2008**

**Technicolor Cinema Services-** This month, CBI completed 16 contact hours in Microsoft Excel focusing on advanced features such as Pivot tables and V Look-up. Initial contract of 32 hours of training was revised earlier this year for an additional 20 hours of training; however, due to economic concerns, the training originally scheduled for April was delivered in June to complete the 52 hours of training.

**Turning Point Applied Learning Center-** Computer software training was completed this month for the staff at Turning Point in Basic and Intermediate Excel, Quick Books for non-profits, and custom work on an in-house database. Due to scheduling conflicts, this training had been postponed from February this year. Our quarterly forklift training contract also had scheduling issues to complete this year's plan.

**MACA Plastics-** A Leadership Development course was held this month for ten supervisors and managers of MACA Plastics. Course was presented over two full days at their Adams County facility. Evaluations of the program were very favorable. Also, MACA contracted with CBI for ISO 9001: 2000 Internal Auditor training. Course was held over

three days for 10 associates involved with quality assurance and leads to provisional certification by RABQSA as an internal auditor for ISO standards.

**WEASTEC-** A three day course in Geometric Dimensioning and Tolerancing (GD&T) was held at the Training Resource Center on Central Campus this month for 15 Weastec associates. Also, CBI partnered with Columbus State Community College Business and Industry to develop competency models for five positions at Weastec. Contract called for interviewing the management of each of the departments and the associates identified as successfully performing the job duties to develop a profile of the skills necessary to do the job. An interviewing class was held at the Hillsboro plant for the Human Resource department and with various department managers responsible for staffing.

### **TARGETED INDUSTRY TRAINING GRANTS FY 08**

Fiscal year 2008 saw the Center for Business and Industry award nineteen (19) grants from the Ohio Board of Regents Targeted Industries Training Grant program to area companies to help offset the cost of non-credit training and to encourage companies to train their staff. Grants from the traditional TITG program totaled \$30,536.00. This past year, Southern State Community College was one of five Enterprise Ohio campuses that also received Honda Targeted Industries Training Grant dollars to be used with Honda suppliers. Grants awarded from the Honda program totaled \$13,137.00. Total from both programs is \$43,637.00 which represents fifty-five percent (55%) of the total revenue received at CBI this year. One third (33%) of the companies receiving a training grant this year was a small business (less than 100 employees).

SOUTHERN STATE COMMUNITY COLLEGE

AGENDA ITEM V.B  
REPORT FROM VICE PRESIDENT  
BUSINESS AND FINANCE  
May and June 2008  
Financial Reports

for the

Board of Trustees  
July 9, 2008, Meeting



June 10, 2008

MEMORANDUM TO: Sherry Stout, President  
The Board of Trustees

FROM: James Buck, Vice President Business and Finance

SUBJECT: May 31, 2008 Financial Reports

Please review the accompanying Financial Reports. At this point our projections appear to be on target, with a 1% to 2% General Fund surplus being probable.

Our Bonds for the Fayette Campus Project should sell June 12, 2008, with settlement anticipated to be June 25, 2008. We received a Moody's rating of Baa1. Our Release Request for the balance of the \$1 million special appropriation is scheduled for the June 16, 2008 Controlling Board agenda.

Bids for our Central Campus Parking Lot Lighting Project will be opening on June 17, 2008. 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  
 ELEVEN MONTHS ENDED MAY 31, 2008 (unaudited)

	FISCAL 08		FISCAL 07			
	ANNUAL BUDGET	05/31/08 Y-T-D	% OF BUDGET	05/31/07 Y-T-D	ANNUAL CHANGE	ANNUAL % CHG
<b>REVENUE</b>						
STATE SUBSIDY	5,205,819	4,766,790	91.6%	4,397,995	368,795	8.4%
STUDENT FEES	7,044,670	6,918,529	98.2%	6,785,429	133,100	2.0%
GRANTS & CONTRACTS	865,104	865,133	100.0%	808,116	57,017	7.1%
OTHER INCOME	315,000	298,882	94.9%	266,100	32,782	12.3%
<b>TOTAL REVENUE</b>	<b>13,430,593</b>	<b>12,849,334</b>	<b>95.7%</b>	<b>12,257,640</b>	<b>591,694</b>	<b>4.8%</b>
<b>EXPENDITURES</b>						
INSTRUCTIONAL RESEARCH	6,643,109	5,865,705	88.3%	5,693,297	172,408	3.0%
COMMUNITY SERVICE	2,600	196	7.5%	220	(24)	-10.9%
ACADEMIC SUPPORT	45,781	31,937	69.8%	35,577	(3,640)	-10.2%
STUDENT SERVICES	1,771,900	1,541,038	87.0%	1,477,904	63,134	4.3%
INSTITUTIONAL SUPPORT	1,664,266	1,375,978	82.7%	1,274,550	101,428	8.0%
PLANT OPERATIONS	1,530,721	1,473,345	96.3%	1,502,200	(28,855)	-1.9%
SCHOLARSHIPS	1,557,216	1,351,557	86.8%	1,308,473	43,084	3.3%
	315,000	317,850	100.9%	296,107	21,743	7.3%
<b>TOTAL EXPENDITURES</b>	<b>13,530,593</b>	<b>11,957,606</b>	<b>88.4%</b>	<b>11,588,328</b>	<b>369,278</b>	<b>3.2%</b>
<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>(100,000)</b>	<b>891,728</b>		<b>669,312</b>	<b>222,416</b>	<b>33.2%</b>
AUXILIARY TRANSFER	100,000	-		-	-	
<b>SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>891,728</b>		<b>669,312</b>	<b>222,416</b>	<b>33.2%</b>



SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 2 OF 6  
 CONSOLIDATED FUND BALANCE SHEETS  
 AS OF MAY 31, 2008 (unaudited)

ASSETS	GENERAL FUND	AUXILIARY FUND	RESTRICTED FUND	LOAN FUND	ENDOWMENT FUND	PLANT FUND	AGENCY FUND	TOTAL FUNDS
CASH AND INVESTMENTS	2,077,803	1,180,142	2,731,923	9,493		(213,107)	69,816	5,856,070
ACCTS. RECEIVABLE-STUDENTS(NET)	925,166							925,166
ACCTS. RECEIVABLE - OTHER	926,777	49,614	73,792					1,050,183
NOTES RECEIVABLE				8,203				8,203
INVENTORIES	8,636	260,856						269,492
DUE FROM OTHER FUNDS								0
PREPAID EXPENSES	20,768	4,616				673,622		25,384
EQUIPMENT						16,473,580		673,622
BUILDINGS AND IMPROVEMENTS								16,473,580
OTHER ASSETS					12,318			12,318
<b>TOTAL ASSETS</b>	<b>3,959,150</b>	<b>1,495,228</b>	<b>2,805,715</b>	<b>17,696</b>	<b>12,318</b>	<b>16,934,095</b>	<b>69,816</b>	<b>25,294,018</b>
<b>LIABILITIES AND FUND BALANCES</b>								
ACCOUNTS PAYABLE	5,401							5,401
SALES TAX PAYABLE		788						788
REFUNDS PAYABLE								0
PAYROLL TAXES AND WITHHOLDINGS	(10,018)							(10,018)
ACCRUED PAYROLL	392,529							392,529
ACCRUED EXPENSES								0
DEFERRED REVENUE	504,100		603,014					1,107,114
OTHER LIABILITIES	26,114					2,558,752		2,584,866
DEFERRED COMPENSATION	572,379							572,379
NET INVESTMENT IN PLANT						14,375,343		14,375,343
FUND BALANCE/HELD IN CUSTODY	2,468,645	1,494,440	2,202,701	17,696	12,318		69,816	6,265,616
<b>TOTAL LIAB. AND FUND BALANCES</b>	<b>3,959,150</b>	<b>1,495,228</b>	<b>2,805,715</b>	<b>17,696</b>	<b>12,318</b>	<b>16,934,095</b>	<b>69,816</b>	<b>25,294,018</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 MAY 31, 2008 (unaudited)

	UNRESTRICTED		RESTRICTED			
	EDUCATIONAL AND GENERAL	AUXILIARY ENTERPRISES	UNRESTRICTED TOTAL	EDUCATIONAL AND GENERAL	TOTAL RESTRICTED	TOTAL CURRENT FUNDS
REVENUES						
TUITION, FEES, STUDENT CHARGES	6,918,529		6,918,529		0	6,918,529
STATE APPROPRIATION	4,766,790		4,766,790		0	4,766,790
FEDERAL GRANTS AND CONTRACTS			0	8,069,816	8,069,816	8,069,816
STATE GRANTS AND CONTRACTS	865,133		865,133	2,238,063	2,238,063	3,103,196
LOCAL GRANTS AND CONTRACTS			0	419,917	419,917	419,917
PRIVATE GIFTS, GRANTS & CONTRACTS			0	864,632	864,632	864,632
SALES AND SERVICES		3,492,394	3,492,394		0	3,492,394
OTHER SOURCES	298,882		298,882		0	298,882
<b>TOTAL EDUCA./GEN. REVENUE</b>	<b>12,849,334</b>	<b>3,492,394</b>	<b>16,341,728</b>	<b>11,592,428</b>	<b>11,592,428</b>	<b>27,934,156</b>
EXPENDITURES AND MANDATORY TRANSFERS						
EDUCATIONAL AND GENERAL	5,786,355		5,786,355	85,349	85,349	5,871,704
INSTRUCTIONAL	196		196		0	196
SEPARATELY BUDGETED RESEARCH	31,937		31,937	2,254,938	2,254,938	2,286,875
PUBLIC SERVICE	1,541,038		1,541,038	56,027	56,027	1,597,065
ACADEMIC SUPPORT	979,231		979,231	196,612	196,612	1,175,843
STUDENT SERVICES	1,473,345		1,473,345	0	0	1,473,345
INSTITUTIONAL SUPPORT	1,351,557		1,351,557		0	1,351,557
OPERATION/MAINTENANCE OF PLANT	317,850		317,850	9,189,515	9,189,515	9,507,365
SCHOLARSHIPS AND FELLOWSHIPS						
<b>TOTAL EDUCA./GEN. EXPENDITURES</b>	<b>11,481,509</b>	<b>0</b>	<b>11,481,509</b>	<b>11,782,441</b>	<b>11,782,441</b>	<b>23,263,950</b>
AUXILIARY ENTERPRISES		3,083,044	3,083,044		0	3,083,044
TRANSFERS	476,097	0	476,097	(476,097)	(476,097)	0
<b>TOTAL EXPENDITURES/TRANSFERS</b>	<b>11,957,606</b>	<b>3,083,044</b>	<b>15,040,650</b>	<b>11,306,344</b>	<b>11,306,344</b>	<b>26,346,994</b>
<b>NET INCREASE IN FUND BALANCES</b>	<b>891,728</b>	<b>409,350</b>	<b>1,301,078</b>	<b>286,084</b>	<b>286,084</b>	<b>1,587,162</b>

SOUTHERN STATE COMMUNITY COLLEGE  
MONTHLY FINANCIAL STATEMENTS - EXHIBIT 4 OF 6  
AUXILIARY OPERATIONS  
FOR ELEVEN MONTHS ENDED MAY 31, 2008 (unaudited)

	BOOKSTORE	DAYCARE	CCS	CONT. ED	TOTAL
REVENUE	1,604,052	344,059	1,525,812	26,673	3,500,596
DISCOUNTS	473		(8,675)		(8,202)
COST OF SALES	1,183,826				1,183,826
GROSS MARGIN	420,699	344,059	1,517,137	26,673	2,308,568
ADMINISTRATIVE & GENERAL EXPENSES					
FACULTY FULL-TIME			261,986		261,986
FACULTY PART-TIME			214,966	8,039	223,005
ADMINISTRATIVE SALARIES	27,041	38,303	77,000	3,934	146,278
PART-TIME ADMINISTRATIVE SALARIES			11,450		11,450
SUPPORT STAFF SALARIES	22,113				22,113
PART-TIME SUPPORT STAFF SALARIES	7,698	170,364	383		178,445
FRINGE BENEFITS ALLOCATED	22,260	48,987	177,039	1,226	249,412
OFFICE SUPPLIES	220	2,847	7,272	9	10,348
PROGRAM SUPPLIES		29,896	9,913	4,583	44,392
FUEL			133,530		133,530
PRINTING SUP./PHOTOCOPIING	6	1,834	5,166	569	7,575
TRAVEL-CONFERENCE REIMBURSEMENT			6,799		6,799
TRAVEL-MILEAGE REIMBURSEMENT	553	1,042	3,178		4,773
STUDENT TEST AND TRAVEL			87,793		87,793
SPECIAL EVENTS			154		154
ADVERTISING	5,606	6,801	83,254		83,254
TELEPHONE			27,384	79	39,791
DUES & SUBSCRIPTIONS				79	79
POSTAGE	21,358	212	2,231	576	24,377
COMPUTER SERVICES					0
FACILITY RENTAL			49,880		49,880
STAFF DEVELOPMENT		704			704
UTILITIES			8,002		8,002
LICENSE AND CERTIFICATES			39,876		39,876
OTHER PROFESSIONAL FEES			80,209		80,209
EQUIPMENT GREATER THAN \$50	1,006		183,987		184,993
TOTAL ADMIN. AND GENERAL EXPENSES	107,861	300,890	1,471,452	19,015	1,899,218
SURPLUS/(DEFICIT)	312,838	43,169	45,685	7,658	409,350

SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 5 OF 6  
 BID ITEMS AND EXPENDITURES OVER \$5,000  
 MAY 2008

CHECK DATE	VENDOR	CHECK NO.	CHECK AMOUNT	DESCRIPTION
MAY 6	ADAMS COUNTY/OHIO VALLEY SCHOOLS	151862	\$6,768.00	NET PORTS/TRAINING
MAY 8	COMPUSA GOV'T/ED	151985	\$10,375.02	LAB SUPPLIES
MAY 15	AMERICAN ELECTRIC POWER	152049	\$15,698.41	UTILITIES
MAY 15	AMERICAN EXPRESS	152053	\$5,073.68	PTK MEMBERSHIP/TRIP
MAY 15	MID-AMERICAN CLEANING CONTRACTORS INC	152105	\$19,071.60	PROFESSIONAL FEES
MAY 21	DAYTON POWER AND LIGHT CO	152204	\$7,521.29	UTILITIES
MAY 21	HOPEWELL JOBS FOR OHIO'S GRADUATES	152221	\$10,237.51	PROFESSIONAL FEES
MAY 21	JANI CHEM INC	152223	\$5,449.95	MAINTENANCE SUPPLIES
MAY 23	OSU EXTENSION-BROWN COUNTY	152367	\$6,299.17	SALARY
MAY 29	AMERICAN ELECTRIC POWER	152403	\$7,901.66	UTILITIES
MAY 29	RESERVE ACCOUNT	152453	\$5,000.00	POSTAGE
				-----
TOTAL				\$99,396.29
				=====

SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 6 OF 6  
 DONATIONS MAY 2008

RECEIPT DATE	DONOR	CHECK AMOUNT	DESCRIPTION
MAY 2	THOMAS GAS SERVICE	\$100.00	ABLE
MAY 2	MOON TRACTOR CO	\$50.00	ABLE
MAY 2	AMERICAN LEGION	\$250.00	SCHOLARSHIP
MAY 9	WILMINGTON SAVINGS	\$50.00	ABLE
MAY 12	UNITED STATES TREASURY	\$697.83	SCHOLARSHIP
MAY 20	VICKI SNOW	\$100.00	ABLE
MAY 22	JB & GARNET WILSON	\$2,115.00	SCHOLARSHIP
MAY 27	PHILIP ZEIGLER	\$50.00	ABLE
TOTAL			\$3,412.83

SOUTHERN STATE COMMUNITY COLLEGE FOUNDATION  
 BALANCE SHEET  
 AS OF MAY 31, 2008 (unaudited)

ASSETS

Cash in Bank	203,573
Investments	
Cost Basis	2,170,131
Unrealized Gain	134,831
Market Value of Investments	2,304,962
Pledges Receivable	30,368
Other Assets	1,855
Total Assets	<u>2,540,758</u>

LIABILITIES AND NET ASSETS

LIABILITIES

Other Liabilities

Total Liabilities

NET ASSETS

Unrestricted

Temporarily Restricted

Permanently Restricted

Total Net Assets

Total Liabilities and Net Assets

	-
	-
Unrestricted	(5,922)
Temporarily Restricted	83,998
Permanently Restricted	2,462,682
Total Net Assets	<u>2,540,758</u>
Total Liabilities and Net Assets	<u>2,540,758</u>

SOUTHERN STATE COMMUNITY COLLEGE FOUNDATION  
 FINANCIAL REPORT  
 PERIOD ENDING MAY 31, 2008 (unaudited)

FUNDS	CONTRIBUTIONS	INVESTMENT RETURN	TRANSFER TO SSCC	BEGINNING FUND BALANCE	CURRENT FUND BALANCE
<b>PERMANENTLY RESTRICTED:</b>					
Col. Pommet Scholarship Fund	1,050	36	(333)	19,930	20,683
Fifth Third Bank Fund	-	36	(1,051)	30,514	29,499
Hodson Fund	-	80	(683)	49,670	48,917
Igo Fund	132	16	(500)	11,250	10,888
Jacobson Fund	500	21	(500)	10,318	10,339
Ladrach Fund	170	22	(500)	9,473	8,165
General Contribution Fund	-	322	-	195,088	195,410
Beck Fund	-	11	-	6,610	6,621
Hottle Nursing Scholarship Fund	-	17	(500)	10,277	9,784
Barthel Art Scholarship Fund	-	20	-	12,366	12,406
Daniels Fund	-	23	(167)	13,081	12,937
Stephen Bennet Scholarship Fund	-	20	(500)	13,710	13,230
Gene Worthington BCRW Fund	-	20	(1,000)	27,242	26,280
Douglas & Susan Seipelt Fund	-	61	(500)	39,459	39,020
Highland County Fund	50,000	326	(4,000)	158,208	204,534
Bagshaw Enterprises KFC Fund	-	6	(600)	6,205	5,611
Paul Neff Memorial Fund	-	37	(500)	24,109	23,646
Fender Scholarship Fund	5,000	77	(2,167)	25,976	26,886
Elmer & Helen Reed Fund	-	2,242	-	1,360,758	1,363,000
Joyce Fender Family Scholarship Fund	375	20	(500)	15,066	14,861
Pence Patron Arts	250	224	(2,681)	152,180	149,973
YouCan Fund	14,014	36	(9,800)	100,876	105,126
Elks Club Scholarship Fund	-	32	(1,000)	23,447	22,479
Dylan Philip Wilson Memorial Fund	2,150	16	-	14,366	16,532
Storer Endowment	750	9	-	6,559	7,318
Brett Wightman Memorial Scholarship Fu	125	(2)	(1,000)	1,422	545
Lawrence & Gale Dukes Fund	3,300	98	(1,333)	72,807	74,872
<b>SUBTOTAL</b>	<b>77,816</b>	<b>3,844</b>	<b>(29,965)</b>	<b>2,410,987</b>	<b>2,462,662</b>
<b>TEMPORARILY RESTRICTED:</b>					
Appalachian Gateway Fund	-	6	-	3,426	3,432
Fayette Co. Schol. Fund	800	9	(6,370)	15,594	10,033
Performing Arts Fund	-	-	-	139	139
Weastec Fund	5,000	37	(2,828)	10,900	13,109
Hillsboro Ford Warner Fund	500	25	(2,871)	12,574	10,228
Cassner Foundation Fund	18,000	479	(10,500)	24,186	32,165
Patriot Center Capital Improvement	(250)	16	-	6,903	6,669
Dare WCH Schol	-	11	(750)	2,074	1,335
Leadership Highland Schol. Fund	(4,665)	(411)	-	5,076	-
Bety Chandler Hospices of Hope	-	12	-	6,876	6,868
<b>SUBTOTAL</b>	<b>19,385</b>	<b>184</b>	<b>(23,319)</b>	<b>87,748</b>	<b>83,998</b>
<b>UNRESTRICTED</b>					
General Contribution Fund	39,405	(323)	(56,174)	11,170	(5,922)
<b>SUBTOTAL</b>	<b>39,405</b>	<b>(323)</b>	<b>(56,174)</b>	<b>11,170</b>	<b>(5,922)</b>
<b>GRAND TOTAL</b>	<b>136,606</b>	<b>3,705</b>	<b>(109,456)</b>	<b>2,509,905</b>	<b>2,540,758</b>







July 3, 2008

MEMORANDUM TO: Dr. Sherry Stout, President  
The Board of Trustees

FROM: James Buck, Treasurer

SUBJECT: June 30, 2008 Financial Reports

Please review the accompanying Financial Reports. Actual General Fund Revenues for FY 08 were 1.2% under estimates, and actual expenditures were 3.3% under budget. This resulted in a modest surplus which was 1.3% of the annual budget. The General Fund Balance as of June 30, 2008 is 13.4% of the FY 08 General Fund expenditures. This ratio increased nine tenths of one percent from FY 07. The College's technology plan was fully funded again in FY 08 with over \$205,000 of technology equipment having been purchased.

The Fayette Project is well underway and all is going well. You may or may not have heard that the Fayette County Fair Board needed to withdraw their agreement to accept excess soils from our site. They have already accumulated significant stock piles from other projects and it had begun to infringe on their operation.

We had not received notice of this change until after the bids were let. Accordingly, the bids we received did not include the cost of transporting these soils, so a change order will be required. Both Steed Hammond Paul and I have researched the per cubic yard charge of \$7. Based upon the information we have received, which was impacted by the cost of fuel, we have found the price to be reasonable. Currently there is a difference in the estimated volume of soils between the excavating subcontractor and our civil engineers. We have tentatively agreed to resolve this by paying only for the actual units removed from the site, with an amount not to exceed the higher estimate, which is \$47,513. If our engineer estimate is correct, the cost will be less than one-third of that amount. I must acknowledge the assistance of the Fayette County Commissioners, Fayette County Engineer, City Officials, and the Fair Board in exploring options. Although our efforts did not provide any easy answers, their willingness to work with us is greatly appreciated.

We have also added a temporary parking lot to offset the spaces that will be lost during the construction period. We may be able to use the materials, but the estimated cost to construct, restore, and reseed is reflected in the attached change order in an amount not to exceed \$27,883. Over one-half of our 10 acre site will be impacted during construction of this significant expansion and modification to the campus. Every attempt to minimize the discomfort will be made. (continued on next page)

Although the College has no specific policy, I would like to bring all change orders that exceed \$10,000 to the Board for approval. Hopefully, no further changes of this magnitude will be necessary on this project.

On June 17, 2008 bids were opened for our Central Campus Parking Lot Lighting Project. These bids came in \$71,563.40 below estimates. Three alternates were proposed that extended the paving areas in increments. The combination of the base bids and these alternates are still less than the estimate for the base bid only by \$40,263.40. It is recommended that both the low base bids and their alternates be accepted. The architect's recommendation and bid tab is attached.

If you have any questions, please let me know.

Thank you.

SOUTHERN STATE COMMUNITY COLLEGE  
MONTHLY FINANCIAL STATEMENTS - EXHIBIT 1 OF 6  
COMPARATIVE BUDGET REPORT  
TWELVE MONTHS ENDED JUNE 30, 2008 (unaudited)

	FISCAL 08		FISCAL 07			
	ANNUAL BUDGET	06/30/08 Y-T-D	% OF BUDGET	06/30/07 Y-T-D	ANNUAL CHANGE	ANNUAL % CHG
<b>REVENUE</b>						
STATE SUBSIDY	5,205,819	5,205,823	100.0%	4,797,209	408,614	8.5%
STUDENT FEES	7,044,670	6,884,962	97.7%	6,787,058	97,904	1.4%
GRANTS & CONTRACTS	865,104	865,133	100.0%	808,116	57,017	7.1%
OTHER INCOME	315,000	313,791	99.6%	289,620	24,171	8.3%
<b>TOTAL REVENUE</b>	<b>13,430,593</b>	<b>13,269,709</b>	<b>98.8%</b>	<b>12,682,003</b>	<b>587,706</b>	<b>4.6%</b>
<b>EXPENDITURES</b>						
INSTRUCTIONAL	6,643,109	6,400,634	96.3%	6,236,482	164,152	2.6%
RESEARCH	2,600	196	7.5%	220	(24)	-10.9%
COMMUNITY SERVICE	45,781	33,238	72.6%	37,733	(4,495)	-11.9%
ACADEMIC SUPPORT	1,771,900	1,655,081	93.4%	1,590,991	64,090	4.0%
STUDENT SERVICES	1,664,266	1,508,697	90.7%	1,363,923	144,774	10.6%
INSTITUTIONAL SUPPORT	1,530,721	1,626,269	106.2%	1,652,094	(25,825)	-1.6%
PLANT OPERATIONS	1,557,216	1,544,299	99.2%	1,475,527	68,772	4.7%
SCHOLARSHIPS	315,000	320,121	101.6%	296,530	23,591	8.0%
<b>TOTAL EXPENDITURES</b>	<b>13,530,593</b>	<b>13,088,535</b>	<b>96.7%</b>	<b>12,653,500</b>	<b>435,035</b>	<b>3.4%</b>
<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>(100,000)</b>	<b>181,174</b>		<b>28,503</b>	<b>152,671</b>	<b>535.6%</b>
AUXILIARY TRANSFER	100,000	-		-	-	
<b>SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>181,174</b>		<b>28,503</b>	<b>152,671</b>	<b>535.6%</b>

SOUTHERN STATE COMMUNITY COLLEGE  
MONTHLY FINANCIAL STATEMENTS - EXHIBIT 2 OF 6  
CONSOLIDATED FUND BALANCE SHEETS  
AS OF JUNE 30, 2008 (unaudited)

ASSETS	GENERAL FUND	AUXILIARY FUND	RESTRICTED FUND	LOAN FUND	ENDOWMENT FUND	PLANT FUND	AGENCY FUND	TOTAL FUNDS
CASH AND INVESTMENTS	1,604,755	1,210,056	2,808,660	9,528		2,555,592	63,510	8,252,101
ACCTS. RECEIVABLE-STUDENTS(NET)	2,104,379							2,104,379
ACCTS. RECEIVABLE - OTHER	795,529	40,540	395,564					1,231,633
NOTES RECEIVABLE				8,168				8,168
INVENTORIES	9,338	232,049						241,387
DUE FROM OTHER FUNDS								0
PREPAID EXPENSES	60,188	2,308				447,832		62,496
EQUIPMENT						15,906,275		15,906,275
BUILDINGS AND IMPROVEMENTS					12,318	161,882		174,200
OTHER ASSETS								
<b>TOTAL ASSETS</b>	<b>4,574,189</b>	<b>1,484,953</b>	<b>3,204,224</b>	<b>17,696</b>	<b>12,318</b>	<b>19,071,581</b>	<b>63,510</b>	<b>28,428,471</b>
<b>LIABILITIES AND FUND BALANCES</b>								
ACCOUNTS PAYABLE	(7,241)							(7,241)
SALES TAX PAYABLE		8,032						8,032
REFUNDS PAYABLE								0
PAYROLL TAXES AND WITHHOLDINGS	(10,000)							(10,000)
ACCRUED PAYROLL	436,143							436,143
ACCRUED EXPENSES								0
DEFERRED REVENUE	1,714,756		1,039,212					2,753,968
OTHER LIABILITIES	94,860					5,586,679		5,681,539
DEFERRED COMPENSATION	587,580							587,580
NET INVESTMENT IN PLANT						13,484,902		13,484,902
FUND BALANCE/HELD IN CUSTODY	1,758,091	1,476,921	2,165,012	17,696	12,318		63,510	5,493,548
<b>TOTAL LIAB. AND FUND BALANCES</b>	<b>4,574,189</b>	<b>1,484,953</b>	<b>3,204,224</b>	<b>17,696</b>	<b>12,318</b>	<b>19,071,581</b>	<b>63,510</b>	<b>28,428,471</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 JUNE 30, 2008 (unaudited)

	UNRESTRICTED		RESTRICTED		TOTAL	
	EDUCATIONAL AND GENERAL	AUXILIARY ENTERPRISES	UNRESTRICTED TOTAL	EDUCATIONAL AND GENERAL	RESTRICTED	TOTAL CURRENT FUNDS
REVENUES						
TUITION, FEES, STUDENT CHARGES	6,884,962		6,884,962		0	6,884,962
STATE APPROPRIATION	5,205,823		5,205,823		0	5,205,823
FEDERAL GRANTS AND CONTRACTS			0	8,072,887	8,072,887	8,072,887
STATE GRANTS AND CONTRACTS	865,133		865,133	2,336,481	2,336,481	3,201,614
LOCAL GRANTS AND CONTRACTS	0		0	464,446	464,446	464,446
PRIVATE GIFTS, GRANTS & CONTRACTS			0	926,009	926,009	926,009
SALES AND SERVICES		3,747,382	3,747,382		0	3,747,382
OTHER SOURCES	313,791		313,791		0	313,791
<b>TOTAL EDUCA./GEN. REVENUE</b>	<b>13,269,709</b>	<b>3,747,382</b>	<b>17,017,091</b>	<b>11,799,823</b>	<b>11,799,823</b>	<b>28,816,914</b>
EXPENDITURES AND MANDATORY TRANSFERS						
EDUCATIONAL AND GENERAL	6,321,279		6,321,279	97,526	97,526	6,418,805
INSTRUCTIONAL	196		196		0	196
SEPARATELY BUDGETED RESEARCH			33,238	2,434,434	2,434,434	2,467,672
PUBLIC SERVICE	33,238		33,238			33,238
ACADEMIC SUPPORT	1,655,081		1,655,081	65,582	65,582	1,720,663
STUDENT SERVICES	1,111,925		1,111,925	231,251	231,251	1,343,176
INSTITUTIONAL SUPPORT	1,626,269		1,626,269	0	0	1,626,269
OPERATION/MAINTENANCE OF PLANT	1,544,299		1,544,299		0	1,544,299
SCHOLARSHIPS AND FELLOWSHIPS	320,121		320,121	9,182,971	9,182,971	9,503,092
<b>TOTAL EDUCA./GEN. EXPENDITURES</b>	<b>12,612,408</b>	<b>0</b>	<b>12,612,408</b>	<b>12,011,764</b>	<b>12,011,764</b>	<b>24,624,172</b>
AUXILIARY ENTERPRISES		3,355,550	3,355,550		0	3,355,550
TRANSFERS	476,127	0	476,127	(476,127)	(476,127)	0
<b>TOTAL EXPENDITURES/TRANSFERS</b>	<b>13,088,535</b>	<b>3,355,550</b>	<b>16,444,085</b>	<b>11,535,637</b>	<b>11,535,637</b>	<b>27,979,722</b>
<b>NET INCREASE IN FUND BALANCES</b>	<b>181,174</b>	<b>391,832</b>	<b>573,006</b>	<b>264,186</b>	<b>264,186</b>	<b>837,192</b>

SOUTHERN STATE COMMUNITY COLLEGE  
MONTHLY FINANCIAL STATEMENTS - EXHIBIT 4 OF 6  
AUXILIARY OPERATIONS  
FOR TWELVE MONTHS ENDED JUNE 30, 2008 (unaudited)

	BOOKSTORE	DAYCARE	CCS	CONT. ED	TOTAL
REVENUE	1,735,931	378,424	1,612,753	30,001	3,757,109
DISCOUNTS	496		(10,223)		(9,727)
COST OF SALES	1,278,133				1,278,133
GROSS MARGIN	458,294	378,424	1,602,530	30,001	2,469,249
ADMINISTRATIVE & GENERAL EXPENSES					
FACULTY FULL-TIME			287,366		287,366
FACULTY PART-TIME			227,637	10,039	237,676
ADMINISTRATIVE SALARIES	29,535	41,784	84,000	4,292	159,611
PART-TIME ADMINISTRATIVE SALARIES			12,465		12,465
SUPPORT STAFF SALARIES	23,993				23,993
PART-TIME SUPPORT STAFF SALARIES	8,385	188,415	383		197,183
FRINGE BENEFITS ALLOCATED	24,176	56,552	191,542	1,284	273,554
OFFICE SUPPLIES	644	2,847	8,716	16	12,223
PROGRAM SUPPLIES		39,575	10,053	5,837	55,465
FUEL			147,513		147,513
PRINTING SUP./PHOTOCOPYING	6	2,027	5,316	613	7,962
TRAVEL-CONFERENCE REIMBURSEMENT			6,814		6,814
TRAVEL-MILEAGE REIMBURSEMENT	627	1,042	3,422		5,091
STUDENT TEST AND TRAVEL			96,456		96,456
SPECIAL EVENTS			604		604
ADVERTISING		953	95,119		96,072
TELEPHONE	5,956	7,107	29,457	79	42,520
DUES & SUBSCRIPTIONS				582	26,631
POSTAGE	23,121	227	2,701		0
COMPUTER SERVICES			53,380		53,380
FACILITY RENTAL		704			704
STAFF DEVELOPMENT			8,588		8,588
UTILITIES			40,276		40,276
LICENSE AND CERTIFICATES			92,846		92,846
OTHER PROFESSIONAL FEES			191,339		192,345
EQUIPMENT GREATER THAN \$50	1,006				
TOTAL ADMIN. AND GENERAL EXPENSES	117,449	341,233	1,595,993	22,742	2,077,417
SURPLUS/(DEFICIT)	340,845	37,191	6,537	7,259	391,832

SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 5 OF 6  
 BID ITEMS AND EXPENDITURES OVER \$5,000  
 JUNE 2008

CHECK DATE	VENDOR	CHECK NO.	CHECK AMOUNT	DESCRIPTION
JUNE 10	DEFENDER	152732	\$13,600.28	PUBLICATIONS
JUNE 10	FISHER SCIENTIFIC COMPANY	152742	\$14,317.58	EQUIPMENT
JUNE 12	ADAMS COUNTY/OHIO VALLEY SCHOOLS	152802	\$5,072.00	BOOKS
JUNE 12	AMERICAN ELECTRIC POWER	152805	\$12,304.73	UTILITIES
JUNE 12	MCGRAW HILL INC	152863	\$16,828.38	INVENTORY
JUNE 12	MID AMERICAN CLEANING CONTRACTORS INC	152864	\$19,006.60	PROFESSIONAL FEES
JUNE 16	FOUR IMPRINT	152940	\$8,340.09	SPECIAL EVENT
JUNE 16	NASCO-FORT ATKINSON	152966	\$6,766.45	SUPPLIES
JUNE 19	HOPEWELL JOBS FOR OHIO'S GRADUATES	153055	\$14,281.27	PROFESSIONAL FEES
JUNE 19	REIDEL INSURANCE AGENCY INC	153072	\$5,814.00	INSURANCE
JUNE 19	SCHOOLHOUSE PUBLICATIONS INC	153074	\$8,700.00	PUBLICATIONS
JUNE 24	AL-WIN	153101	\$11,190.00	EQUIPMENT
JUNE 24	ADVANCED TECHNOLOGY CONSULTANTS	153173	\$18,900.00	EQUIPMENT
JUNE 24	EXECUTIVE CHARTER INC	153184	\$6,990.00	TRAVEL
JUNE 24	HILL-ROM	153188	\$6,432.00	SUPPLIES
JUNE 24	MODERN OFFICE METHODS	153195	\$6,207.50	RENTAL
JUNE 24	MURPHY ADVERTISING COMPANY	153197	\$10,004.48	ADVERTISING
JUNE 25	DATASERV INC	153223	\$28,001.37	MAINTENANCE
JUNE 25	WIMBA	153239	\$18,000.00	LICENSE
JUNE 26	ADVENTURES IN ADVERTISING	153258	\$5,198.83	ADVERTISING
JUNE 26	AL-WIN	153260	\$5,595.00	PROFESSIONAL FEES
JUNE 26	J.A. MAJORS	153273	\$12,177.82	INVENTORY

TOTAL  
 \$253,728.38  
 =====

SOUTHERN STATE COMMUNITY COLLEGE  
 MONTHLY FINANCIAL STATEMENTS - EXHIBIT 6 OF 6  
 DONATIONS JUNE 2008

RECEIPT DATE	DONOR	CHECK AMOUNT	DESCRIPTION
JUNE 3	RANDY HAUKE MEMORIAL	\$500.00	SCHOLARSHIP
JUNE 9	GREEN GLEN APTS	\$50.00	ABLE
JUNE 9	DENTON MEADE	\$100.00	ABLE
JUNE 10	SCHOLARSHIP AMERICA/UAW	\$780.00	SCHOLARSHIP
JUNE 23	HILLSBORO CITY SCHOOLS	\$1,000.00	SCHOLARSHIP
JUNE 23	HIGH CO SOCIETY FOR CHILDREN & ADULTS	\$1,000.00	SCHOLARSHIP
JUNE 24	MIAMI TRACE	\$2,000.00	SCHOLARSHIP
TOTAL			\$5,430.00



SOUTHERN STATE COMMUNITY COLLEGE FOUNDATION  
 BALANCE SHEET  
 AS OF JUNE 30, 2008 (unaudited)

ASSETS

Cash in Bank	219,837	
Investments		
Cost Basis	2,170,131	
Unrealized Gain	45,922	
Market Value of Investments	2,216,053	
Pledges Receivable	30,368	
Other Assets	1,855	
Total Assets	<u>2,468,113</u>	<u>=====</u>

LIABILITIES AND NET ASSETS

LIABILITIES

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

NET ASSETS

Unrestricted	(2,363)	
Temporarily Restricted	95,572	
Permanently Restricted	2,374,904	
Total Net Assets	<u>2,468,113</u>	<u>=====</u>

Total Liabilities and Net Assets

Total Liabilities and Net Assets	<u>2,468,113</u>	<u>=====</u>
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SOUTHERN STATE COMMUNITY COLLEGE FOUNDATION  
 FINANCIAL REPORT  
 PERIOD ENDING JUNE 30, 2008 (unaudited)

FUNDS	CONTRIBUTIONS	INVESTMENT RETURN	TRANSFER TO SSCC	BEGINNING FUND BALANCE	CURRENT FUND BALANCE
<b>PERMANENTLY RESTRICTED:</b>					
Col. Pommet Scholarship Fund	1,050	(660)	(333)	19,930	19,967
Fifth Third Bank Fund	-	(965)	(1,051)	30,514	28,478
Hodson Fund	-	(1,613)	(633)	49,670	47,224
Igo Fund	144	(362)	(500)	11,250	10,532
Jacobson Fund	500	(337)	(500)	10,318	9,981
Ladrach Fund	320	(263)	(1,000)	9,473	8,510
General Contribution Fund	-	(6,441)	-	195,088	188,647
Beck Fund	-	(218)	-	6,610	6,392
Hottle Nursing Scholarship Fund	-	(322)	(500)	10,277	9,455
Barthel Art Scholarship Fund	-	(409)	-	12,386	11,977
Daniels Fund	-	(424)	(167)	13,081	12,490
Stephen Bennet Scholarship Fund	-	(439)	(500)	13,710	12,771
Gene Worthington BCRW Fund	-	(871)	(1,000)	27,242	25,371
Douglas & Susan Seipelt Fund	-	(1,289)	(500)	39,459	37,670
Highland County Fund	50,000	(6,753)	(4,000)	156,208	197,455
Bagshaw Enterprises KFC Fund	-	(188)	(600)	6,205	5,417
Paul Neff Memorial Fund	-	(782)	(500)	24,109	22,827
Fender Scholarship Fund	5,000	(923)	(2,167)	25,976	27,886
Elmer & Helen Reed Fund	-	(44,930)	-	1,360,758	1,315,828
Joyce Fender Family Scholarship Fund	375	(498)	(500)	15,066	14,443
Pence Patron Arts	250	(2,681)	(2,681)	152,180	144,763
YouCan Fund	14,014	(3,523)	(12,100)	100,876	99,267
Elks Club Scholarship Fund	-	(746)	(1,000)	23,447	21,701
Dylan Philip Wilson Memorial Fund	2,150	(566)	-	14,366	15,960
Storer Endowment	750	(244)	-	6,559	7,065
Brett Wightman Memorial Scholarship Fu	125	(21)	(1,000)	1,422	526
Lawrence & Gale Dukes Fund	3,300	(2,493)	(1,333)	72,807	72,281
<b>SUBTOTAL</b>	<b>77,978</b>	<b>(61,296)</b>	<b>(32,765)</b>	<b>2,410,987</b>	<b>2,374,904</b>
<b>TEMPORARILY RESTRICTED:</b>					
Appalachian Gateway Fund	-	(113)	-	3,426	3,313
Fayette Co. Schol. Fund	15,800	(857)	(6,370)	15,594	24,167
Performing Arts Fund	-	(5)	-	139	134
Weasteo Fund	5,000	(416)	(2,828)	10,900	12,656
Hillsboro Ford Warner Fund	500	(329)	(2,871)	12,574	9,874
Cassner Foundation Fund	18,000	(634)	(10,500)	24,186	31,052
Patriot Center Capital Improvement	(250)	(215)	-	6,903	6,438
Dare WCH Schol	-	(95)	(750)	2,074	1,289
Leadership Highland Schol. Fund	(4,665)	(411)	-	5,076	-
Betty Chandler Hospice of Hope	-	(227)	-	6,876	6,649
<b>SUBTOTAL</b>	<b>34,365</b>	<b>(3,242)</b>	<b>(23,319)</b>	<b>87,748</b>	<b>95,572</b>
<b>UNRESTRICTED</b>					
General Contribution Fund	42,879	(238)	(56,174)	11,170	(2,363)
<b>SUBTOTAL</b>	<b>42,879</b>	<b>(238)</b>	<b>(56,174)</b>	<b>11,170</b>	<b>(2,363)</b>
<b>GRAND TOTAL</b>	<b>155,242</b>	<b>(64,776)</b>	<b>(112,258)</b>	<b>2,509,905</b>	<b>2,468,113</b>

**CHANGE ORDER PRICING REVIEW**

Date: 6 20 08

Project No.: 2008-04 District: Washington Courthouse County: \_\_\_\_\_  
 Project: Southern State Community College Description: Endeavor COR No. 2  
 Contractor: Endeavor \_\_\_\_\_ N/A  
 Architect: Steed Hammond Paul \_\_\_\_\_  
 Approximate exported spoils off site \_\_\_\_\_

**A. LABOR:** (straight time only)  
 worker classification (Laborer) \_\_\_\_\_ x 25.28  
 hours x rate = \_\_\_\_\_  
 worker classification (Carpenter) \_\_\_\_\_ x 25.85  
 hours x rate = \_\_\_\_\_  
**B. FRINGES:** (on labor only, may include FICA etc.)  
 Health & Welfare ..... 6.00  
 hours x rate = \_\_\_\_\_  
 Pension ..... 6.38  
 hours x rate = \_\_\_\_\_  
 Annuity ..... 1.50  
 hours x rate = \_\_\_\_\_  
 Taxes (FICA, SUTA) ..... 8.20  
 hours x rate = \_\_\_\_\_  
 Group Fringes (shown in table at right) ..... 0.40  
 hours x rate = \_\_\_\_\_

TOTALS	Additional Fringes		
	Type	hours	rate
	apprentice fund		0.25
	l.e.a.d.		0.12
	cap		0.01
	national health and safety		0.02
	<b>Total</b>		<b>0.4</b>

**C. EQUIPMENT RENTALS** (Heavy/specialized equipment) \_\_\_\_\_ hour,day,week x rate = \_\_\_\_\_

**D. OWNED EQUIPMENT** (Heavy/specialized equipment re: AED Blue Book) \_\_\_\_\_ hour,day,week x rate = \_\_\_\_\_

**E. TRUCKING:** (no pick-up truck charges allowed) (Delivery charge or per mile trucking) \_\_\_\_\_ hour,day,week x rate = \_\_\_\_\_

**Subtotal (A,B,C,D,E):** \_\_\_\_\_

**F. OVERHEAD:** 15% (on items A,B,C,D & E =< 10%) ..... \_\_\_\_\_

**G. MATERIALS** (Contractor's actual cost only, this applies to subcontractors also) ..... quantity x unit cost = \_\_\_\_\_

**Subtotal (A,B,C,D,E,F,G):** \_\_\_\_\_

**H. PROFIT:** @ 10% (on items A,B,C,D,E,F & G) ..... \_\_\_\_\_  
 (profit on 'G' requires addendum to contract)

**Subtotal (A thru H):** \_\_\_\_\_

**I. SUBCONTRACTOR** (reasonable cost for all labor & material) ..... Cox Paving \$41,895.00

**J. SUBCONTRACTOR MARKUP** (markup is = or < 10%) ..... 10% \$4,189.50

**Subtotal (I and J):** \$46,084.50

**TOTAL COST (A thru H) + (I and J):** \$46,084.50

**K. MISCELLANEOUS ITEMS (allowable @ cost only)**  
 1. Bond extension Total Cost x 3.1% ..... \$1,428.62  
 2. \*Premium portion of approved OT wages .....  
 3. Fees for permits, licenses, etc. ....  
 4. \*Lodging and travel due to special circumstances (not to exceed state travel guidelines) .....

**TOTAL COST (A thru H) + (I and J) + (K):** \$47,513

\*Approved Items = must be approved by both owners, CM and A/E prior to work being performed

**Brian Beiersdorfer**

---

**From:** David Moore [David.Moore@coxpavinginc.com]  
**Sent:** Thursday, June 19, 2008 2:42 PM  
**To:** bmb@endeavorconstruction.com  
**Cc:** dmb@endeavorconstruction.com  
**Subject:** Export Quantities and Pricing for SSCC

**Brian,**

**The export quantities break down as follows:**

**Clay Material 4,200cyds @ \$7.00 per cyd**  
**Top Soil Material 1,785cyds @ \$7.00 per cyd**

**We plan on starting the underground utilities tomorrow and will start on the temporary parking lot on Monday 6-23-08. Please take a minute to review the export cost and let me know how you would like to proceed. Feel free to contact me at you leisure if you have any questions.**

**Regards,**

**David Moore**  
**Cox Paving & Excavating**  
**Field Operations Manager**  
**(937) 780-3075 Office**  
**(937) 780-5201 Fax**  
**(937) 302-8760 Cell**  
**136\*665431\*1 Nextel I.D.**

6/20/2008

**CHANGE ORDER PRICING REVIEW**

Date: June 16, 2008

Project No.: 2008-04 District: Washington Courthouse County: \_\_\_\_\_  
 Project: Southern State Community College Description: Endeavor COR No. 1  
 Contractor: Endeavor Temporary Parking Area: N/A  
 Architect: Stasch Hammond Paul DMB

**A. LABOR:** (straight time only)  
 worker classification (Laborer) \_\_\_\_\_ x 25.28  
 hours x rate = \_\_\_\_\_  
 worker classification (Carpenter) \_\_\_\_\_ x 25.85  
 hours x rate = \_\_\_\_\_

**B. FRINGES:** (on labor only, may include FICA etc.)  
 Health & Welfare ..... 6.00  
 hours x rate = \_\_\_\_\_  
 Pension ..... 6.38  
 hours x rate = \_\_\_\_\_  
 Annuity ..... 1.50  
 hours x rate = \_\_\_\_\_  
 Taxes (FICA, SUTA) ..... 8.20  
 hours x rate = \_\_\_\_\_  
 Group Fringes (shown in table at right) ..... 0.40  
 hours x rate = \_\_\_\_\_

TOTALS	Additional Fringes		
	Type	hours	rate
	apprentice fund		0.25
	Le.a.d.		0.12
	cap		0.01
	national health and safety		0.02
	<b>Total</b>		<b>0.4</b>

**C. EQUIPMENT RENTALS** (Heavy/specialized equipment) \_\_\_\_\_ hour,day,week x rate = \_\_\_\_\_

**D. OWNED EQUIPMENT** (Heavy/specialized equipment re: AED Blue Book) \_\_\_\_\_ hour,day,week x rate = \_\_\_\_\_

**E. TRUCKING:** (no pick-up truck charges allowed) (Delivery charge or per mile trucking) \_\_\_\_\_ hour,day,week x rate = \_\_\_\_\_

**Subtotal (A,B,C,D,E):** \_\_\_\_\_

**F. OVERHEAD:** 15% (on items A,B,C,D & E =< 15%) ..... \_\_\_\_\_

**G. MATERIALS** (Contractor's actual cost only, this applies to subcontractors also) ..... x quantity x unit cost = \_\_\_\_\_  
**Subtotal (A,B,C,D,E,F,G):** \_\_\_\_\_

**H. PROFIT:** @ 10% (on items A,B,C,D,E,F & G) .....  
 (profit on 'G' requires addendum to contract)  
**Subtotal (A thru H):** \_\_\_\_\_

**I. SUBCONTRACTOR** (reasonable cost for all labor & material) ..... Cox Paving \$24,586.00

**J. SUBCONTRACTOR MARKUP** ..... 10% \$2,458.60  
 (markup is - or < 10%)  
**Subtotal (I and J):** \$27,044.60

**TOTAL COST (A thru H) + (I and J):** \$27,044.60

**K. MISCELLANEOUS ITEMS (allowable @ cost only)**  
 1. Bond extension Total Cost x 3.1% ..... \$838.38  
 2. \*Premium portion of approved OT wages .....  
 3. Fees for permits, licenses, etc. ....  
 4. \*Lodging and travel due to special circumstances (not to exceed state travel guidelines) .....

**TOTAL COST (A thru H) + (I and J) + (K):** \$27,883

\*Approved Items = must be approved by both owners, CM and A/E prior to work being performed

# **COX PAVING, INC.**

11741 STATE ROUTE 72 S.  
LEESBURG, OHIO 45135-9753  
PHONE: 937-780-3075 \* FAX: 937-780-5201  
-----PROPOSAL SUBMITTED TO-----

06/13/08

ENDEAVOR CONSTRUCTION  
977 ST. RT. 28  
MILFORD, OHIO 45150  
PHONE: 513-469-1900  
FAX: 513-469-1996

**SUBJECT: SOUTHERN STATE COMMUNITY COLLEGE WASHINGTON CH, OHIO**

**TEMPORARY PARKING: APPROX. 15,750 SF**  
EXCAVATE APPROX. 8", INSTALL 8" #304 LIMESTONE, ROLL AND COMPACT  
\$14,936.00 (FOURTEEN THOUSAND NINE HUNDRED THIRTY-SIX DOLLARS)

**TEMPORARY PARKING LOT REMOVAL: APPROX. 15,750 SF**  
REMOVE EXISTING STONE, REPLACE WITH TOPSOIL, SEED  
\$9,650.00 (NINE THOUSAND SIX HUNDRED FIFTY DOLLARS)

\*\*IF 4' CHAIN LINK FENCE IS NEEDED FOR PROTECTION OF TREES \$20.00 LF

\*\*PRICES ARE GOOD FOR 30 DAYS FROM PROPOSAL DATE

**PRICES EXCLUDES THE FOLLOWING:**  
UNDERCUTTING UNSUITABLE SOILS  
SOIL TESTING  
ROCK EXCAVATION  
PERMITS, PERMIT FEES  
INSPECTION AND FEES  
TESTING  
WINTER CONSTRUCTION  
WATER  
MATERIAL TESTING  
DRYING OF SOIL  
DEWATERING

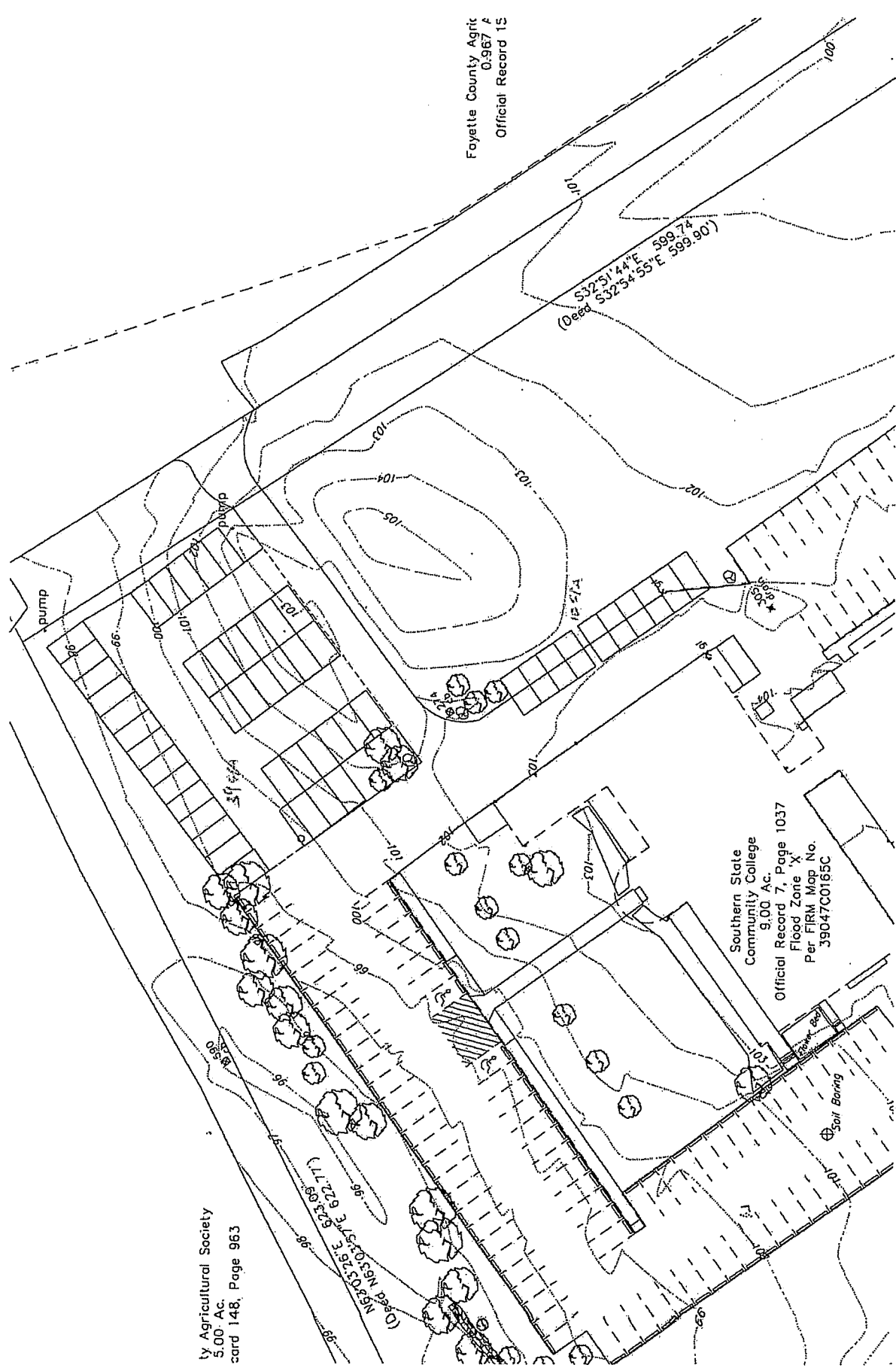
ly Agricultural Society  
5.00 Ac.  
card 148, Page 963

Fayette County Agric  
0.967 A  
Official Record 15

S32°51'44"E 599.74  
(Deed S32°54'55"E 599.90)

Southern State  
Community College  
9.00 Ac.  
Official Record 7, Page 1037  
Flood Zone 'X'  
Per FIRM Map No.  
39047C0165C

(Deed N63°02'35"E 623.09'  
N63°02'35"E 622.17')



SOUTHERN STATE COMMUNITY COLLEGE

Agenda Item VI  
Bids for Central Campus Parking Lot Lighting Project

Board of Trustees  
July 9, 2008, Meeting





The Board of Trustees, and  
Mr. James Buck, V.P. of Business and Finance  
Southern State Community College  
100 Hobart Drive  
Hillsboro, Ohio 45133

Re: Southern State Community College  
New parking Lot Lighting and Paving Repair – Central Campus

We are pleased to report a successful bidding of the Central Campus New Parking Lot Lighting and Paving repair project. Received on June 17th were two bids for paving general construction and three for the new lighting, including new underground service and controls. One contractor also submitted a combination bid.

We have reviewed the bid packages from all bidders and have found them to be complete and acceptable. The total of apparent low bids including all three alternates is below the construction estimates and we recommend award of contracts to these low bidders.

Melvin Asphalt Paving (general trade) .....	\$ 161,904.60
Butler County Electric (Lead Contractor) .....	\$ 119,832.00
TOTAL .....	\$ 281,736.60

The bid tabulation sheet and summary is attached showing greater detail of all bids, alternates, and combination bids.

Sincerely,  


Martin A. Rose AIA, LEED AP  
Technical Leader, Project Architect  
SHP Leading Design  
4805 Montgomery Road Suite 400  
Cincinnati, Ohio 45212  
mrose@shp.com

www.shp.com CINCINNATI  
4805 Montgomery Road Suite 400  
Cincinnati, Ohio 45212  
513.381.2112 main  
513.381.5121 fax

HAMILTON  
82 Williams Avenue  
Hamilton, Ohio 45015  
513.863.5441 main  
513.863.5596 fax

COLUMBUS  
250 Civic Center Drive Suite 200  
Columbus, Ohio 43215  
614.223.2124 main  
614.223.2130 fax

Southern State Community College  
Central Campus Parking Lot

BID TAB

General Contractors Pubic Estimate: \$165,000.00	Addend. 1	Bid Bond	BP #101 - General Trades Base Bid	Alternate 1: Additional Paving topping, area 1	Alternate 2: Additional Paving topping, area 2	Alternate 3: Additional Paving topping, area 3	unit cost per LF	Phase 1 time	Phase 2 time	Phase 3 time	Phase 4 time	Phase 5 time
Melvin Asphalt Paving	X	X	\$130,604.60	\$7,408.00	\$17,600.00	\$6,292.00	\$4.00	5	5	2	5	5
Cox Paving, Inc.	X	X	\$131,220.00	\$7,650.00	\$19,500.00	\$6,525.00	\$3.00	21	30	15	10	
<b>Electrical Contractors Pubic Estimate: \$157,000.00</b>	<b>Addend. 1</b>	<b>Bid Bond</b>	<b>BP #102 - Electrical Base Bid</b>									
Butler County Electric	X	X	\$119,832.00					30	60	14	30	
Rodger Roberts, Inc.	X	X	\$153,780.75					30	60	30	0	
Sidewinder Electric Co.	NO	X	\$169,250.00					28	70	14	28	
<b>Combined Trades</b>	<b>Addend. 1</b>	<b>Bid Bond</b>	<b>BP#103 - Combined Trades Base Bid</b>	Alternate 1: Additional Paving topping, area 1	Alternate 2: Additional Paving topping, area 2	Alternate 3: Additional Paving topping, area 3	unit cost per LF	Phase 1 time	Phase 2 time	Phase 3 time	Phase 4 time	Phase 5 time
Cox Paving, Inc.	X	X	\$272,220.00	\$7,650.00	\$19,500.00	\$6,525.00		21	30	15	10	
<b>TOTAL</b>												
			BASE PLUS ALTERNATES									
			\$161,904.60									
			\$119,832.00									
			\$281,736.60									