

# Meeting Minutes of the **BOARD OF TRUSTEES**



**SOUTHERN STATE**  
COMMUNITY COLLEGE

NOVEMBER 16, 2023 MEETING

The Southern State Community College Board of Trustees met on Thursday, November 16, 2023 at 12:00 p.m. in Room 103 at Central Campus, located at 100 Hobart Drive in Hillsboro, Ohio.

At 12:04 p.m., Chair Boedeker called the meeting to order. Roll Call was as follows:

**Present:**

Trustee Doug Boedeker, Chair  
Trustee Randy Chandler  
Trustee Rachel Cummings, Vice Chair  
Trustee Dennis Milstead  
Trustee Jeff Newman  
Trustee Tracy O'Hara

**Absent:**

Trustee Brian Prickett

23.80

## Consideration of Agenda

Trustee Cummings moved and Trustee O'Hara seconded that the November 16, 2023 meeting agenda be approved. Roll Call Vote was as follows:

**Yes, approval of November 16 meeting agenda:**

Trustee Randy Chandler  
Trustee Rachel Cummings, Vice Chair  
Trustee Dennis Milstead  
Trustee Jeff Newman  
Trustee Tracy O'Hara  
Trustee Doug Boedeker, Chair

23.81

## Consideration of Minutes

Trustee O'Hara moved and Trustee Chandler seconded that the Board accept the October 11 minutes and the October 25 special meeting minutes as presented. Roll Call Vote was as follows:

**Yes, approval of Oct. 11 and Oct. 25 minutes:**

Trustee Rachel Cummings (Oct. 11 only)

Trustee Dennis Milstead

Trustee Jeff Newman

Trustee Tracy O'Hara

Trustee Randy Chandler

Trustee Doug Boedeker, Chair

**Abstain:**

Trustee Rachel Cummings (Oct. 25)

23.82

### Monitoring Confirmation

#### President's Report

President Roades shared with the Board about the College partnering with Highland County Community Action to collect kids gloves, hats and socks through a Giving Tree set up in the lobby at Central Campus. She also mentioned the upcoming Christmas carry-in luncheon open to all employees on December 12 and the Cindy Bloom Memorial Fund luncheon on December 8 to honor students who have been nominated by faculty and staff in a special way. She expressed gratitude to Dr. Jessica Wise, Ann Ernst and Robin Tholen for their efforts and coordination of these events.

She also noted the upcoming Study Abroad experience in May, with a deadline of mid-January for the scholarship application. She closed her remarks with the announcement of Chancellor Randy Gardner's retirement at the end of 2023, to be succeeded by Sr. Vice Chancellor Mike Duffey, expressing appreciation for Chancellor and his support and advocacy for community colleges.

23.83

#### Financial Reports

Dr. Steven Hinshaw opened with reading a summary from the auditors, noting no reportable items on compliance or internal control after completion of the FY23 audit. He expressed gratitude for Kathy Pierson and the Business Office team for their efforts. He then shared details of the recently calculated SB6 and CFI scores, expressing great news all around.

In reference to the October 31 financial reports, he noted that revenue was 2% higher than expected and expenses 6% lower, concluding with additional positive news of strong Spring 2024 enrollment so far.

23.84

Trustee Milstead moved and Trustee Newman seconded to approve the November President's Report and the September and October Financial Reports. Roll Call Vote was as follows:

**Yes, approval of Reports:**

Trustee Dennis Milstead  
Trustee Jeff Newman  
Trustee Tracy O'Hara  
Trustee Randy Chandler  
Trustee Rachel Cummings, Vice Chair  
Trustee Doug Boedeker, Chair

23.85

**Consideration of Academic Calendars**

Trustee Cummings moved and Trustee Milstead seconded to approve the 2024-25 and 2025-26 academic calendars. Roll Call Vote was as follows:

**Yes, approval of 2024-25 and 2025-26 calendars:**

Trustee Jeff Newman  
Trustee Tracy O'Hara  
Trustee Randy Chandler  
Trustee Rachel Cummings, Vice Chair  
Trustee Dennis Milstead  
Trustee Doug Boedeker, Chair

23.86

**Consideration of Construction Agreement re: Restroom Renovations**

Mr. Brian Rice shared a few details of the construction timeline and agreement with K & T Construction and Supply, Inc. Trustee O'Hara moved and Trustee Milstead seconded that the Board accept the following resolution regarding a construction agreement with K & T Construction:

**SOUTHERN STATE COMMUNITY COLLEGE BOARD OF TRUSTEES  
November 16, 2023**

**Resolution to approve the Construction Agreement entered into between Southern State Community College and Construction Firm K & T Construction and Supply, Inc.**

WHEREAS, Southern State Community College wishes to enhance and improve the College's services by renovating main restroom facilities at the Highland County Campus; and

WHEREAS, in October 2022, Southern State Community College selected App Architecture as the Architect/Engineer to perform and provide all of the necessary design and construction services; and

WHEREAS, the Ohio Facilities Construction Commission is the Contracting Authority for the purposes of the construction project; and

WHEREAS, the renovation of the Highland County main restrooms will utilize the General Contracting project delivery method; and

WHEREAS, state capital will be used to fund this renovation project and will be released through the state Controlling Board

WHEREAS, the total amount of compensation for the Construction Firm's Services is \$562,633: now, therefore,

BE IT RESOLVED, that the Southern State Community College Board of Trustees hereby approves the Construction Agreement entered into between Southern State Community College and K & T Construction and Supply, Inc.

Roll Call Vote was as follows:

**Yes, approval of restroom renovation resolution:**

Trustee Tracy O'Hara

Trustee Randy Chandler

Trustee Rachel Cummings, Vice Chair

Trustee Dennis Milstead

Trustee Jeff Newman

Trustee Doug Boedeker, Chair

23.87

**Consideration of Transcript Withholding Policy Resolution**

President Roades opened discussion of the transcript withholding policy by sharing some background and also some recent information indicating potential movement regarding regulation of this issue, not only at the state level, but at the federal level. Questions and concerns from the Board followed about the financial implications of removing the policy and how to encourage responsibility of the student. Knowing further regulation would be coming in the near future, with great reluctance, the Board agreed to move forward.

Trustee Cummings moved and Trustee Milstead seconded to that the Board approve the

following resolution to end the practice of transcript withholding:

**SOUTHERN STATE COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**November 16, 2023**

**Resolution to End the Practice of Transcript Withholding**

WHEREAS, Southern State Community College's Board of Trustees recognizes that the tuition schedule maintains SSCC's position as having among the lowest tuition in the State of Ohio, continuing the Board's commitment to ensuring access to high quality, affordable college education; and

WHEREAS, SSCC provides students with financial support through scholarships, emergency assistance, and payment plans to lessen financial burdens; and

WHEREAS, SSCC currently offers all students the ability to obtain official transcripts at no charge provided that the student does not have an overdue balance with SSCC; and

WHEREAS, SSCC currently withholds official transcripts for students with overdue balances to the College; and

WHEREAS, SSCC will send official transcripts to employers and potential, regardless of overdue balances with SSCC, in accordance with Ohio Revised Code 3345.011; and

WHEREAS, Ohio Revised Code 3345.027 (C) (1) states that "Not later than December 1, 2023, the board of trustees of each state institution of higher education shall formally consider and adopt a resolution determining whether to end the practice of transcript withholding"; and

WHEREAS, the Board has formally considered the extent to which ending the practice of transcript withholding will promote the State of Ohio's post-secondary education attainment and workforce goals; and

WHEREAS, the Board has formally considered the rate of collection on overdue balances resulting from the historical practice of transcript withholding; and

WHEREAS, the Board has formally considered the extent to which ending the practice of transcript withholding will help students who have disenrolled from SSCC complete an education, whether at SSCC or another state institution;

NOW THEREFORE BE IT RESOLVED that Southern State Community College shall, upon receipt of all properly authorized requests, end the practice of withholding student transcripts for non-payment of overdue balances owed to the College effective November 17, 2023.

Roll Call Vote was as follows:

**Yes, approval of transcript policy resolution:**

Trustee Randy Chandler  
Trustee Rachel Cummings, Vice Chair  
Trustee Dennis Milstead  
Trustee Jeff Newman  
Trustee Tracy O'Hara  
Trustee Doug Boedeker, Chair

23.88

**Consideration of Faculty Emeritus Nomination – Dr. Gayle Mackay**

Mr. Jeff Tumbleson, Associate Professor of Business and Economics, read the nomination letter in its entirety, nominating Professor Gayle Mackay for Faculty Emeritus. Trustee O'Hara moved and Trustee Milstead seconded to approve Faculty Emeritus for Dr. Mackay. Roll Call Vote was as follows:

**Yes, approval of faculty emeritus nomination:**

Trustee Rachel Cummings, Vice Chair  
Trustee Dennis Milstead  
Trustee Jeff Newman  
Trustee Tracy O'Hara  
Trustee Randy Chandler  
Trustee Doug Boedeker, Chair

23.89

**Consideration of 2024 Board Meeting Dates**

Trustee Newman moved and Trustee O'Hara seconded to approve the 2024 Board meeting dates as presented. Roll Call Vote was as follows:

**Yes, approval of 2024 Board meeting dates:**

Trustee Dennis Milstead  
Trustee Jeff Newman  
Trustee Tracy O'Hara  
Trustee Randy Chandler  
Trustee Rachel Cummings, Vice Chair  
Trustee Doug Boedeker, Chair

23.90

### Executive Session

At 12:51 p.m., Trustee Newman moved that the Board enter into executive session for the purpose of discussing the purchase or sale of property. Trustee Chandler seconded the motion. Roll Call Vote was as follows:

**Yes, approval of moving into executive session:**

Trustee Jeff Newman  
Trustee Tracy O'Hara  
Trustee Randy Chandler  
Trustee Rachel Cummings  
Trustee Dennis Milstead  
Trustee Doug Boedeker, Chair

23.91

Trustee Cummings recused herself, due to conflict of interest. Dr. Steven Hinshaw and Brian Rice were invited to join.

At 1:30 p.m., Trustee Milstead moved and Trustee O'Hara seconded that the Board come out of executive session and enter back into regular session. No further action was taken.

23.92

### Adjournment

At 1:31 p.m. on Thursday, November 16, 2023, Trustee Newman moved and Trustee Milstead seconded that the meeting be adjourned.

23.93

NOTE: Copies and/or originals of all documents referenced throughout the minutes are on file (BOARD OF TRUSTEES / November 16, 2023) in the President's office unless otherwise noted.

  
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President

  
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Chairman

  
\_\_\_\_\_  
Secretary