

Meeting Minutes of the **BOARD OF TRUSTEES**



OCTOBER 16, 2025 MEETING

The Southern State Community College Board of Trustees met on Thursday, October 16, 2025, at 5:00 p.m. in Room 347 at Central Campus, located at 100 Hobart Drive in Hillsboro, Ohio.

At 5:00 p.m., Vice Chair Milstead called the meeting to order. Roll Call was as follows:

Present:

Trustee Doug Boedeker
Trustee Randy Chandler
Trustee Karen Daniels
Trustee Denny Kirk
Trustee Dennis Milstead, Vice Chair
Trustee Jeff Newman

Absent:

Trustee Rachel Cummings, Chair
Trustee Brian Prickett

25.72

Consideration of Agenda

Trustee Kirk moved, and Trustee Daniels seconded that the October 16, 2025 meeting agenda be approved, after amending Item VIII to "Consideration of Resolution Regarding Curricular Approval Process." Roll Call Vote was as follows:

Yes, approval of amended October 16 meeting agenda:

Trustee Randy Chandler
Trustee Karen Daniels
Trustee Denny Kirk
Trustee Jeff Newman
Trustee Doug Boedeker
Trustee Dennis Milstead, Vice Chair

25.73

Consideration of Minutes

Trustee Boedeker moved, and Trustee Kirk seconded that the Board accept the August 21 regular meeting and long-term planning/facilities committee meeting minutes. Roll Call Vote was as follows:

Yes, approval of August 21 and committee minutes:

Trustee Karen Daniels

Trustee Denny Kirk

Trustee Doug Boedeker

Trustee Randy Chandler

Trustee Dennis Milstead, Vice Chair

Abstain:

Trustee Jeff Newman

25.74

Monitoring Confirmation

President's Report

President Roades welcomed Jim Barnett's Product Design class, who were in attendance as part of their mid-term exam. From her written report, she highlighted the five-year approval from the U.S. Department of Education for Southern State's participation in the Federal Student Financial Aid Program. She commended the Financial Aid team for their efforts.

After attending the Highland County Commissioners' meeting the previous day, President Roades conveyed their gratitude to the SSCC team for the hospitality shown over the past six months in hosting their meetings during the renovation of their space.

25.75

Financial Reports

Dr. Steven Hinshaw highlighted from his written report, specifically the dashboard, that student tuition and fees were down 2.6% in credit hours. He noted that, depending on Spring term enrollment, a mid-term budget adjustment may need to be made. He also shared with the Board that expenses were trending below budget and that the annual audit should be wrapping up that week, with further details to share at the November meeting.

25.76

Trustee Daniels moved, and Trustee Newman seconded to approve the October President's Report and the August 30 Financial Report. Roll Call Vote was as follows:

Yes, approval of Reports:

Trustee Denny Kirk

Trustee Jeff Newman

Trustee Doug Boedeker

Trustee Randy Chandler

Trustee Karen Daniels

Trustee Dennis Milstead, Vice Chair

25.77

Annual Cyber/Information Security Program Update

Vice President of Technology and Infrastructure, Brian Rice, presented the annual cyber/information security program update, including compliance, the threat landscape, and an education breach overview.

25.78

Consideration of ODHE FY25 Efficiency Report

President Roades provided a brief history of the annual Efficiency Report requirement from the state, and on signs of improvement with regard to textbook affordability. Trustee Kirk moved, and Trustee Newman seconded to approve the ODHE Efficiency Report as presented. Roll Call Vote was as follows:

Yes, approval of ODHE FY25 Efficiency Report:

Trustee Jeff Newman

Trustee Doug Boedeker

Trustee Randy Chandler

Trustee Karen Daniels

Trustee Denny Kirk

Trustee Dennis Milstead, Vice Chair

25.79

Consideration of Corporate Resolution Regarding Authorized Signers

President Roades provided an explanation for the resolution, referencing the retirement of SSCC's long-time Treasurer, Kathy Pierson. She commended Dr. Hinshaw and his team in the Business Office for their hard work in meeting their goals for succession planning in 2024. Trustee Daniels moved, and Trustee Kirk seconded to approve the following corporate resolution regarding authorized signers:

**SOUTHERN STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 16, 2025**

Corporate Resolution

WHEREAS, the Board affirms the President's appointment of Dawn Bell as the Assistant Treasurer of Southern State Community College effective November 1, 2025;

THEREFORE BE IT RESOLVED, the Board of Trustees approves the addition of Dawn Bell and the removal of Kathy Pierson (as of November 1, 2025) as authorized signers on all Southern State Community College and Foundation deposit and investment accounts. This would be in addition to signers Dr. Nicole Roades, President, Dr. Erika Goodwin, VP of Academic and Student Affairs, and Dr. Steven Hinshaw, VP Financial Services/CFO.

Roll Call Vote was as follows:

Yes, approval of authorized signers' resolution:

Trustee Doug Boedeker

Trustee Randy Chandler

Trustee Karen Daniels

Trustee Denny Kirk

Trustee Jeff Newman

Trustee Dennis Milstead, Vice Chair

25.80

Consideration of Resolution Regarding Curricular Approval Process

President Roades expressed her appreciation for the solid, policy-following work of the Curriculum Committee, and provided an explanation and details surrounding the need for a resolution to approve a curricular approval process. Trustee Boedeker moved, and Trustee Newman seconded to approve the curricular approval process as presented below:

**SOUTHERN STATE COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 16, 2025**

**Resolution Affirming the College's Curricular Approval Process in Compliance with
Ohio Revised Code 3345.457**

WHEREAS, Ohio Revised Code 3345.457 requires each state institution of higher education to establish, implement, and maintain an internal process for the approval of all academic curricula, degrees, and certificate programs offered by the institution; and

WHEREAS, the statute further requires that the institution's governing board formally approve the institution's curricular approval process to ensure appropriate faculty involvement, administrative oversight, and alignment with state standards; and

WHEREAS, the Board of Trustees of Southern State Community College recognizes the importance of maintaining a clear, efficient, and collaborative process for curriculum development and review that supports academic quality, student success, and institutional accountability; and

WHEREAS, the College administration and faculty, through the Academic Affairs division and established governance structures, have developed and implemented a Curricular Approval Process that includes:

- Faculty-led curriculum development and review through the Curriculum Committee;
- Approvals of the Committee are forwarded as a recommendation to the Vice President of Academic Affairs (VPAA);
- Recommendations from the VPAA are directed to the President, followed by the President's submission to the Board of Trustees for formal and final action where applicable;
- Compliance with all applicable Ohio Department of Higher Education (ODHE) and Higher Learning Commission (HLC) requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Southern State Community College hereby affirms and approves the College's Curricular Approval Process as consistent with the requirements of Ohio Revised Code 3345.457; and

BE IT FURTHER RESOLVED, that the Board directs the President or designee to ensure the continued documentation, implementation, and periodic review of the Curricular Approval Process to maintain compliance with state law and to support continuous improvement in academic program quality; and

BE IT FURTHER RESOLVED, that a copy of this resolution and the approved Curricular Approval Process shall be maintained in the official records of the Board and made available for inspection as required by law.

Adopted this 16th day of October, 2025, at a regular meeting of the Board of Trustees of Southern State Community College

Roll Call Vote was as follows:

Yes, approval of the curricular approval process resolution:

Trustee Randy Chandler

Trustee Karen Daniels

Trustee Denny Kirk

Trustee Jeff Newman

Trustee Doug Boedeker

Trustee Dennis Milstead, Vice Chair

25.81

Adjournment

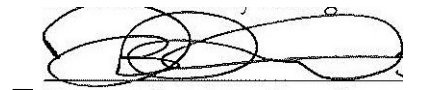
At 5:44 p.m. on Thursday, October 16, 2025, Trustee Newman moved, and Trustee Boedeker seconded that the meeting be adjourned.

25.82

NOTE: Copies and/or originals of all documents referenced throughout the minutes are on file (BOARD OF TRUSTEES / October 16, 2025) in the President's office unless otherwise noted.



President



Vice Chairman



Secretary