

In response to part of Amended Substitute Senate Bill 3, signed by Governor Kasich on June 17, 2014, we have posted below a list of the official Rules of Southern State Community College.

(A) Powers

The Board of Trustees, consisting of nine (9) members, appointed by the Governor of Ohio

(g) Members of the Board of Trustees shall exercise such authority and

following the declaration of such vacancy by the chair and the support of five or more members of the board. Any officer of the Board may be removed at any time, either with or without cause, by resolution adopted by the Board at any meeting of the Board. In the event of removal, the meeting notice for the meeting during which the Board intends to vote on such removal resolution must specify that such removal action is to be considered.

(4) Duties and Responsibilities of Officers

(a) Chair. It shall be the duty of the chair to call the meeting to order, to preside at all meetings of the Board, to rule on the order and discussions of motions, to maintain proper decorum within the meeting place, to expedite the use of time during the meetings, to allocate the time for discussions and to perform all duties incident to the office of the chair and such other duties as may be prescribed from time to time by the Board. The chair may, at any time, appoint such committees as he/she deems necessary. All committees shall be advisory in nature. Once appointed, such committees will serve until the next organizational meeting of the Board.

(b) Vice Chair. It shall be the duty of the vice chair to perform the duties of the chair in his/her absence, or in the event of the chair's inability or refusal to act. The vice chair, when thus acting, shall have the powers of and be subject to all restrictions placed upon the chair. A vice chair shall perform such other duties as from time to time may be assigned to him/her by the chair of the board.

(c) Secretary. The secretary shall keep the minutes of the meetings of the Board; shall see that all notices of meetings are duly given in accordance with the provisions of this constitution and bylaws, or as required by law; and, in general, shall perform such other duties as from time to time may be assigned to him/her by the chair of the board.

Unless otherwise specified by the chair, there shall be at least six regular meetings of the Board each calendar year. The time and place of regular meetings shall be determined at the organizational meeting by a quorum of the Board.

(2) Special Meetings

Special meetings of the Board may be called by the chair on his/her own initiative and shall be called by the chair upon written request of no fewer than three members of the Board. Written notice of such special meetings shall be given to each member at least 24 hours prior to the date of said meeting stating the time and place of such meeting and the purpose for which it is called.

(3) Emergency Meetings

Emergency meetings of the Board may be convened when a situation requires immediate official action. When such an emergency meeting is scheduled, written notice of said meeting shall be given stating the time and place of such meeting and the purpose for which it is called.

(4) Public Participation

Any person, other than a member of the Board or an officer of the college, who wishes to address the Board must request permission from the chair or the secretary of the Board at least one week prior to the Board meeting. The request must be made in writing and must state the requestor's purpose for addressing the Board. Proper decorum is expected of individuals addressing the Board. The chair reserves the right to terminate an individual's speaking privileges if the individual persists after being asked to cease engaging in improper conduct.

(5) Rules of Order

The latest published and released edition of "Roberts Rules of Order" shall be taken as the authority in the transaction of business in any matters not addressed in this manual or the Ohio Revised Code.

(E) Board Meeting Minutes

The minutes of each regular or special meeting shall be duly recorded. The typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the Board. Such action may also be taken at an intervening special meeting. The minutes shall be inspected and signed by the secretary and chair of the Board and shall be maintained in the official Board files.

The President is the chief executive officer and professional advisor of the Board. The President interprets and implements the Board's policies and regulations in their application to the various operations and personnel matters of the college. The President has responsibility and authority necessary to provide professional leadership and

that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

All records of Southern State Community College are public unless they are specifically exempt from disclosure under the Ohio Revised Code. Under Ohio law, a record (or portion of a record) may still be withheld from release because state or federal law makes the record or a portion thereof confidential.

The College will respond to a public records request within a reasonable amount of time after receiving the request.

(B) Directory Information

Southern State Community College has defined their directory information as follows:

- (1) Name
- (2) Dates of Attendance
- (3) Honors and awards received
- (4) Degree(s)/Certificate(s) awarded, if any
- (5) Full-time or Part-time enrollment status
- (6) Address
- (7) City of residence
- (8) Participation in officially recognized sports and activities
- (9) Photograph

However, releasing directory information to any person or group for use in a profit-making plan or activity is prohibited.

(C) Policy

It is the policy of Southern State Community College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section F for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

(D) Records Request

With the exception of student records (see Section 1), each request for public records should be evaluated for a response using the following guidelines:

- (1) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.
- (2) The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested.

(3) Public records are to be available for inspection during regular business hours, with the exception of published holidays or closings. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

(4) Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by Southern State Community College within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following: 29.a2foei(ies)2(o)3

(1) Records in private e-mail accounts used to conduct public business are subject

employed after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(C) Assistance

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Laws and related statutes. The Commission can be contacted at (614) 466-7090. The Commission's web site address is: www.ethics.state.oh.us. Southern State Community College's assigned Assistant Attorney General is also available to answer questions involving this policy.

(D) Penalties

Failure of any Southern State Community College Board of Trustees official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

The governing board shall consist of a board of nine trustees who shall be appointed by the governor with the advice and consent of the senate. Ninety days prior to the expiration of a term, the Board Chair shall submit a request to the Governor's Office of Boards and Commissions that consideration be given to county representation in accordance to the following schedule.

Rotation Chart 2015 – 2021

	Adams	Brown	Clinton	Fayette	Highland
2015	2	1	2	2	2
2016	2	2	2	1	2
2017	2	2	2	1	1
2018	2	1	2	2	2
2019	2	1	2	2	2
2020	2	2	2	2	1
2021	2	2	2	2	1

(A) Purpose

The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- (1) Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.

(2) Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.

(3) Maint

controlled by the College, therefore, no publicly-accessible outdoor areas available for use under this Policy. Where any outdoors space is controlled by the College, this Policy applies.

(3) Large Groups

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the Campus Director at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

(C) Student Use

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Campus Director. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.atio5g(r)6(e (s)-8,c -0

(14) Ensures the campus community is aware of benefits associated with the new Post 9/11 GI Bill and actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

(C) Workforce Training and Education

SSCC works to provide better access and success for service members and veterans in postsecondary education and training while improving transition to civilian work. Services provided include:

(1) An online tool for exploring careers, searching programs in Ohio and providing consumer reporting information on earnings and employment outcomes for each program. This website should include special information targeted to service members and veterans regarding shortening the time to receive a credential or degree through:

- (a) Expanding credit for prior learning;
- (b) Articulation and transfer agreements;
- (c) Bridge programs;
- (d) Applied Baccalaureate degrees; and
- (e) Online tools.

(2) Improving services for service member and veteran job seekers by promoting seamless workforce development services such as those provided at Ohio Means Jobs Centers, campus career centers, and through affiliates.

(A) Textbooks and other materials are selected by faculty for the benefit of student learning.

(4) Where appropriate, consider use of open-