

# Southern State Community College

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

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*Dr. Kevin Boys, President*

### **Nursing Program Presentation**

I have asked Dr. Julie Krebs to provide an update to the Board of Trustees on the program revision that is being implemented in the Nursing Department. They have worked hard to address challenges and better position their students for successful completion and successful Board examinations.

### **The New Academic Year**

The fall quarter of the new academic year kicks off Monday, Sept. 19. There is an entire week of training, meetings, and special events for all faculty and staff during the week of Sept. 12. A schedule is included in your packet.

### **OACC Southwest Regional Meeting**

This regional meeting for Trustees has been planned for Tuesday, Oct. 4, from 6-8 p.m., at Clark State Community College in Springfield, Ohio. If you are able to attend, please let Stevetta Grooms know so that she can provide more information to you.

### **Sick Leave Transfer Request**

The following provision is in the College's Policy and Information Manual:

In the event of certain extenuating circumstances which cause an employee covered under this manual to exhaust his/her sick leave, the Board of Trustees, upon petition by the employee, may allow other employees of the College to give sick leave to the petitioner within the following constraints:

1. All sick leaves given shall be given on a voluntary basis.
2. The petitioning employee shall have (or shall soon have) exhausted his/her sick leave and all but five (5) days of his/her vacation before any sick leave may be transferred.
3. A maximum of fifty (50) days of sick leave may be transferred for any employee.
4. No employee may give more than ten (10) days sick leave to another employee.

A letter from an employee requesting such a transfer is included in your packet. This will appear on the agenda as an action item since the employee Policy and Information Manual references your approval.

## Upcoming Events Reminder for Board Members

- All-College BBQ | 6-8:30 p.m., Sept. 15, | Central Campus
- Coffee and Commerce | 9 a.m., Sept. 23 | Central Campus
- OACC Southwest Regional Meeting | 5-6 p.m. (pre-meeting campus tour), 6-8 p.m. (meeting), Tuesday, Oct. 4 | Clark State Community College
- Association of Community College Trustees Annual Leadership Congress | Oct. 12-15 | Dallas, Texas.

## President's Activities and Involvement

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

- Tech Prep Grant Meeting
- Governor Kasich Visit to Fayette County
- Fayette Chamber Luncheon
- Weekly Rotary Club Meetings
- Adams County Fair
- Fayette County Fair
- Highland County Fair
- Education Executive Magazine Interview
- Foundation Executive Committee Conference Call
- Leadership Highland Planning Meeting with Chamber Director
- Blanchester School Superintendent Brian Ruckel
- Ripley-Union-Lewis-Huntington School Superintendent Chuck Birkholtz
- Goals Meetings with President's Council
- Full-time Staff and Administration Meeting
- Possible Land Site Visits and Planning Meetings
- Highland County Chamber Legislative Event
- Early Childhood Education Conference
- Performance Evaluation Project Team
- USO Trustee Conference
- PN Pinning Ceremony
- Meeting with Chris Schock, Executive Director, Clinton County Regional Planning Commission
- 2012 Economic Forecast Breakfast Planning Meeting
- OVRDC 2011 CEDS Committee Meeting
- Mary Ayres' Retirement Reception
- Center for Innovation Food Technology (CIFT) MEETING
- Highland County Women's Hall of Fame Program
- SOCHE Executive Committee and Board Meeting
- Meeting with Representative Danny Bubp
- OACC Presidents' Meeting
- OACHE Board Meeting

# Academic Affairs

## English Developmental Courses in the Works

Assistant Professor of English and HPER and Arts/Humanities Division Coordinator Ken Holliday continues to work diligently creating a developmental English course for SSCC students. The course is being developed with the intent to address specific learning needs of students in a two-tiered progression toward English 101.

Additionally, a break out session to assist in preparing adjunct faculty for semester and content adjustments is in the working stages and will be held during adjunct orientation later this academic year.

### **Adjunct Orientation**

Many thanks are extended to Jessica Wise and others who helped coordinate and participate in the adjunct orientation on Aug. 6, 2011. The sessions revolved around pedagogical practices, assessment, information technology, communications, procedures and much more. Positive feedback was in abundance throughout the day. Some of SSCC's new full-time faculty attended to help acclimate and orientate them to processes and procedures here. The orientation was attended by approximately 40 adjuncts, and 15 faculty, staff, and administration.

### **Scioto County Career Technical Center**

A recent visit to Scioto County Career Technical Center yielded many positive comments from instructors and administration. The superintendent, Mr. Stan Jennings, looks forward to continued efforts with SSCC and was encouraged about the growth in numbers through his adult education and SSCC course enrollment. After holding conversations with several staff members, a unanimous theme emerged. The students are truly benefitting from SSCC's presence at the site and the opportunities provided.

### **AOC Receives Perfect Score**

The Adult Opportunity Center received a score of 100 percent on their Ohio Board of Regents Desk Review (Performance Measurement) for Program Year 2010. The Desk Review utilizes the following criteria to determine the overall score for each ABE program:

- Minimum Performance Levels (MPL) for the Educational Functioning Levels (EFL) as determined by standardized assessments;
- MPLs for the follow-up measures including those for employment, entering postsecondary education and/or training, obtaining a GED and increased involvement in family literacy activities;
- Student enrollment projections and student retention rates;
- Pre- and post-testing rates of students to determine level completion; and
- Key requirements and assurances of the FY2010 grant.

To achieve the 100-percent rating, every report must be on time, every meeting attended, and all benchmarks met.

The program had 610 enrolled students who participated in over 48,000 hours of instruction. Some of the benchmarks achieved included:

- 70 earned a GED;
- 217 were placed in unsubsidized employment; and
- 81 transitioned into post-secondary (76 at SSCC).

The AOC offers classes to students on all four SSCC campuses, as well as four satellite sites. The classes are free and the materials are furnished. Well-qualified instructors assist students in meeting goals such as preparing for college, obtaining a GED, or improving basic skills.

## Workforce Development and Community Services

### Truck Driving Academy

There were 26 participants enrolled for CDL training during July, and 20 participants enrolled in August. This compares to 26 and 35 respectively from 2010. There are 20 participants tentatively scheduled to start in September, subject to having full class starts at the locations involved.

The TDA provided CDL training for Scioto County Sanitation employees, and the SSCC Communications Department obtained a testimonial from the county Sanitation Engineer, Darrel LeBrun. His testimonial, along with others, is available on the Workforce Development/TDA web page. Mr. LeBrun's testimonial is as follows:

"I was highly impressed by the program at the Truck Driving Academy. The instructors were both knowledgeable and experienced and did not hesitate to answer questions or clarify the smallest of details. The volume of information and training received during the program was impressive and will no doubt pay dividends for our department in the future. I recommend the Academy for any department manager looking for high level training in this discipline."

The TDA also conducted customized transportation training sessions for two customers during August—one was Bush Specialty Vehicles/MAC Tools in Wilmington and the second was BEHR Thermal Products in Dayton.

R & L Carriers/Roberts Truck Sales offered the TDA three late model tractors in exchange for training some of their employees. After prompt consultation with SSCC administration, the TDA accepted delivery of the tractors and are installing the brake and seating needed for instructional purposes. The TDA will be training up to 15 R & L employees at intervals mutually agreeable to both parties. The three units are expected to lower maintenance costs and should be in service in early September. The TDA, in conjunction with the SSCC Communications Department, will be generating publicity thanking R & L for their contribution.

### Workforce Development

The monthly Resource Board meetings of the Highland County Enterprise Initiative (HCEI) were conducted on July 20 and Aug. 17. The Resource Board works closely with Enterprise Facilitator Sid Raisch to provide free, confidential assistance to new and existing entrepreneurs. The client list continues to increase steadily and was 80 in July and 83 in August. There have been 338 introductions of Sid to area people with an interest in small business. Any Board member wanting to read Ernesto Sirolli's "Ripples from the Zambezi" (the book describing the foundation and key concepts of Enterprise Facilitation) should contact John Joy.

### Continuing Education & Departmental Notes

The Every Citizen Online (ECO) project conducted 10 classes with 41 participants in July and 16 classes with 88 participants in August. These are free computer classes funded through Connect Ohio that are designed to give non-users the basics about computer operations and accessing the internet, as well as the benefits of broadband connectivity. The department is now coordinating training at the following locations:

- Center for Economic Opportunity, Washington CH
- Fayetteville-Perry Public Library
- Highland County One-stop
- Manchester Public Library
- North Adams Public Library
- West Union Public Library
- Mt. Orab Public Library
- Russellville Public Library
- Wilmington Public Library
- Highland County Public Library

### Enterprise Center

Russ Brewer, coordinator of the Adams County Enterprise Center, has met with representatives of the Clinton County Chamber and other county leadership exchanging ideas and touring parts of Adams County. It is hoped this will yield additional opportunities for Southern State's involvement in an Enterprise Center in Clinton County.

## Student Affairs/Enrollment Management

### Tutoring

During the summer quarter, 99 individuals requested a tutor for summer quarter and 278 lab sessions and 54 one-on-one sessions were conducted.

### Tutoring Orientations

Tutor training orientations were held at the Fayette and South campuses on Aug. 30 and 31. The *Tutor Resource Manuals* and the *Writing Tutorial Resource Manuals* were given to SSCC tutors. Training was conducted by Susan Long, Tutoring Coordinator. Part-time tutors Kari Buckley and Jackie Potts gave a series of presentations covering the following topics:

- The importance of tutoring to student retention;
- Policies and procedures contained in the new *Writing Tutorial Resource Manual*;
- Resolving common issues that occur during group/lab tutoring sessions;
- SSCC's new online tutoring platform; and
- Web tutorial training for new tutors.

Tutors wishing to participate in the SSCC Web Tutorials and tutor sign-up campaign, held during the first week of fall quarter at each campus, received training and information.

### Online Tutoring Services

The Tutoring Center gratefully acknowledges Cathy Zile, Dennis Griffith, Sean Anderson, and Shaun Powell of the IT department and Ben Filla, coordinator of Distance Learning, for their continued support and work in setting up the online tutoring platform and for preparing the new Lifebooks for this service.

### Promoting Tutoring

Susan Long attended the adjunct orientation in August and will be visiting classes this fall to promote tutoring. In addition, the center has been working with Jackie Malblanc in creating new signage and posters to promote tutoring, the web tutorials, and tutor recruitment.

## Career Services

Career and Counseling Services (CCS) attended the conference “*Positioning Appalachian – Economic Growth Strategies*” in Athens on Aug. 10. The conference emphasized “Green Industries” utilizing sustainable resources in the area.

## Growing Careers

Growing careers noted were again green jobs especially the use of biomass in creating alternative fuels and polymers. Also, health care information management and careers in finance, such as the area of accounting, are expected to grow.

## Resume Group Pilot Program

There is a growing concern about the increased demand for resume assistance. This is driven by the number of Trade Adjustment Act (TAA) students nearing completion of their programs. Unemployment compensation is terminated once their degrees are completed.

According to our One-Stop partners, Rick Thompson and Bob Brown, there are other programs impacting our students as well. Career and Counseling Services has assembled a set of templates and guides in digital and hardcopy format for students.

A pilot group was held on Aug. 26, 2011, to attempt to walk a small group of students through constructing a resume and to obtain their input and suggestions afterwards. The purpose of this test group is to determine the feasibility of using this model to manage this increased demand. The results and conclusion will be forthcoming.

## Financial Aid

### Disbursements

The final 2010-11 amount of financial aid disbursements was \$23,377,741.75. The final amount of disbursements for the previous academic year was \$21,221,643.02. A decrease of financial aid disbursements for the new academic year is anticipated due to the decrease in unemployed adults returning to school for retraining. Most of the Airborne employees have had to complete their programs within a two-year time frame and most of them graduated this past school year.

### Applications

To date the Financial Aid office has received a total 6,236 financial aid applications for both new and returning students for the new 2011-12 academic year. Approximately 200 to 300 new applicants are received each week. On a different note, there were many new federal regulations that became effective July 1, 2011, and the Financial Aid office has been very busy on the implementation of these new regulations.

## Advising and Retention Services

### Advising

The Advising and Retention Services office has averaged between 15 and 21 student contacts a day over the months of May, June and July. Contacts come in the form of appointments, walk-ins, phone calls and emails.

### Orientations

Staff members of the Advising and Retention Services office have participated or will be participating in more than 30 orientations for new students during the months of May through September.

Additionally, they have participated in open houses, orientations, informational sessions, and registrations at Manchester High School, PACCAR Medical Education Building in Chillicothe, and Scioto County Career Technical Center.

### Retention

#### Research

A study was conducted from summer quarter online classes to discuss reasons students dropped their online classes. More than 77 students were contacted to participate in this study. The results were then given to the Distance Education Committee.

#### Academic Warning/Probation

Academic plans are being developed for students who are receiving financial aid and find themselves on probation. Mailers are being created and printed through the Communications Department that will be sent to students who are on academic warning or probation and directing them to Student Services for guidance as well as mailers congratulating those who have come off of academic warning or probation, on the Dean's List, and also the President's List.

Advising and Retention Services staff will be giving a presentation during opening week to highlight the reviving of the Early Warning System as well as discussion of the Carl D. Perkins Mini-Grant program, which will offer a chance for more participation for grant activities and programs.

#### STEM Program

Amy McClellan has been selected to be the Train-the-Trainer for our area on the STEM Program. She will be attending a two-day training session at Columbus State Community College at the end of September. Her first training presentation will be at Scioto County Career Technical Center in November. The STEM program is to bring programs and interest to females in the areas of Science, Technology, Engineering, and Mathematics.

## Disabilities Services

### Accommodations

The Office of Disabilities Services is providing accommodations for 47 students for fall quarter, which includes nine deaf/hard of hearing students. In addition, 12 students are pending due to lack of providing necessary documentation to verify their disability.

## **New Employee**

Jenny Benedetti was hired as a part-time ASL interpreter/captionist. Jenny's first day was August 16. Currently, she is completing online training for c-print through the National Technical Institute for the Deaf and Rochester Institute of Technology.

## **Athletics**

### **Women's Volleyball**

Volleyball started its season Tuesday, Aug. 23. Currently the team is 0-2 for the season.

### **Men's Soccer**

Soccer started its season Friday, Aug. 26. Currently the team is 1-1 with a runner up finish in the SSCC Soccer Shootout.

### **Men's Basketball**

Men's Basketball will continue to be coached by Greg Himes with conditioning and practice set to begin Monday, Oct. 3.

### **Women's Basketball**

Women's Basketball will continue to be coached by Glenn Burns with conditioning and practice set to begin Monday, Oct. 3.

## **Enrollment**

### **Fall 2011**

As of Aug. 30, 2011, the total credit hours enrolled was 34,127 (a 6-percent decrease). Full-time equivalency was 2,275.13 (a 6-percent decrease). Total headcount was 3,119 (a 4-percent decrease).

# **Institutional Advancement**

## **Communications**

### **Marketing**

#### **2011-12 Advertising Campaign**

The advertising campaign has been finalized and is currently running in various media outlets across southern Ohio. As noted in the July 2011 report, the current campaign is consistent with the previous campaign and uses the theme, "A great place for a new beginning." The students featured include a diverse group of traditional and non-traditional students. Among them are Carrie Chalker, Jason Duffey, Lori Gilbert, June Reighly and Greg Lawson. For a full sampling of the creative aspects of this effort, visit the [Aug. 22 edition of "This Week @ SSCC."](#) A new feature of the 2011-12 incorporates the popular and trendy quick response (QR) code which directs audiences directly to specific web pages.



### Registration Reminders Direct Mail

In early August, direct mail was sent targeting students who may have applied to Southern State but not yet registered (qty. 505) and also to students who attended spring 2011 but had not yet registered for fall (qty. 1625). The mailers were custom designed to include a personalization feature highlighting the name of each recipient individually. The success of this strategy will be measured, in part, by reviewing the registrations that were completed following the mailing.

### Web

#### Student Portal and Blackboard Sign In

Work is underway to redevelop the student portal page to provide students convenient access to their Blackboard work space. In collaboration with the Information Technology Department and the Distance Education Coordinator, the team is pulling together a modified design that will allow students clear access to both Blackboard CE 8 (older version) and Blackboard 9.1 (new version) as the College migrates toward Blackboard 9.1.

### Public Relations

The Ohio Board of Regents invited public information officers in the University System of Ohio to take part in a three-day FastForward Camp on how to use the latest social media tools and approaches to reach key audiences. Kris Cross, director of public relations for Southern State, attended the training which was conducted by Debra Jasper, Ph.D., and Betsy Hubbard, who run the firm Mindset Digital and formerly directed the Kiplinger Program in Public Affairs Journalism in the John Glenn School of Public Affairs at The Ohio State University.

During the three-day session, participants covered:

- The three major digital shifts all education leaders must know (Facebook, YouTube and Twitter), as well as how people are using new tools to reach and engage students, alumni, donors and large audiences;
- How to better leverage social media and get a stronger return on investment; and
- Smart strategies for telling compelling data stories, giving powerful presentations and learning what people are saying about your organization online.

The camp was made possible thanks to the Lumina Foundation and part of the Productivity Initiative Grant to the Board of Regents in an effort to promote efficiency across higher education institutions in Ohio.

### Foundation

#### Scholarship Process

In collaboration with Janeen Deatley, SSCC Financial Aid Director, the Foundation is currently conducting a comprehensive assessment of the Foundation scholarship program for quality and communication improvement purposes between the College and the donors. This measure of donor stewardship provides the opportunity to have files updated which will ultimately lead to a more seamless scholarship administration process and an opportunity for improved donor relations.

## Foundation Board Engagement

The Executive Committee will be recommending several new board members to the SSCC Board of Trustees during the October Board meeting. The annual meeting of the SSCC Foundation is scheduled for Wed., Oct. 26 at 4 p.m. at which time the Foundation Board would like to introduce these new members.

## Monthly Contribution Report

June 2010	June 2011		July 2010	July 2011		August 2010	August 2011
\$1501.95	<b>\$2,866.50</b>		\$487.50	<b>\$3,766.50</b>		\$527.50	<b>\$1,167.66</b>

Special thanks goes to...

- The numerous SSCC faculty and staff members using payroll deduction as their commitment of support.
- Southern State Student Government Association for their hard work in hosting a spring fundraiser in honor of the late Bill Horne. This effort raised \$763.16 (posted for Aug. 2011) which was directed to the scholarship fund honoring Bill.
- Brown County Tourism Bureau
- Dr. and Mrs. Larry Dukes
- SSCC IT Department
- SSCC Tutoring Department
- SSEA
- Individuals contributing to the Horne Memorial
- Individuals supporting the Harmon Sizemore Memorial
- Highland County Chamber of Commerce
- U.S. Bancorp Foundation (Corporate Grant)
- Brown County Tourism Bureau
- The Ursalines of Brown County
- The Te-Alah Wellness Center
- Generous supporters of the Star-Spangled Beginning Donor Appreciation Reception (Held July 7, 2011)

# Human Resources

## Dependent Eligibility Audit Results Summation

The Dependent Eligibility Audit that was mentioned in the June report is now complete. The audit reviewed the documentation for 93 employees electing family coverage for 198 dependents.

- Spouse: A legal spouse as recognized by the state in which the employee resides
- Children: Under federal mandate, dependent children up to the age of 26;
  - State of Ohio dependent children up to age 28 if **all** of the following are true:
    - The child is a natural child, stepchild or adopted child of the insured;
    - The child is a resident of Ohio or a full-time student at an accredited higher education institution;
    - The child is not eligible for employer-sponsored coverage; and
    - The child is not eligible for coverage under Medicaid or Medicare.

## Impact of the Audit

### Financial

Six employees (about 6 percent) of those audited voluntarily identified six ineligible dependents covered by the Southern State Community College Healthcare Plan. In addition, during the audit one employee voluntarily elected to terminate an eligible child as an open enrollment option. Based on an average medical claims cost of \$2,500 per member per year, terminating seven plan participants from the group health plan reduces the College's claims liability by \$17,500.

### Risk Management

Eliminating ineligible plan participants fulfills the College's fiduciary responsibility to Anthem and mitigates potential claims fraud liabilities. Identifying the employees and dependents affected by the State of Ohio's dependent eligibility enhancements enables Southern State Community College to be proactive in communicating and complying with these new mandates and better managing its healthcare-covered population. The audit identified 15 employees who have 21 dependent children born between 1986 and 1990 that will be eligible within the next five years, to remain on the college's group plan until age 28 based on the state-mandated criteria as outlined above.

### Communications

The audit raised awareness and stimulated questions and discussions regarding the college's group health plan and the importance of managing and maintaining current, accurate employee information.

## New Hires

### Jody Bishop

Jody has been hired as a sociology faculty member in the Academic Affairs Department, a position that opened due to Nancy Wolford's retirement. Jody will be teaching various sections of Sociology beginning fall quarter.

### PK Harper

PK recently made a move from the North Campus to the Central Campus to the position of office associate in the Academic Affairs Department. PK's responsibilities include providing general administrative and clerical support for full- and part-time faculty. PK's office is located in the Learning Resources Center area at the Central Campus. PK's first day on Central Campus was July 18.

### Jesse Pertuset

Jesse has been hired as webmaster, filling the opening that was created by Katy Markey's recent move to the position of computer system and telecommunications assistant. Jesse's responsibilities include designing, building and maintaining the College website in collaboration with the Communications Team. Jesse's office is located on the Central Campus, and his first day was July 18.

### Carissa Thatcher

Carissa recently made a move from the Fayette Campus to the South Campus to the position of Learning Resources Center manager, a position that opened due to Mary Ayres' retirement. Carissa's responsibilities include overseeing the day-to-day operations of the Learning Resources Center and assisting faculty, staff and students to conduct research and search databases. Carissa's first day on South Campus was Sept. 1.